### 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.

**Steps:**
1. A completed official application for admission form must be submitted, together with the application fee and supporting documentation, to the Faculty of Graduate Studies. Until such time as an application is complete it will not be considered.

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

2. Applications are subsequently reviewed by the unit offering the program who will decide whether the applicant meets the unit’s criteria which include but are not limited to space, facilities, and advisors.

3. Notification of recommended/rejected applications are sent to the Faculty of Graduate Studies who check that the applicant meets the eligibility requirements of the Faculty of Graduate Studies. The Faculty of Graduate Studies notifies applicants of their acceptance or rejection.
3. If distance from the University of Manitoba Faculty of Music makes a larger panel impracticable, the audition portion of the application process may occur at an audition site off-campus, and in this case may be conducted by only one faculty member, with the understanding that the graduate committee will review this application, including the written notes of the audition process.

4. The audition may also be submitted on video (DVD preferred [region 1 or 0], VHS-NTSC format acceptable); audio-only applications are not acceptable. The submitted video must be of sufficient quality to assess the performance level; the assessment of the quality level of the video shall be at the discretion of the audition committee. Video auditions will normally be assessed by three faculty members (as in paragraph 1 above).

5. Some specific audition requirements are listed below by discipline. Please note that all applicants must contact the appropriate faculty for details of audition requirements, as some departments require pre-approval of audition programs.

6. The audition will include an interview (via telephone if necessary) to explore the applicant’s professional goals and suitability to fulfill those goals. This interview is weighted as 25% of the application process.

7. A written assessment/ranking of the audition shall be signed by all present and submitted to the Graduate Chair.

Specific Audition Requirements

Performance:

Students may apply in the following specialty areas within the performance concentration:

- Standard Orchestral and Wind Band Instruments
- Voice
- Keyboard instruments (Piano, Organ, Harpsichord)
- Collaborative Piano
- Guitar
- Jazz

All applicants are to submit a curriculum vita that includes details of performance experience and repertoire.

Applicants are required to audition with a program of works representing a variety of historical periods and exhibiting a variety of contrasting styles. The program for the audition should be of sufficient length to allow for this; please contact the area coordinator for approval of the proposed program.

The audition may involve sight-reading; contact...
<table>
<thead>
<tr>
<th>Faculty of Graduate Studies Regulation</th>
<th>Supplemental Regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Composition:</strong></td>
<td>the appropriate faculty prior to the audition for details. (In the case of a DVD/video audition, sight-reading abilities, if required, will be evaluated during the follow-up audition after the student arrives on campus.)</td>
</tr>
<tr>
<td>Applicants are to present a portfolio of works demonstrating their ability to control musical form and content in a variety of musical genres (orchestral, chamber, solo, vocal, dramatic, electroacoustic, etc.); recordings are to be included wherever possible. Applicants must also submit a curriculum vita detailing their experience in the area of composition and in the field of music in general. In addition, applicants should include a letter describing their particular interests in their field, and discussing what they wish to gain from studies at the Faculty of Music.</td>
<td></td>
</tr>
<tr>
<td><strong>Conducting:</strong></td>
<td></td>
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<tr>
<td>Applicants are required to submit:</td>
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<tr>
<td>– a preliminary video (DVD preferred [region 1 or 0], VHS-NTSC format acceptable) of their rehearsal (minimum 15 minutes) and performance (minimum 15 minutes) conducting (camera facing the conductor).</td>
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</tr>
<tr>
<td>– a list of repertoire they have conducted (a) in performance; (b) in rehearsal</td>
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</tr>
<tr>
<td>– an analysis of a piece of music from a theoretical/conducting standpoint (form; harmonic, melodic, rhythmic structure; technical challenges for the players; technical and musical challenges for the conductor) Applicants should consult with the conducting faculty regarding the specific piece to be analyzed.</td>
<td></td>
</tr>
<tr>
<td>– a curriculum vita detailing their experience both in the area of composition and in the field of music in general.</td>
<td></td>
</tr>
<tr>
<td>Applicants will be required to conduct two pieces in rehearsal with university ensembles (normally the University Singers, University Wind Ensemble, or University Symphony Orchestra, as appropriate to the desired area of specialization). The repertoire chosen for the audition must represent contrasting styles, and at least one of the selections should be a piece with which the ensemble is already somewhat familiar. Repertoire must be approved by the conducting faculty prior to the audition</td>
<td></td>
</tr>
<tr>
<td>The conducting audition will normally last 20 to 30 minutes.</td>
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</tr>
<tr>
<td>Instrumental conducting applicants will be required to:</td>
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</tr>
</tbody>
</table>

**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)

*Music supplemental regulations approved by FGS Feb 23, 2012*
— coach a chamber ensemble (20 or 30 minutes)
— perform selections of their choice on their main instrument or voice
— display proficiency in sight singing and rhythmic reading

Choral conducting applicants will be required to:
— perform vocal selections of their choice
— display proficiency in sight singing and keyboard score reading

Stage 2 — Review:

1. The files of all applicants who pass the audition process will be reviewed by the graduate committee with regard to grades, prerequisite degree programs, demonstrated writing ability, GPA admission standing, etc. The Graduate Chair or designate, or other administrator such as the Dean or Associate Dean shall be present at this review. In consultation with the Dean’s office, the Graduate Committee will make up a prioritized list of candidates, with recommendations for acceptance going out from the top of the list. Those acceptable but who are not recommended due to lack of space shall be placed on a waiting list.

2. All applications recommended for acceptance will be forwarded to the Faculty of Graduate Studies, which will make the final decisions on admission.

N.B.

Bachelor of Music graduates of the University of Manitoba Faculty of Music are not granted automatic acceptance into the Master of Music program. They will be assessed on an equal basis with external candidates with regard to auditions, grades, and other factors. University of Manitoba Bachelor of Music students in their final year of study may request that their senior recital serve as the audition for the Master of Music program. Such a request must be made in writing to the music office at least one month prior to the date of their senior recital.

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 Office for recommendations from graduate departments.

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>Canadian/US</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td>September</td>
<td>July 1</td>
<td>April 1</td>
</tr>
<tr>
<td>WINTER</td>
<td>January</td>
<td>Nov. 1</td>
<td>August 1</td>
</tr>
<tr>
<td>SUMMER (May start)</td>
<td>May</td>
<td>March 1</td>
<td>December 1</td>
</tr>
<tr>
<td>SUMMER (July start)</td>
<td>July</td>
<td>May 1</td>
<td>February 1</td>
</tr>
</tbody>
</table>

IMPORTANT: Applicants are required to submit the application and documentation to the

Faculty of Music Application Deadlines:
The following are the deadlines for receipt by the Faculty of Graduate Studies Office for applications and all supporting material.

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>Canadian/US</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>Sept. 31</td>
<td>Jan. 31</td>
<td>Jan. 31</td>
</tr>
<tr>
<td>Winter</td>
<td>Jan. 15</td>
<td>June 15</td>
<td>June 15</td>
</tr>
<tr>
<td>Spring</td>
<td>May 1</td>
<td>Jan. 31</td>
<td>Oct. 31</td>
</tr>
<tr>
<td>Summer</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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</tbody>
</table>

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)

Music supplemental regulations approved by FGS Feb 23, 2012
Faculty of Graduate Studies for an earlier date than is listed above. Applicants are advised to confirm the deadline of the department to which the application is being made. Contact information for each department can be found at http://umanitoba.ca/faculties/graduate_studies/admissions/index.html

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

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)

<table>
<thead>
<tr>
<th>Faculty of Graduate Studies Regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Fee:</strong>&lt;br&gt;This fee must accompany all admission applications:&lt;br&gt;Canadian/Permanent Residents - $100.00 (CDN)&lt;br&gt;International Applicants - $100.00 (CDN)</td>
</tr>
<tr>
<td><strong>Transcripts:</strong>&lt;br&gt;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/will not clearly state that a degree has been conferred, an official degree certificate is required to accompany the transcript. It is important that the transcript(s) be sent so as to arrive as soon as possible to coincide with the arrival of the application.</td>
</tr>
<tr>
<td><strong>Transcripts:</strong> International:&lt;br&gt;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.</td>
</tr>
<tr>
<td><strong>Transcripts:</strong> University of Manitoba:&lt;br&gt;University of Manitoba students may request student histories (unofficial academic records) to be mailed directly to the department or Graduate Studies free of charge. Some departments require official transcripts which may be obtained from the Registrar’s office, 400 University Centre (Please allow at least two weeks for delivery).</td>
</tr>
<tr>
<td><strong>Proficiency in English:</strong>&lt;br&gt;A successfully completed English Language Proficiency Test 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 (below). If applicable, this score is required as a basis for admission and applicants will NOT be accepted subject to receipt of an acceptable score. Documented proof of either 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.*&lt;br&gt;University of Michigan English Language Examination Assessment Battery MELAB (80%);&lt;br&gt;Test of English as a Foreign Language TOEFL– Paper-based test (550); Internet Based iBT (80);&lt;br&gt;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);&lt;br&gt;International English Language Testing System IELTS (6.5);&lt;br&gt;Academic English Program for University and College Entrance AEPUCE (65%);&lt;br&gt;Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset)&lt;br&gt;Note:&lt;br&gt;1. In addition, Foreign language students may be asked by the Department to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the Department may recommend remedial measures in language skills based on the results of the CanTEST.&lt;br&gt;2. Some departments may require a specific test or test scores greater than those indicated</td>
</tr>
</tbody>
</table>

*Note: scores more than two years old are not acceptable.

Page 5 of 45

Music supplemental regulations approved by FGS Feb 23, 2012
English Language Proficiency Test Exemption List:
Applicants holding secondary school diplomas and/or university degrees from the following countries are exempt from the English Language Proficiency Test requirement:

<table>
<thead>
<tr>
<th>Country</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>Nigeria</td>
</tr>
<tr>
<td>Belize</td>
<td>Puerto Rico</td>
</tr>
<tr>
<td>English Speaking West Indies</td>
<td>Singapore</td>
</tr>
<tr>
<td>Canada</td>
<td>South Africa</td>
</tr>
<tr>
<td>Guyana</td>
<td>United Kingdom</td>
</tr>
<tr>
<td>Ireland</td>
<td>U.S.A.</td>
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<tr>
<td>Kenya</td>
<td>Zambia</td>
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<tr>
<td>Lesotho</td>
<td>Zimbabwe</td>
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<tr>
<td>New Zealand</td>
<td></td>
</tr>
</tbody>
</table>

* An updated list of additional countries exempt from the English Language Proficiency Test can be found at www.umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm

Letters Of Recommendation:
Letters of Recommendation forms are available in the Faculty of Graduate Studies Office, 500 University Centre or on the Faculty of Graduate Studies website: www.umanitoba.ca/faculties/graduate_studies/media/letter_of_reference.pdf. Two letters of recommendation must be sent to the Faculty of Graduate Studies in individual sealed envelopes with the referee's signature across the closing flap of the envelope. Applicants should check with the department to which they are applying as some departments require more than two Letters of Recommendation on a departmentally approved form.

Admission Tests:
Some departments require admissions tests, such as the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT). These requirements are listed in the Supplementary Regulations of the particular department, and if required, the scores must be submitted at the time of application.

Students admitted to the Master of Music program at the University of Manitoba are expected to possess a certain breadth and depth of knowledge of music theory.

To help ensure this, all incoming graduate students will be given a diagnostic examination to assess their knowledge of the theoretical aspects of tonal and post-tonal music. This diagnostic examination will normally be given during the week preceding the first week of classes in the Fall. The material on this examination will correspond to that studied in the Faculty's undergraduate courses in music theory. Details of suitable review materials will be sent to all incoming graduate students, and may be found along with a sample of a previous exam, on the Faculty of Music’s website.

Incoming graduate students who do not achieve satisfactory results on any portion of this diagnostic examination may be required to do remedial work as a co-requisite or pre-requisite to their graduate program; such work, in the form of course or other requirements, will not count for credit toward the Master of Music degree and must be taken under the occasional student status (OS) Graduate students taking remedial coursework specified as a pre-requisite to a graduate course are required to meet the minimum requirements of the undergraduate degree program.
### 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).

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

### Eligibility of University of Manitoba Staff Members:
A staff member at the University above the rank of Lecturer or Instructor II is not eligible to register for a higher degree in the department in which the appointment is held.

### 1.2 Registration Procedures
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 600/6000 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 within one term of acceptance will be required to re-apply for admission. In exceptional circumstances and with prior approval from the Department, 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 Department, for up to one year following acceptance.

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

The approval or denial of admission and registration to two programs rests solely with the faculties/units 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 themselves 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 and may limit other funding possibilities.

### Re-Registration:
Any student whose program of study extends over more than one year must re-register for September of each succeeding year of his/her program until a degree is obtained (or in the case of Pre-Master’s students their program is completed). **Failure to re-register will result in the termination of the student’s graduate status.** A student who has been discontinued and would like to be considered for continuation in a program must re-apply for admission. The re-registration requirement does not apply to, Occasional students, or students on an Exceptional or Parental Leave of Absence, (please refer to the “Leave of Absence” section of this Guide).

Note: Registration is not complete until fee payment or fee payment arrangements have been made with the Comptroller in writing prior to the fee payment deadline dates. The notation ‘Discontinued Graduate Program will be placed on the academic record of any graduate student who has failed to maintain continuous registration.

### Registration Revisions:
For designated periods subsequent to registration, approved revisions and transfers may be

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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)

*Music supplemental regulations approved by FGS Feb 23, 2012*
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 allowed to withdraw from courses without written permission from their Department head on recommendation from their advisor/advisory committee approving the program change. The notation “student discontinued program” will be placed on the academic record of any graduate student who has withdrawn from courses without such approval.

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### Western Deans’ Agreement:

This agreement was established in 1974 as an expression of co-operation and mutual support among universities offering Graduate programs in western Canada. Its primary purpose is the reciprocal enrichment of graduate programs throughout western Canada. This agreement is not intended to preclude other agreements between participating institutions.

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

2. Students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. Wherever possible, these fees will also be waived.

3. Students will qualify for the fee waiver if they: present the “Authorization Form: Western Deans’ Agreement” signed by the Dean or designate and the Department Head or Graduate Advisor of a participating Western institution specifying the courses to be taken for credit toward a graduate degree program at their home institution; are in good standing in a graduate program at the home institution; have paid all current and back fees at the home institution.

4. Students must meet all requirements as prescribed by the host university’s regulations, deadlines, class capacities, and course prerequisites.

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

6. Students must have the Authorization Form approved by the relevant Department Head and the Faculty of Graduate Studies at the host institution at least two weeks prior to the commencement of the course(s) requested. The fee waiver is not available retroactively.

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

8. Students must send confirmation of registration and notice of any change to the graduate Records Office of the home institution at the time of registration or course change is completed.

9. Students may not claim fee waivers under the terms of this Agreement for a period of more than 12 months total.

10. Each institution has its own regulations regarding the maximum number of transfer credits permitted in a given degree program.

### Participating Universities:
- Athabasca University
- University of Alberta
- Brandon University
- University of British Columbia
- British Columbia Institute of Technology
- University of Calgary
- Concordia University College of Alberta
- University of Lethbridge

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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)

*Music supplemental regulations approved by FGS Feb 23, 2012*
### 1.3 Course Classifications

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

**X Auxiliary course:** Course is not a major requirement of the program but is required by the student's advisor.

**A Audit course:** Course is not taken for credit. No grade is recorded.

**O Occasional course:** Course is not a requirement of the program.

Extra courses which are not actually part of the Master's or Ph.D. program but which are specified and required by the student's advisor, may be classified as X (Auxiliary) and the grade will not be included in the degree GPA which appears on the transcript. However, X course grades may be used in the calculation of the GPA for continuation in the program and a minimum grade requirement may be required for X coursework by the Department. (Please consult the Departmental supplemental regulations.) Additionally, X courses are used in the calculation of the GPA for the purposes of Admission and Awards. (NOTE: The University of Manitoba Graduate Fellowship (UMGF) and International Graduate Student Scholarship (IGSS) use X courses in the calculation of the GPA.) The student's advisor and head of the unit must determine if there is a valid need for the registration in courses under the X classification. A maximum of 12 credit hours under the X course classification is permitted while registered in a given program.

**Note:**
Changes in course classifications are regarded as course/program changes and may not be made without approval (refer to the "Registration Revision" section of this Guide.) or after the deadline dates for course changes as indicated in the Academic Schedule of the Calendar.

**Continuing Courses (CO)**
For those graduate level courses (600/6000, 700/7000, 800/8000) which are being taken by students enrolled in the Faculty of Graduate Studies and which continue beyond the normal academic term, the instructor shall recommend that a mark classification of "CO" be used until such time as a final grade can be established. If the course is not completed by August 31, the student must re-register for the course(s).

Graduate Level Courses (600/6000, 700/7000, 800/8000) which extend beyond normal academic term must be denoted as such in this Calendar.

In the absence of an assigned mark of "CO", the student may receive mark of "F" in that term.

**Note:**
1. A CO will normally not be permitted longer than twelve months.
2. In exceptional circumstances, where a CO grade is requested for a second twelve months, at the time the CO grade is submitted on the examination register the instructor and Department head must also submit the "Recommendation for Continuing Status of a Course" form stating the reason for the CO and the deadline by which the course must be completed.

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**Note:**
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**Music supplemental regulations approved by FGS Feb 23, 2012**
**Incomplete Courses:**

The student who is unable to complete the term work prescribed in a course may apply to the instructor prior to the end of lectures for consideration of a grade classification of “Incomplete”. It is understood that the student is to write the final examination if one is scheduled for the course.

Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade using a zero value for incomplete work.

Normally, the following maximum extensions are allowed:

- For courses terminated in April, August 1st
- For courses terminated in August, December 1st
- For courses terminated in December, April 1st

If a final grade is not reported within one month of the extension deadline, the letter “I” 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.

<table>
<thead>
<tr>
<th>19.</th>
</tr>
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**1.4 Student Status/Categories of Students**

**Full-Time And Part-Time Students:**

A student is considered to be full-time if the student is planning to carry the normal academic load of the department during the registration period.

Graduate students who do not meet the criteria specified for full-time students should complete the form “Request for Part Time Status.”

This form must be approved by the department head and advisor and submitted to the Faculty of Graduate Studies prior to registration.

| 20. |

**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 department may recommend that the student be admitted to a pre-Master’s program of study. The pre-Master’s program is designed to bring the student’s standing to approximately the level of an Honours graduate in the major department, and to provide any necessary prerequisites for courses.

| 21. |

**Occasional Students:**

A student wishing to take graduate courses with no intention of applying those toward an advanced degree at the University of Manitoba is classed 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 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 may 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. Graduate level course work must be taken while registered as an occasional student.

| 22. |

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**Note:**

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### Joint Masters (With The University Of Winnipeg):
The University of Manitoba and the University of Winnipeg offer three joint Master’s programs in History, Religion, and Public Administration. The University of Manitoba Faculty of Graduate Studies is responsible for the administration of the joint programs and students 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.  

### 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.  

### Provisional (Admission):
A new student is allowed provisional status in a program for up to one term from the time of registration. Registration for additional terms in that program will not be permitted until the provision is cleared. Provisional registration may be for such reasons as missing or incomplete documentation, lack of complete or appropriate academic background, etc.  

### SECTION 2: Academic Performance - General
Students are ultimately responsible for ensuring that they meet degree and program requirements. The advisor (co-advisor), advisory committee and the department 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 check all regulations with respect to the degree requirements. Failure to meet all the requirements will result in failure to graduate.  

Any student re-registering in the period between receiving unsatisfactory grades and a decision by the Faculty of Graduate Studies on a deficiency does so at his/her own risk.  

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

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

The department must notify the student of the deficiency and of their recommendation.  

If the student fails to satisfy any remedial action recommended, the student will be required to withdraw from the program.  

**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 not permitted once the grades have been declared and indicate that the student has failed to achieve the required minimum.  

Departmental recommendations 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 enroll in another graduate program only if the application for admission is approved by the Dean of Graduate Studies or designate.  

### Academic Performance:
Student progress shall be reported at least annually to the Faculty of Graduate Studies on the “Progress Report Form”. Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation by the Department head to the Dean of Graduate Studies.  

### Performance in Course Work:
A minimum degree grade point average (degree GPA) of 3.0 with no grade below C+ must be maintained for continuance in the Faculty of Graduate Studies. Departments may specify, in their respective programs, the minimum degree GPA and the minimum grade standards in courses taken to satisfy degree requirements.  

**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)
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 departmental remedial recommendation (as outlined below) is approved by the Dean of Graduate Studies.

A student may be permitted to remove deficiencies in grades by repeating the course or taking an equivalent substitute course only once for each course to a maximum of 6 credit hours of course-work. If a course is repeated or replaced, the highest grade obtained will be used in the determination of the degree grade point average.

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

Students receiving a grade of C or less in more than 6 credit hours of coursework are required to withdraw.

In general, supplemental exams are not permitted to students in the Master's or Ph.D. program.

All actions taken administratively are to be reported, in summary form to the Faculty of Graduate Studies Executive Committee.

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

**Admission and 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. Departments 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, departments should assign to students, as part of their Pre-Master’s program of study, an appropriate number of applicable upper level (300/3000 or 400/4000) undergraduate courses. In exceptional circumstances and upon prior approval by the Graduate Dean, 700/7000 level courses may be considered for inclusion in the Pre-Master's program of study for those students who hold a 4 year degree. Courses taken as part of the pre-Master’s program may not be transferred to a Master's program at a later date.

**Academic Performance:**
1. The department head or designate is responsible for assigning the courses and monitoring the progress of each student.

2. A minimum degree grade point average of 3.0 with no grade below C+ must be maintained for continuance in pre-Master’s study. Students who fail to maintain this standing will be required to withdraw unless a departmental remedial recommendation (as below) is approved by the Dean of Graduate Studies.

3. Students deficient in 6 hours of credit or less may be permitted to write a supplemental examination (when offered) in courses in which a grade of C or less was obtained.

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), 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 course work 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 supplemental examination or repeating courses only once for each course to a maximum of 9 credit hours of course work.
If a course is repeated or a supplemental examination is written, the highest grade obtained in that course will be used in the determination of the degree GPA.

The degree GPA is cumulative in a pre-Master’s program if more than one 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

#### Diploma Programs:
The regulations for the Master’s program shall also prevail for diploma programs. Students should also consult the department supplemental regulations regarding diploma programs.

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.

#### Admission:

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) from a. Canadian institutions empowered by law to grant degrees; or
- b. Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies.

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

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

The pre-Master’s program is designed to bring the student’s standing to the approximate level of an Honours graduate in the major department, and to provide the student with any necessary prerequisites for courses to be taken in the Master’s program.

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

#### 30. Applicants must normally hold a four-year music degree from an institution recognized by the Faculty of Graduate Studies; however, after completing an admissions screening process, the Faculty of Music may recommend to the Faculty of Graduate Studies a small number of highly experienced and gifted individuals who do not hold the required degree. These may include graduates of conservatory diploma programs taken in residence or individuals whom the Faculty of Music considers to be qualified for admission by virtue of professional experience and academic and musical ability as demonstrated in the admissions process. It is expected that the number of students admitted per year in this second category normally will not exceed 15% of the total number of students admitted into the Master of Music program over the previous five-year period.

Individuals who may apply for admission to the Master of Music program include:

a) persons who have completed a four-year undergraduate music degree program recognized by the Faculty of Graduate Studies and comparable to the Bachelor of Music at the University of Manitoba with a minimum of 3.0 GPA in the last 60 credit hours (or their equivalent);

b) those who hold a conservatory diploma which is offered in residence or who have meaningful professional experience and are able to demonstrate:

- The requisite skill and talent in their area of proposed major practical study, and
- An ability to meet the academic standards of the M.Mus. program.

These qualifications are to be demonstrated by audition/interview and the presentation of a portfolio detailing relevant experience/professional
**Faculty of Graduate Studies Regulation**

**Supplemental Regulation**

**Student’s Advisor/Co-Advisor:**

Each Master’s student should have an advisor upon entry into the program, and must have one assigned no later than one term following registration. The advisor is approved by the Department head, must be a member of the Faculty of Graduate Studies, be active in research, have expertise in a discipline related to the student’s program, and hold at least a Master’s degree or equivalent. Any exceptions or special circumstances must be recommended by the Head of the major department and approved by the Dean of the Faculty of Graduate Studies. It is the responsibility of the Department head to determine whether faculty members meet these criteria, and also to report on equivalency as necessary. In special circumstances, an advisor and co-advisor upon approval of the department head may advise a student. The advisor and co-advisor must be members of the Faculty of Graduate Studies. (Refer to 2.2.2.1 Membership in the document Governance of the Faculty of Graduate Studies.)

The advisor will advise the student on a program of study, direct research, and supervise the thesis or practicum work. In departments where the choice of thesis/practicum topic and thesis/practicum advisor are postponed for some time after a student’s entry into the program, the Department head shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.

*Note: 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). The co-advisors will usually be identified together at the beginning of a student’s program. However, in some circumstances the need for a co-advisor may arise mid-way through a student’s program. In all instances the Faculty of Graduate Studies must be informed of the co-assignment. Both co-advisors’ signatures are required on all documents where the advisor’s signature is required.

**Advisor**

In the Faculty of Music the advisor will normally be the Major Practical Study teacher. In the case where the Major Practical Study teacher is not a full-time faculty member, a full-time faculty member (normally in the student’s major area) will be assigned. While candidates may request a specific Major Practical Study teacher, a different teacher may be assigned after acceptance. The Dean ultimately makes teaching assignments based on a number of factors, including teaching loads and financial resources.

The advisor is the Chair of the Advisory Committee and is responsible for:

1. Choosing, in consultation with the student, internal and external committee members, and recommending these members to the Dean.

2. Ensuring that the student’s thesis/practicum proposal and recital program(s) is(are) well defined, realistic, and manageable within the allocated time frame for successful completion of the program.

3. Ensuring that within the first term, the student has: i) an advisory committee; ii) the program of study approved by the advisory committee with respect to FGS requirements (the number and type of courses); iii) a research/study plan, as activity and either evidence of successful academic work at the university level or other post-secondary training or successful completion of the Miller Analogies Test.

N.B. Students holding both a three-year diploma (or degree) and the Post-Baccalaureate Diploma in Performance (PBDP) fall into two groups and will be assessed as follows:

1. Students who hold both a three-year diploma (or degree) which is recognized by the Faculty of Graduate Studies and also the PBDP are considered to have the equivalent to the four-year music degree and therefore fall into category a) above, i.e., not considered in the 15% quota.

2. Students who hold both a three-year diploma (or degree) which is not recognized by the Faculty of Graduate Studies and the PBDP are not considered to have the equivalent to the four-year degree and therefore fall into category b) above, i.e., considered in the 15% quota.

Because of the non-degree exceptional admission option. All music applicants will initially be evaluated by the Faculty of Music and then screened by the Faculty of Graduate Studies.
<table>
<thead>
<tr>
<th>Faculty of Graduate Studies Regulation</th>
<th>Supplemental Regulation</th>
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<td>appropriate.</td>
<td>4. Scheduling regular meetings with the student to monitor progress.</td>
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<td>5. Completing and obtaining all necessary signatures on Progress Reports, final reports.</td>
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<tr>
<td>6. Ensuring that all academic requirements are fulfilled, including any remedial work required as a result of the diagnostic examination.</td>
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<tr>
<td>7. Ensuring that deadlines are met regarding Faculty of Graduate Studies requirements.</td>
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<tr>
<td>The advisor will be the primary resource for shaping the student’s recital program and/or written work. Early and frequent consultation with the Advisor and Advisory committee is recommended to ensure agreement at the outset on such matters as recital program content and balance, and appropriate topics and resources for written work, including program notes.</td>
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</table>

### Advisory Committee (Master’s)

In those Departments that specify that a Master’s advisory committee is required, the committee must consist of at least one person who holds a primary appointment from within the major department. Additional specifications regarding the advisory committee are found in the departmental supplemental regulations.

### Advisory Committee

Each student must have an Advisory Committee, normally made up of the advisor and two or three additional members. At minimum, the advisor and one member of the advisory committee must be members of FGS.

The Advisory Committee is appointed by the Dean, upon recommendation of the Advisor. The Advisory Committee is to be appointed during the first term of the first year of study, using the Faculty of Music Advisory Committee Appointment Form. The student will not be permitted to register for his/her second term in the program if this form is not submitted during the first term of their enrollment.

The Dean may also join any Advisory Committee as needed.

The Faculty of Music requires that the Advisory Committee meet with the student a minimum of once a year, and will track these meetings through the Progress Report, which is distributed by the Faculty of Graduate Studies and must be submitted to the Graduate Studies office by June 15th. Students will not be permitted to re-register for the subsequent year in the program until this form is submitted.

In addition to functioning in an advisory capacity, the Advisory Committee shall:

1. Be familiar with, review and make recommendations regarding the student’s thesis/practicum proposal.
2. Be available for meeting with the advisor and the student for preparing the Progress Report at
3. Be reasonably available for consultation with the student in addition to regular meetings.

4. Read and provide comments to any written material (thesis, program notes, etc.) submitted by the student in a timely manner (two to four weeks, depending on the length of the document).

5. Meet once a year, or more often as required, with the student to discuss research progress and future courses of action. Ideally, these meetings are to be held at the beginning of the student's program and within the first year.

6) Attend and review the student's Pre-Recital Hearing.

7) Serve (along with the External Member as specified in section 52 below) as the Examining Committee for the student's recital.

In all written work, the Advisory Committee will ensure quality control to a publishable/professional level, and is the principal guide in this process. The student should consult with his/her Advisory Committee well in advance about the scheduling of Pre-Recital Hearings and recital dates in order to ensure availability of all members at these events.

Program Requirements:
All students must complete one of the following programs of study for the Master's degree (unless otherwise specified in the approved departmental supplemental regulations):

34. Thesis/Practicum Route: A minimum of 12 credit hours of course work plus a thesis or practicum. The minimum must include at least 6 credit hours at the 700/7000 level with the balance of the coursework at the 300/3000 level or above. A maximum of 24 credit hours of coursework is allowed toward the thesis/practicum based Master's program.*

Comprehensive Examination Route: A minimum of 24 credit hours of course work and comprehensive examination(s). The minimum must include at least 12 credit hours at the 700/7000 level or above with the balance of the coursework at the 300/3000 level or above, or, in exceptional circumstances and upon approval of the Dean of Graduate Studies, the 200/2000 level. A maximum of 48 credit hours of coursework is allowed toward the comprehensive examination based Master's program.*

*Unless professional accreditation requirements or existing supplemental regulations indicate otherwise.

Notes:
The program of study is determined by the major department and may include requirements in addition to those specified above. All departmental supplemental regulations require prior approval of the Faculty of Graduate Studies.

For historical reasons, the following thesis/practicum based programs are subject to the same min/max credit hour restrictions as for the comprehensive-based Master’s: Master of Nursing, Master of Architecture, Master of City Planning, Master of Landscape Architecture, Master of Natural Resource Management.

35. The Faculty of Music offers the Thesis/Practicum Route to the M.Mus. degree. The Comprehensive Examination Route is not offered.

It is expected that works chosen for the thesis/practicum recital, and other performance/conducting work during the student’s degree program will include a broad historical and stylistic range of music, including the music of one’s own time. The specifics of the nature, style and quantity of such work are to be decided in consultation between the student, his/her Advisor and his/her Advisory Committee, and may take the form of recital repertoire, chamber music, performance of student compositions, and/or ensemble work.

Thesis/Practicum Route
Required Courses by discipline
Each discipline has the same core group of required courses, with additional discipline-specific requirements.

With the exception of the composition program, which has no ensemble requirement, the 3 credit hour ensemble requirement for the Master’s Degree will be fulfilled through participation in one
or more ensembles over the course of the student’s degree program.

In all cases ensembles and electives are to be chosen in consultation with the Advisor.

Core courses required by all students are:

- MUSC 7050 Bibliography & Research Methods (3)
- MUSC 7000 Music History Seminar (3)
- MUSC 7110 Music Theory Seminar (3)
- MUSC 7400 Major Practical Study 1 (3)
- MUSC 7410 Major Practical Study 2 (3)
- GRAD 7030 Thesis/Practicum (0 – P/F)

**Performance – Core plus 9 Credit Hours:**

Additional requirements – 9 hours, normally drawn from:
- MUSC 7180 Ensemble (3)*
- MUSC 7xxx Elective (3)
- MUSC 7xxx Elective (3)

Different performance disciplines have specific requirements, as follows:

**Strings:**

- MUSC 7180 Ensemble (3) – University Orchestra, Chamber Music, Winnipeg Symphony Orchestra, Manitoba Chamber Orchestra

**Voice:**

- MUSC 7180 Ensemble (3) – Cantata Singers, Opera Workshop, Manitoba Opera Association or other approved professional organization, University Singers, New Music Ensemble

Additional voice recommendations:

- MUSC 7060 Advanced Diction 1 (1)
- MUSC 7070 Advanced Diction 2 (1)

**Piano:**

- MUSC 7380 Piano Repertoire Seminar (2) (recommended)

**Collaborative Piano:**

- MUSC 7180 Ensemble (3) – Sonata Duo
- MUSC 7390 Piano Chamber Music Literature Seminar (2)
- MUSC 7060 Advanced Diction 1* (1)
- MUSC 7070 Advanced Diction 2* (1)

*Note – Participation in one of the Song Repertoire classes listed below is required to complete the diction courses (Lab equivalent).

**Song Repertoire I – Italian Song Literature.**

Listening assignments, performances, and presentations. Pianists will be expected to coach singers as assigned by the instructor.

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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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*Music supplemental regulations approved by FGS Feb 23, 2012*
Song Repertoire II - German Song Literature.  Listening assignments, performances, and presentations.  Pianists will be expected to coach singers as assigned by the instructor.

Song Repertoire III – French Song Literature.  Listening assignments, performances, and presentations.  Pianists will be expected to coach singers as assigned by the instructor.

Additional collaborative piano recommendations:
MUSC 7530 Operatic Piano (2)

**Composition – Core plus 9 Credit Hours**

Additional requirements:
MUSC 7600 Advanced Orchestration (3)
MUSC 7810 Electroacoustic Music (3)
MUSC 7xxx Elective (3)

**Conducting – Core plus 9 Credit Hours**

Additional requirements, all conducting students:
MUSC 7xxx Elective (3)
MUSC 7xxx Elective (3)

Additional Instrumental Conducting Requirements:
MUSC 7180 Ensemble (3) – Participation as a performer in any one of the following University of Manitoba Ensembles: Orchestra, Wind Ensemble, Concert Band

Recommended:
MUSC 4360 Woodwind Repertoire (3)
MUSC 4370 Wind Conducting Techniques (3)

**Language Reading Requirements:**

Some departments specify a language requirement for the Master’s degree. Students are advised to check departmental supplemental regulations regarding this requirement.

36. **Second-Language Requirement**

Reading knowledge of one language other than English is required of all students in the Master of Music program. The language required will normally be French, German or Italian. Other languages may be accepted at the discretion of the Advisory Committee if deemed by them to be more appropriate to the student’s program. The specific requirement will be determined in consultation with the Advisory Committee.

The “Faculty of Music Second-Language Requirement Form” must normally be completed and submitted to the Music Office by June 1 of the student’s first year in the program. The second-language requirement must normally be met.
Music supplemental regulations approved by FGS Feb 23, 2012
<table>
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<tr>
<th><strong>Minimum Time Requirement:</strong></th>
<th>39. A minimum of two academic terms at the University of Manitoba (subsequent to admission into the M.Mus. Program) devoted to full-time postgraduate study, is required of all students in the M.Mus. program. (Each academic year has three terms: Fall, Winter, and Spring/Summer.) The student shall be geographically available to visit the campus regularly during this residence period.</th>
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<tr>
<td>The minimum time for students study in the Master’s program is equivalent to two terms. Most departments require more than this.</td>
<td><strong>Maximum Time Limits:</strong> The maximum time allowed for the completion of the Master’s degree except where indicated in specific units is as follows:</td>
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<td><strong>Note:</strong> Each department may have supplementary regulations for maximum time limits.</td>
<td><strong>Note:</strong> A student who has not completed the degree requirements within the time limit or within the time limit of the extension (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: time to complete program expired”.</td>
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<tr>
<td>2 years: Master of Laws</td>
<td>40. Lapse of Credit of Courses: Courses completed more than eight years prior to the date of awarding of a degree may not normally be used for credit toward that degree.</td>
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<tr>
<td>3 years: Master of Occupational Therapy (accelerated program).</td>
<td>41. Academic Performance: Student progress shall be reported at least annually to the Faculty of Graduate Studies on the “Progress Report Form”. Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation by the Department head, to the Dean of Graduate Studies.</td>
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<tr>
<td>4 years: Master of Physician Assistant Studies</td>
<td>42. Performance in course-work: A minimum degree grade point average of 3.0 with no grade below C+ must be maintained for continuance in the Master’s program. Students who fail to maintain this standing will be required to withdraw unless the Dean of Graduate Studies approves a departmental remedial recommendation (refer to the section: Academic Performance – General).</td>
</tr>
<tr>
<td>6 years: Master of Business Administration, Master of Public Administration, Master of Education, Master of Nursing, Master of Social Work and Master of Engineering.</td>
<td>43. Performance not related to Course Work: 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 the departmental Supplementary Regulations and must be reported to the Faculty of Graduate Studies on the “Progress Report Form”. Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the department head to the Dean of Graduate Studies.</td>
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<tr>
<td>5 years: All other Master’s degree and diplomas</td>
<td>44. The Faculty of Music is committed to the idea that the qualifications for a M.Mus. degree include more than the successful completion of course and thesis/practicum requirements. Our students are expected to demonstrate their professional commitment and their intellectual curiosity by, among other things:</td>
</tr>
<tr>
<td>Recommendations for extensions of time to complete the degree will be considered on an individual basis and must be approved by the Dean of Graduate Studies at least four months prior to expiration of the respective maximum time limit.</td>
<td>Keeping abreast of contemporary repertoire, literature, ideas, and developments in the field of</td>
</tr>
<tr>
<td><strong>Note:</strong> A student who has not completed the degree requirements within the time limit or within the time limit of the extension (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: time to complete program expired”.</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)

Music supplemental regulations approved by FGS Feb 23, 2012
### 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 and/or advisory committee and Department 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.

### 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, must be submitted to the Faculty of Graduate Studies Office by the appropriate deadline. For those programs that do not have a culminating exercise (thesis/practicum/comprehensive examination/M.Eng. project) the unit must forward potential graduate names to the FGS by the deadline. The deadline for each of the graduation dates is published in the Academic Schedule of the Graduate Calendar. Extensions to these deadlines will be considered in exceptional circumstances only.

### 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.

### Comprehensive Examination:
The regulations governing comprehensive examinations, where required, are specified in the supplementary regulations of the major department. No student may sit for those examinations more than twice. The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the appropriate form in the terms ‘approved’ or ‘not approved’.

**Note:**
Any student who receives “not approved” on the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.

### Thesis Proposal/Practicum Plan

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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)

*Music supplemental regulations approved by FGS Feb 23, 2012*
Each student is required to develop a thesis proposal/practicum plan in his or her chosen field of study. Normally, the thesis is developed under the mentorship of the advisor/co-advisor. The advisor/advisory committee/department head/grad chair must formally approve the thesis proposal. (Each department may have specific guidelines regarding the theses proposal). Research involving human or animal subjects requires ethical approval prior to initiation of research. Please refer to the appropriate ethics review committee.

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<tr>
<th>Faculty of Graduate Studies Regulation</th>
<th>Supplemental Regulation</th>
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<td>A formal written proposal for the thesis topic must be submitted to and approved by the Advisory Committee by the end of the first year in the program.</td>
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<tr>
<td>A formal written proposal for the recital program content must be submitted to and approved by the Advisory Committee a minimum of two months prior to the proposed recital date. In assessing the proposed program the Advisory Committee shall consider the goal of historical and stylistic balance, including the Faculty of Music’s belief that the performance of the music of one’s own time is an essential aspect of graduate study.</td>
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<tr>
<td>The student is to write program notes for the recital, which are to be submitted to the Advisory Committee for approval six weeks prior to the recital date.</td>
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<tr>
<td><strong>Composition:</strong></td>
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<tr>
<td>A formal written proposal for the thesis topic must be submitted to and approved by the Advisory Committee by the end of the first year in the program.</td>
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<tr>
<td>A formal written proposal for the recital program content must be submitted to and approved by the Advisory Committee a minimum of two months prior to the proposed recital date. The Advisory Committee will consider the extent of the required performing forces, the proposed duration, and the technical requirements of the body of work in adjudicating appropriateness.</td>
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<tr>
<td>The student is to write program notes for the recital, which are to be submitted to the Advisory Committee for approval six weeks prior to the recital date.</td>
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<tr>
<td><strong>Conducting:</strong></td>
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<tr>
<td>A formal written proposal for the thesis topic must be submitted to and approved by the Advisory Committee by the end of the first year in the program.</td>
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<tr>
<td>A formal written proposal for the recital program content must be submitted to and approved by the Advisory Committee a minimum of two months prior to the proposed recital date. In assessing the proposed program the Advisory Committee shall consider the goal of historical and stylistic balance, including the Faculty of Music’s belief that the performance of the music of one’s own time is an essential aspect of</td>
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Music supplemental regulations approved by FGS Feb 23, 2012
3. Performance

**Option 1** – Thesis and one recital*

**Option 2** – Two recitals

The performance thesis shall normally consist of a substantial analytical or musicological paper, which demonstrates creativity, originality, expertise, and an awareness of contemporary and historical ideas and developments in the chosen field.

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)

Music supplemental regulations approved by FGS Feb 23, 2012
**Style and format:**
The thesis/practicum must be written according to a standard style acknowledged by a particular field of study and recommended by the major department, be lucid and well-written, and be reasonably free from typographical and other errors.

Copies of the thesis/practicum must be submitted in good, clear type. As long as all copies are clearly legible, the thesis/practicum may be reproduced by a method that is presented in the "Thesis Guidelines Booklet" which is available in the Faculty of Graduate Studies and also available on the web: www.umanitoba.ca/graduate_studies. Minimum paper weight is 16 lb. Bond or equivalent; minimum left margin is 3.8 cm (1.5 inches), other margins are 2.5 cm (1 inch). Wherever possible, these margins should be adhered to for illustrative materials. A thesis guideline booklet is available from the Faculty of Graduate Studies Office for additional information.

**Deadlines and Details for submissions of final copies:**
The Academic Schedule in the Graduate Calendar should be consulted regarding dates by which theses/practica must be submitted. Following the approval of the thesis/practicum by the examining committee and the completion of any revisions required by that committee, the thesis, and where applicable, the practicum, must be submitted to the Faculty of Graduate Studies as follows:

- One single-sided paper copy in unbound form, enclosed in an envelope or folder; and
- One digital version submitted as an e-thesis at the MSpace website:
  
  [https://mspace.lib.umanitoba.ca/index.jsp](https://mspace.lib.umanitoba.ca/index.jsp)

The e-thesis is the official copy. Students are encouraged to review the e-thesis submission requirements prior to creating a digital version. Electronic multimedia files or accompanying files that are part of an e-thesis should be posted to MSpace as separate files.

The paper copy will become a circulating copy. Multi-media material on a CD-ROM may accompany the paper copy. Where possible, the contents of the official electronic version should be replicated in the paper copy.

Both digital and paper copies of the thesis/practicum are required for the University Library and remain the property of the University of Manitoba.

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<tr>
<th>Faculty of Graduate Studies Regulation</th>
<th>Supplemental Regulation</th>
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<tr>
<td>The performance recital shall normally consist of the preparation and performance, on a public recital, of 60-75 minutes of solo/ensemble music. The repertoire for the recital is to be developed in consultation with the Advisory Committee.</td>
<td></td>
</tr>
<tr>
<td>The student is to write program notes (minimum of 1000 words) for the recital, which, along with the program content, are to be submitted to the Advisory Committee for signed approval six weeks prior to the recital date. The final approved, proofread and corrected program, including notes, is to be submitted to the Faculty of Music office no later than two weeks prior to the recital date. It is the responsibility of the student and his/her committee to ensure that the information in the program is correct; the Music Office will not correct or edit the program.</td>
<td></td>
</tr>
<tr>
<td>* N.B. Collaborative Piano majors are required to present two recitals, both of which are normally to include instrumental and vocal ensemble repertoire.</td>
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</table>
| **Composition:**
Thesis and one recital

The composition thesis shall consist of an original musical composition (or collection of compositions) accompanied by a substantial analytical study of the piece(s). Topics to be covered in the study are, as appropriate:

- Formal structure
- Rhythmic, melodic, harmonic language
- Timbral/textural elements
- Aesthetic issues
- Extramusical relations
- Technological issues/considerations
- Compositional process

Both the composition and the accompanying paper are expected to demonstrate creativity, originality, expertise, and an awareness of contemporary and historical ideas and developments in the chosen field.

The composition recital shall normally consist of the composition, preparation and presentation, on a public recital, of 60-75 minutes of original musical compositions. All works on the recital are to have been composed during the student’s M.Mus. degree program at the University of Manitoba. The composition used for the composition thesis discussed above will normally be performed on this recital.

Large ensemble works that are impractical for the recital, but that receive performance elsewhere during the student’s degree candidacy, may, at the discretion (and with the pre-approval) of the Advisory Committee, count toward the composition recital time requirement. The composition recital may not be reduced through

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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)
such activities to less than 50 minutes of music.

The student is to write program notes (minimum of 1000 words) for the recital, which, along with the program content, are to be submitted to the Advisory Committee for signed approval six weeks prior to the recital date. The final approved, proofread and corrected program, including notes, is to be submitted to the Faculty of Music office no later than two weeks prior to the recital date. It is the responsibility of the student and his/her committee to ensure that the information in the program is correct; the Music Office will not correct or edit the program.

Conducting:
Option 1 – Thesis and one recital
Option 2 – Two recitals

The conducting thesis shall normally consist of a substantial analytical or musicological paper, normally discussing a piece or pieces from their recital, which demonstrates creativity, originality, expertise, and an awareness of contemporary and historical ideas and developments in the chosen field. Topics to be discussed should include:

- Background of the composer
- Historical context of the piece(s)
- Formal analysis
- Harmonic, melodic, rhythmic, timbral analysis
- Conducting analysis — phrase shapes, tension/release, cadences, considerations of colour and balance, character of the music, technical considerations for the players, technical considerations for the conductor.

The conducting recital shall normally consist of the selection, rehearsal, scheduling and conducting, on a public recital, of 45-60 minutes of music. The repertoire for the recital is to be developed in consultation with the Advisory Committee.

Students who have conducted large ensemble works that are impractical for the recital, but that receive performance elsewhere during the student’s degree candidacy, may, at the discretion (and with the pre-approval) of the Advisory Committee, count this experience toward the conducting recital time requirement. The conducting recital may not be reduced through such activities to less than 40 minutes of music.

The student is to write program notes (minimum of 1000 words) for the recital, which, along with the program content, are to be submitted to the Advisory Committee for signed approval six weeks prior to the recital date. The final approved, proofread and corrected program, including notes, is to be submitted to the Faculty of Music office no later than two weeks prior to the recital date.
### 4.2 Thesis/Practicum Examination Procedures

**Examining Committee:**
The student's advisor will recommend a suggested thesis/practicum examining committee to the Department head for approval, which shall then be reported to the Faculty of Graduate Studies Office on the “Master’s Thesis/practicum Title and Appointment of Examiners” form. The committee must consist of a minimum of three examiners. At least two examiners must be members of the Faculty of Graduate Studies. One examiner must hold a primary appointment from within the major department and one examiner must be external to the department. All examiners must be deemed qualified by the Department Head and willing to serve.

*Note:*
The external member should be considered arm’s length to the department. While the definition of “arm’s length” is left to the discretion of the department, be advised that justification may be required by the Faculty of Graduate Studies for this selection.

**Distribution and Examination:**
The head of the major department will arrange for the distribution of the thesis/practicum to the examiners and will notify the Faculty of Graduate Studies Office at the time that the thesis/practicum has been distributed for examination. 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);
- Acceptable subject to modification and/or revision(s);
- Not acceptable

*Note:*
1. The examining process should be completed within one month of distribution of the thesis/practicum.
2. A student has the right to an examination of the thesis/practicum if he/she believes it is ready for examination.

**Oral Examination:**
Normally, students must pass an oral examination on the subject of the thesis/practicum and matters relating thereto. The form of the oral examination will be as prescribed by the Supplementary Regulations of the major department. The oral examination shall be open to all members of the University of Manitoba community except in exceptional cases. The oral examination may be closed, for example, when the results of the thesis/practicum research must be kept confidential for a period of time. In such cases, the examining committee and Department head shall recommend such action to the Dean of Graduate Studies who shall then approve that the final examination be closed to all but the examining committee and the Dean of Graduate Studies (or designate).

*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)
### Final Approval/Rejection:
Following completion of the examination of the thesis/practicum, examiners will consider the oral examination and the written thesis/practicum to determine the nature of and procedures for approval of any revisions that will be required prior to submission to the Faculty of Graduate Studies. The advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee. The Faculty of Graduate Studies will accept the thesis/practicum only when it is submitted with a signed statement from the advisor that the required revision has been completed.

*Note:*  
A student whose Master’s thesis or practicum has been rejected twice will be required to withdraw.

### Final Report:
The judgment of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms “approved” or “not approved”. Such verdicts must be unanimous, and each examiner must indicate, by his/her signature, concurrence with the verdict. Anything less than unanimity shall be considered a failure. In the case of a failure for the thesis/practicum at the Master’s level a detailed written report will be prepared by the Chair and submitted to the Faculty of Graduate Studies, who will make the report available to the candidate and advisor.

The candidate will be recommended for the Master’s degree upon the receipt by the Faculty of Graduate Studies of favorable results of the thesis/practicum committee and when the corrected copies of the thesis or practicum are submitted to the Faculty of Graduate Studies, assuming all other program requirements have been met.

### 4.3 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.

*Notes:*  
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 at the Faculty of Graduate Studies Office. Note that 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 or practicum at The University of Manitoba should be included.

*Notes:*  
**Copyright** – Copyright in theses and practica is protected in international copyright law. A copyright symbol © or (c) is incorporated on a page containing statements of permission to microfilm and to lend copies of the thesis or practicum. After completion, this page should be inserted in the thesis/practicum immediately following the title page. Blank copies of this page are available from the Faculty of Graduate Studies Office.

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

**Restriction of theses or practica for publication** – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student may request the Dean of Graduate Studies to 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, in consultation with the student's advisor, shall determine...
SECTION 5: General Regulations: Ph.D.

FOR FACULTY-BASED PH.D PROGRAMS, THE DEAN OR DESIGNATE IS THE DE FACTO DEPARTMENT HEAD.

The degree of Doctor of Philosophy is granted only upon evidence of general proficiency and of distinctive attainment in a special field. In particular, a recognized ability for independent investigation must be demonstrated by the candidate in a thesis which embodies original research or creative scholarship and is presented with a high degree of literary skill. It is a research degree and is never conferred solely as a result of coursework study.

These general regulations apply to all students in all departments. Individual departments may have procedures and regulations that supplement these general regulations. All such procedures and regulations must be consistent with these general regulations, approved as specified by the By-Laws of the Faculty of Graduate Studies, published and available to students, and kept on file in the Faculty of Graduate Studies Office.

Admission:
Normally, 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. With special recommendation of the department concerned (please see below), applicants with an honours Bachelor's degree may be considered for entry to Ph.D. study.

Direct Admission from the Bachelor’s Honours or equivalent:
Students to be considered for admission to a Ph.D. program directly from the honours Bachelor’s degree or equivalent 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 and will be assessed Ph.D. fees for 3 years.

Transfer from the Master’s to the Ph.D. program:
Students who have not completed a Master’s program may transfer to the Ph.D. program within the same department upon recommendation to the Faculty of Graduate Studies by the student’s major department. The recommendation must be made within 24 months of the student’s commencement of the Master’s program. The coursework completed in the Master’s program would normally become a part of the Ph.D. program, and the number of years spent in the Master’s program would be counted as years in the Ph.D. program. Students must complete at least 24 credit hours of coursework. 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. The request to transfer from the 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, and, in the case where the student does not hold a Master’s degree, a memo from the Department Head.

Note:
Where a student with a Master’s degree or equivalent is initially admitted and registered in a Master’s program; that student may be transferred to the Ph.D. program within the same department on recommendation from the student’s advisor and Department head, provided the recommendation is made at the time of admission to the Master’s Program (i.e. “Possible transfer to Ph.D. Program within 12 months”) and the follow up transfer recommendation occurs within 12 months of the initial registration in the Master’s program. In such a case, the application fee is waived and fees assessed towards the Master’s program will be deducted from the full 2 years of Ph.D. program fees.

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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<th>Faculty of Graduate Studies Regulation</th>
<th>Supplemental Regulation</th>
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| **Provisional Admission to the Ph.D.:** Students nearing 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.  
*Note:* Students must maintain continuous registration in their Master’s program until completion. Students will require assistance from the Department or the Faculty of Graduate Studies to complete dual registration in the Master’s and Ph.D. program simultaneously. | 60. |
| **Selection Committee:** Upon receipt of an application, the head of the major department will appoint a selection committee of at least three persons to evaluate the student’s qualifications and report on his/her suitability for Ph.D. study. In making admission decisions, departments may also consider such things as the availability of facilities and financial assistance. If acceptance is recommended by the selection committee and approved by the head of the department and the Dean of Graduate Studies, the Faculty of Graduate Studies sends a letter of acceptance to the applicant. | 61. |
| **Student’s Advisor/Co-Advisor:** Every Ph.D. student must have an advisor, appointed by the Department head, whose duties will be to advise the student on a program and courses, direct research, and supervise thesis work. The advisor must be a member of the Faculty of Graduate Studies, be active in research, have expertise in a discipline related to the student’s program and hold a Ph.D. or equivalent. In special circumstances, an advisor and co-advisor, upon approval of the department head may advise a student. The co-advisor must be a member of the Faculty of Graduate Studies. It is the responsibility of the Department head to determine whether faculty members meet these criteria, and to report on equivalency as necessary. 

The student’s advisor also acts as a channel of communication to the student’s advisory committee, the major department, and the Faculty of Graduate Studies. Usually the student and the advisor choose to work together by mutual agreement. In departments where the choice of thesis topic advisor are postponed for some time after entry into the program, the Department head 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 in the interim period not to exceed eighteen months before a permanent advisor is chosen.  

*Note:* 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). The co-advisors will usually be identified together at the beginning of a student’s program. However, in some circumstances the need for a co-advisor may arise mid-way through a student’s program. In all instances the Faculty of Graduate Studies must be informed of the co-assignment. Both co-advisors’ signatures are required on all documents where the advisor’s signature is required. | 62. **Must there be an advisor in place at admission?** (Details of composition of advisory committee go in box 64) |
| **Program Of Study:** As soon as possible but no later than 24 months after a student has commenced the program, the student’s program of study, which includes information about the minimum time for completion of the degree, course work to be taken, foreign language requirement, and the research area in which the thesis will be done, should be forwarded to the Faculty of Graduate Studies. The program of study and any changes thereto must be approved by the student’s advisor, the advisory committee and the head of the major department. The approval of the student’s advisor and the head of the major department are sufficient for registration. | 63. |
| **Advisory Committee:** The Head of the major department is responsible for the establishment of an advisory committee for each Ph.D. student. 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 major department and one of whom must hold a primary appointment outside the major department. Committees may include one guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. The membership of the committee, including the advisor, as well as any changes to it, must be approved by the Dean of Studies. The Faculty of Graduate Studies, one of whom must | 64. **Specify composition of advisory committee, at what point the advisory committee is structured, and who assembles advisory committee** |

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)
Graduate Studies. The advisor is the Chair of the advisory committee.

Responsibilities of the committee are to approve the program of study and thesis proposal and to exercise general supervision over the student’s work throughout the Ph.D. program. The committee should meet with the student periodically (and must meet with the student at least once a year) to review the student’s progress and to report this progress to the Faculty of Graduate Studies (through the Head of the major department). (In the situation where a Ph.D. Advisory Committee or responsible individual(s) would not normally be established until the candidacy exam is completed then at least one responsible individual will meet with the student.) If there is evidence of unsatisfactory performance, the student may be required to withdraw.

Program Requirements:
All students must complete one of the following programs of study for the Ph.D. degree (unless otherwise specified in the approved departmental supplemental regulations):

Where admission to the Ph.D. is directly from a Master’s Degree, a minimum of 12 credit hours at the 700/7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 700/7000 level must be at the 300/3000 level or above. For those students who hold a Master's degree, a maximum of 24 credit hours of course work 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 700/7000 level or higher with the balance of the coursework at the 300/3000 level or above. For those students who do not hold a Masters degree, a maximum of 48 credit hours of course work is allowed toward the Ph.D. program.*

*Unless professional accreditation requirements and supplemental regulations indicate otherwise.

Note:
The program of study is determined by the major department and may include requirements in addition to those specified above. All departmental supplemental regulations require prior approval of the Faculty of Graduate Studies.

Language Reading Requirements:
Some departments specify a language requirement for the Ph.D. degree. Students are advised to check departmental supplemental regulations regarding this requirement.

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 major department makes the request to the Faculty of Graduate Studies by completion of the “Recommendation for Advance Credit (Transfer of Courses)” form.

Note:
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 course work for the program can be given advance credit from exterior institutions.

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.

Transfer Credit:
Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba, but all such courses must be approved for transfer to the program of study.

**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).

Music supplemental regulations approved by FGS Feb 23, 2012
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<tr>
<th>Study by the major department and the Faculty of Graduate Studies before the student may register for them. This permission is granted in the form of a Letter of Permission which may be obtained by making application to the Registrar’s Office.</th>
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<tbody>
<tr>
<td>Transfer credit (courses taken at other universities while registered in a program at the University of Manitoba) is to be granted as follows: For Ph.D. students transfer credit must not exceed 50% of the minimum credit hours of coursework required.</td>
</tr>
<tr>
<td>Note: Students seeking a Ph.D. degree from The University of Manitoba must complete at least 50% of their required program coursework at The University of Manitoba.</td>
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<th>Minimum Time Limit: The minimum time requirement for the program of study for the 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 Graduate Studies on the recommendation of the student’s advisory committee.</th>
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<tr>
<td>Maximum Time Limit: A student’s candidature shall lapse if he/she fails to complete the degree within seven 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 Graduate Studies.</td>
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<tr>
<td>Note: A student who has not completed the degree requirements within the time limit or within the time limit of the extension (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: Time to complete program expired”.</td>
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<th>Residence Requirement: Two residence periods at the University of Manitoba devoted to full-time graduate study, subsequent to admission into the Ph.D. Program, are required of all students. (For the purposes of the Residence Requirement one residence period is Fall Term, Winter Term or Summer term (May – August) combined.) The student shall be geographically available to visit the campus regularly during these residence periods.</th>
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<tr>
<td>Note: The purpose of the residency is to ensure that Ph.D. students have an opportunity to work within the stimulating environment provided by contact with a cohort of dedicated peers and professors in a chosen field of study, and also to enhance the breadth and depth of their graduate experience by being part of a broader university culture.</td>
</tr>
<tr>
<td>Note: Students may not retain the status of full-time while employed full-time without prior permission of the Dean of the Faculty of Graduate Studies and recommendation from the major department.</td>
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<tr>
<th>Lapse Of Credit Of Courses: Courses completed more than eight years prior to the date of awarding of a degree may not normally be used for credit toward that degree.</th>
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<tr>
<td>Academic Performance: Student progress shall be reported at least annually to the Faculty of Graduate Studies on the “Progress Report Form”. Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation by the Department head, upon receiving input from the advisory committee, to the Dean of Graduate Studies.</td>
</tr>
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</table>

| Performance in course-work: A minimum degree grade point average of 3.0 with no grade below C+ must be maintained for continuance in the Ph.D. program. Students who fail to maintain this standing will be required to withdraw unless the Dean of Graduate Studies approves a departmental remedial recommendation (refer to the section: Academic Performance – General). |

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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)
### Performance not related to course work:
Students may also 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, such things as unsatisfactory attendance and lack of progress in research and/or thesis. The student’s advisory committee will make a recommendation for required withdrawal to the Department head. The Department head will then recommend to the Dean of the Faculty of Graduate Studies that the student be required to withdraw for reasons of unsatisfactory academic performance.

### 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 and/or advisory committee and Department 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.

### Deadlines for Graduation:
The final requirements of the degree, in the form of the final report on the thesis (and the corrected copies of the thesis must be submitted to the Faculty of Graduate Studies Office by the appropriate deadline. The deadline for each of the graduation dates is published in the Academic Schedule of the Graduate Calendar. Extensions to these deadlines will be considered in exceptional circumstances only.

### 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.

### Candidacy Examination:
While 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, analysing, synthesizing, and communicating ideas about that material in depth.

At the time specified by the advisory committee, normally within the first two years of the Ph.D. program but in no case later than one year prior to expected graduation, the student must take the formal candidacy examination. The format of the candidacy examination may vary with the department.

1. The examination is conducted according to a procedure established by the major department and approved by the Guidelines and Policy Committee of the Faculty of Graduate Studies.

2. **This exercise is independent from the Thesis Proposal exercise.**

3. The examination procedure must be made known to the students.

4. The Dean 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).

5. Students must be provided with feedback on their performance and access to the reasons for the pass/fail.

6. A pass decision of the examiners must be unanimous.

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

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

### Thesis Proposal
The proposed thesis research must be approved by the advisory committee and, if appropriate, by the Research Ethics Review Committee before the work has begun on the thesis research or

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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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*Music supplemental regulations approved by FGS Feb 23, 2012*
The recommendation for the thesis research to proceed shall be reported to the Faculty of Graduate Studies on the "Master's/Ph.D. Progress Report" form.

A written thesis proposal must contain the research planned for the program and must be approved by the advisory committee. In order to approve the proposal the whole committee must meet as a committee. Approval of the completed thesis proposal must be documented and forwarded to the Faculty of Graduate Studies on the Progress Report Form within 24 months of the student's initial registration in the program. Some departments may have specific procedures in place for approval of thesis proposals and students are advised to consult their departmental office. This exercise is independent from the Candidacy Examination exercise.

### 5.1 Thesis Regulations: Ph.D.

#### General:
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 material must be of sufficient merit to be, in the judgment of the examiners, acceptable for publication.

#### Style and format:
The Thesis must be written according to a standard style acknowledged by the particular field of study and recommended by the major department, be lucid and well-written, and be reasonably free from typographical and other errors.

Copies of the thesis must be submitted in good, clear type. As long as all copies are clearly legible, the thesis may be reproduced by any method acceptable to the Faculty of Graduate Studies. Minimum paper weight is 16 lb. Bond or equivalent; minimum left margin is 3.8 cm (1.5 inches), other margins are 2.5 cm (one inch). Wherever possible, these margins should be adhered to for illustrative materials. A thesis guideline booklet is available from the Graduate Studies for additional information.

Policies and procedures for the inclusion of published papers within the doctoral theses are governed by the supplementary regulations of individual departments. The following are the general policies and procedures of the Faculty of Graduate Studies:
- The candidate's specific contribution to each paper (in case of multiple-authored papers) must be clearly indicated.
- An abstract, full introduction, and conclusions must be included;
- Where more than one manuscript is included, connecting text and common abstracts, introduction, and conclusions must be included.
- There must be adherence to all other requirements as outlined in Thesis Guidelines.

#### Deadlines and Details for submission of final copies:
The Academic Schedule in the Graduate Calendar should be consulted regarding dates by which theses must be submitted.

Following the approval of the thesis by the examining committee and the completion of any revisions required by that committee, the thesis must be submitted to the Faculty of Graduate Studies as follows:
- One single-sided paper copy in unbound form, enclosed in an envelope or folder; and
- One digital version submitted as an e-thesis at the MSpace website: https://mspace.lib.umanitoba.ca/index.jsp

The e-thesis is the official copy. Students are encouraged to review the e-thesis submission requirements prior to creating a digital version. Electronic multimedia files or accompanying files that are part of an e-thesis should be posted to MSpace as separate files.

The paper copy will become a circulating copy. Multi-media material on a CD-ROM may accompany the paper copy. Where possible, the contents of the official electronic version should

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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)

Music supplemental regulations approved by FGS Feb 23, 2012
be replicated in the paper copy.
Both digital and paper copies of the thesis are required for the University Library and remain the property of the University of Manitoba.

### 5.2 Thesis Examination Procedures

**Final Examination For The Ph.D. Degree:**

Once the thesis along with the “Ph.D. Thesis Title and Appointment of Examiners” form is submitted to the Faculty of Graduate Studies, the final examination for the Ph.D. degree proceeds in two stages:

1. Examination of the candidate’s thesis. Prior to the examination of the thesis, the advisor shall furnish a written statement that, in his/her opinion, the thesis is (or is not) ready to be examined by completing the “Ph.D. Thesis Title and Appointment of Examiners” form.

2. Oral examination of the candidate on the subject of the thesis and any matters relating thereto.

*Note:*
A candidate has the right to an examination of the thesis if he/she believes it is ready for examination.
A thesis may not be formally submitted for examination more than twice.

**Formation of the Examining Committee**

**University of Manitoba (Internal) Examiners:**
The advisory committee chair, in consultation with committee members, will recommend to the head of the major department the names of at least three internal thesis examiners, to be forwarded to the Dean of Graduate Studies for approval. These names shall include the student’s advisor and two other persons, one of whom must hold a primary appointment within the major department and one of whom must hold a primary appointment outside the major department. All internal examiners must be members of the Faculty of Graduate Studies. In normal circumstances these internal examiners will be members of the student’s advisory committee.

**External examiner:**
A distinguished scholar with particular experience in the field of the thesis research shall be chosen as the external examiner. The student’s advisory committee shall make the selection, and the advisor should then make an informal inquiry as to the prospective external examiner’s willingness to serve. If so, a nomination is then made by the head of the major department to the Dean of Graduate Studies. The external examiner must be from outside The University of Manitoba and the Dean of Graduate Studies makes the formal invitation to the external examiner.

*Note:*
The external examiner should: hold a Ph.D.; hold an appointment with a recognized university or be a recognized scholar in their field; have no affiliation with the student or the advisor. The external must be considered at arm’s length to the department and the University of Manitoba. While the definition of “arm’s length” is left to the discretion of the department, be advised that justification may be required by the Faculty of Graduate Studies for this selection.

**Changes in the examining committee:**
The Dean of Graduate Studies must also approve changes in the membership of the examining committee. No changes shall be made in the examining committee after the thesis is distributed by the Faculty of Graduate Studies to the committee for examination.

*Note:*
## 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 appointment shall be necessary.

## Distribution of the Thesis For Examination:
Sufficient copies for distribution to each member of the examining committee must be submitted to the Faculty of Graduate Studies Office in un-bound form, with each set enclosed in a separate envelope or folder. Each copy must be prefaced by an abstract of the thesis which includes the title, the author's name, and a brief summary of the results. It must be in a form acceptable to the student’s advisor.

*Note:*  
It is the responsibility of the Faculty of Graduate Studies to distribute the thesis to all of the examiners.

**Responsibilities of the Examiners**

### Internal Examiners:
Each internal examiner (except the candidate’s advisor), within one month of the receipt of the thesis, shall submit to the Dean of Graduate Studies a written report (with a copy to the head of the major department) giving an evaluation of the thesis, noting its merits, deficiencies (if any) and, if appropriate, revisions. The report shall contain a statement as to whether or not the student may now proceed to the oral examination. The thesis shall be placed into one of the following categories:

1. The thesis represents a distinct contribution to the candidate’s field of research and it is acceptable as it stands (or with minor revisions to either content, structure, or writing style. (The thesis has not received final approval, but the candidate may proceed to their oral examination).
2. The thesis has merit since it makes a contribution to the candidate’s field; however, there are research-related concerns that have the potential to be dispelled in the oral examination. The structure and writing are acceptable or require only minor revisions. (The thesis has not received final approval, but the candidate may proceed to their oral examination).
3. The thesis has some merit, but it is not acceptable in its current state since it requires major revisions to one or more of its core components, viz., research content, structure, and writing style. (The candidate has failed attempt and cannot proceed to the oral examination.)
4. The thesis is unacceptable with respect to its core components, viz., research content, structure, and writing style. (The candidate has failed attempt and cannot proceed to the oral examination.)

*Note:*

1. The placing of the thesis into category (1) or (2) above does not mean that the thesis has received final approval.
2. The placing of the thesis into either category (3) or (4) constitutes a failure.

### External Examiners:
The Dean of the Faculty of Graduate Studies will request the external examiner to give a detailed report on the merits and deficiencies of the thesis as well as an overall evaluation. The external examiner shall be asked to report on his/her findings in the same categories as those used by the internal examiners. The advisor and the student must submit a declaration to the Faculty of Graduate Studies that neither party has performed collaborative research work with the external examiner within the last five years.

The external examiner is requested to present the report to the Dean of Graduate Studies within one month of the receipt of the thesis. Adequate time must be allowed for the transmission of the thesis and the receipt of the report.

The attendance of the external examiner at the candidate’s oral examination is encouraged, but is not required.

*Note:*
If the external examiner is not going to be present at the examination, the Dean of the Faculty of Graduate Studies will request him/her to submit questions and the expected answers to the questions to be posed to the candidate at the time of the examination. Normally, the Chair of the Examining Committee will pose the questions to the candidate and the candidate will not receive the questions prior to the examination.

### Approval For Advancement to the Oral Examination:
The Faculty of Graduate Studies must receive all examiners’ reports (internal and external) at least two weeks prior to the intended date of the oral examination.

### Guidelines For Advancement to the Oral Examination
When considering the candidate’s advancement to the final oral examination, the committee of internal examiners shall use the following guidelines:

1. If all the reports place the thesis in category (1) or (2), advancement to the oral examination shall be automatic. The Dean of Graduate Studies shall send copies of all category (1) or (2) reports to each of the internal thesis examiners and also to the student.

2. If one or more of the reports place the thesis in category (3) or (4), the Dean of Graduate Studies shall send copies of all the reports to each of the internal thesis examiners and the Department Head. Two copies of all the reports are sent to the Advisor who shall provide one copy to the student. The committee of internal examiners should strive to provide the advisor and the candidate with specific advice about the nature and scope of the revisions required and any other pertinent matters (such as the time that should elapse before the thesis will be accepted for reconsideration).

3. In the unlikely event that the internal examiners judge an unfavorable report by an external examiner to be unwarranted, they may recommend, through the head of the major department, that the Dean of Graduate Studies submit the thesis to a second external examiner.

### Requirements Prior to Oral Examination

#### Scheduling:
The examination will normally be held at either the University of Manitoba Fort Garry or Bannatyne Campus. Exceptions must have the unanimous agreement of all committee members. Normally, the oral examination shall be open to all members of The University of Manitoba community and shall be held at The University of Manitoba. In exceptional cases the final oral examination may be closed, for example when the results of the thesis research must be kept confidential for a period of time. In such cases, the advisory committee and Department head shall recommend such action to the Dean of Graduate Studies who may then approve that the final oral examination be closed to all but the examining committee and the Dean of Graduate Studies (or designate).

#### Student Information:
At least two weeks prior to the oral examination, the student must submit to the Faculty of Graduate Studies the following information:

- Biographical Data – outstanding points in career, awards, etc.
- List of degrees obtained – where and when
- List of the student’s publications
- The exact title of the thesis
- An abstract of the thesis (not more than 350 words)
- List of the student’s publications

**Note:**
The above documentation should be submitted in electronic form.

### Notice of Examination:

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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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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)
Graduate Studies.

Note:
A student who receives a failure on either the thesis or the oral examination twice shall be required to withdraw from the Faculty of Graduate Studies.

5.3 Publication and Circulation of Theses:
Every graduate student registering in a Ph.D. program at the University of Manitoba shall be advised that as a condition of being awarded the degree, he/she will be required:

1. To grant a license of partial copyright to the University and to the National Library of Canada for any thesis submitted as part of the degree program.

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

2. To provide a copy of the abstract for Dissertation Abstracts International and to authorize publication of the abstract in that publication. The forms and conditions pertaining to these license agreements are available at 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 agreement. Signing the license agreements is normally done after the contents of the thesis 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 any part of it in a journal or in a book. In this case, acknowledgement should be made that the work was originally part of a thesis at The University of Manitoba.

Notes:
Copyright - Copyright in theses and practica is protected in international copyright law. A copyright symbol © or (c) is incorporated on a page containing statements of permission to microfilm and to lend copies of the thesis or practicum. After completion, this page should be inserted in the thesis/practicum immediately following the title page. Blank copies of this page are available from the Faculty of Graduate Studies Office.

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

Restriction of theses for publication - In exceptional cases not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student may request the Dean of Graduate Studies to restrict access, for a period up to one year after submission, of the digital and unbound paper versions of a thesis submitted to The University of Manitoba. The Dean, in consultation with the student’s advisor, shall determine for what period, if any, access will be so restricted.

Library and Archives Canada – A microfiche of the thesis is forwarded to Library and Archives Canada and is listed in a monthly and annual national bibliography, ‘Canadiana’, which is published by the National Library.

SECTION 6: Policy Of Witholding Theses Pending Patent Applications

In 1970 the 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. This policy statement parallels the previous one that it defines the right of the University to defer the release of a thesis and thus ensures freedom of publication for the research findings of a graduate student.

This situation may arise in two circumstances which are defined below and both of which are governed by the same set of regulations.

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)
When 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 re-search, then the regulations given below will apply.

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 regulations will apply concerning the release of the thesis.

**Regulations Concerning Release Of A Thesis During Application And Negotiation For Patents:**
The Dean of Graduate Studies will receive the approved thesis and copies of it as required by the Faculty regulations. On written joint request of the advisor and the student, the Dean will keep the thesis and copies of it in his/her office for a period up to one year.

For further information, reference should be made to the thesis copyright license.

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### SECTION 7: Extension Of Time To Complete Program Of Study

All requests for extensions will normally be dealt with administratively and reported, in summary form, to the Executive Committee of Graduate Studies for information. Requests for an extension are reviewed by the Faculty of Graduate Studies on a case by case basis. The extension time requested must closely reflect the time required to complete the program. More than one extension period may be considered, but the total time for all extensions will not normally exceed two years. Requests for extension must be accompanied by a realistic timeline that has been agreed upon by the student and supervisor and endorsed by the Dept. Head. Students granted extensions may be asked to enrol full-time during the period of the extension and may also be required to meet contingencies or carry out remedial work to be associated with the extension. The student must complete the ‘request for extension form’ and submit it to his/her major department for recommendation to the Faculty of Graduate Studies at least four months prior to the deadline date for completion of program requirements.

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### SECTION 8: Leave Of Absence

#### Regular Leave:
A Regular Leave is intended to allow students to meet family, travel or employment responsibilities or plans and circumstances not covered by the Parental or Medical/Compassionate leaves. At the request of a graduate student, the Head of the student’s department may recommend to the Dean of Graduate Studies that a student be granted a leave of absence for a period of time not to exceed one year. While on leave of absence, a student would not be expected to maintain study and/or thesis research work. Students on Regular Leave of Absences will be required to maintain continuous registration and pay the appropriate - Continuing fee. If a student has Tuition Fees (as opposed to Continuing fees) owing at the time of the granting of the Leave, the Tuition Fees will be deferred until the student returns from leave, however, the Continuing fee will be levied.*

*A Regular Leave of Absence status does not extend the time limits as outlined in the Faculty regulations.

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

#### Exceptional Leave:
In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing relative), at the request of the graduate student, the Head of the student’s department may recommend to the Dean of Graduate Studies that a student be granted an exceptional leave of absence for a period of time not to exceed one year. While on leave of absence for exceptional reasons, a student is not permitted to maintain study and/or thesis research work, would not be required to maintain continuous registration, nor pay tuition fees. In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave is not intended to cover circumstances related to travel, employment or other financial concerns.
### Fees:

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

| 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) |

### Parental Leave:

A graduate student who is bearing a child or who has primary responsibility of the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request should be made through the student's department, normally for a leave of four to twelve months. Leaves of other duration will be considered on an individual basis. Where possible, students doing course work should coordinate their requests with the beginning of an academic term. While on leave of absence for parental reasons, a student is not permitted to maintain study and/or thesis research work. The leave period is not included in the time period allowed for completion of the degree.

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

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

### Awards And Leave Of Absence:

Students granted exceptional or parental leave would 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.

### Graduate Student Vacation Entitlement:

Students are entitled to three weeks vacation throughout a 12-month period.

### SECTION 9: Appeals – Procedures And Guidelines

**General:**
Students who disagree with a decision have access to the appeal routes as laid out by the various Faculty of Graduate Studies and University of Manitoba appeal processes.

There are several areas of appeal which are open to graduate students: academic; discipline; admission; and administration (e.g. Fee appeals). You may refer to this section of the Faculty of Graduate Studies Academic Guide and the University of Manitoba Governing Documents (http://www.umanitoba.ca/admin/governance/governing_documents/index.html).

The Executive Committee of the Faculty of Graduate Studies, through its Appeal Panel, by delegation from the Faculty Council, is empowered to deal with student appeals from departmental recommendations or Faculty of Graduate Studies actions, provided the departmental appeal process has dealt with the matter. These student appeals should be directed to the Dean of Graduate Studies. A decision of the Faculty of Graduate Studies Appeal Panel is appealable only to the Senate Committee on Appeals.

**Academic Appeals:**

In terms of qualifying examinations, candidacy examinations, thesis examinations, and any other academic matters, departments make recommendations for action to the Faculty of Graduate Studies. In the first instance, any appeal of a department's recommended action should be handled through the departmental appeal process, which is outlined in the department’s supplementary regulations. Appeals stemming from departmental actions on academic matters (e.g., failure in a course) will be heard by the Faculty of Graduate Studies Appeal Panel only.

**Note:**
The examining committee for each graduate student will normally consist of the Advisory Committee plus the External Member. Additional members may be recommended at the discretion of the Advisor. These members are to be specialists in the area of study, and may be sessional instructors.
Supplemental Regulation

Music supplemental regulations approved by FGS Feb 23, 2012
Jurisdiction of Disciplinary Authorities.

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.

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 (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.

Discipline Appeal Deadlines:

If a student wishes to appeal a decision to any group or body, the notice of appeal must be delivered in writing to the appropriate person(s) within five working days of the student being notified of the decision from which the student intends to appeal.

Appeal Of Violation/Penalty:

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

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).

Limitations on Appeal Rights:

Students who disagree with a decision have access to the appeal routes as laid out by the 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.

Procedures

Academic:

All appeals shall be submitted in written form to the Dean of Graduate Studies. The Dean may, on consideration, attempt first to reach an informal solution. If that is judged by the Dean to be inappropriate or unfeasible, a hearing panel will be formed. 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.

The Dean shall inform the appropriate Department head of the nature of the appeal, forward a copy of the student’s written submission, and request a written response to the appeal within ten working days. A hearing panel will be struck and a meeting set by the Dean of Graduate Studies as soon as possible after receipt of the written response from the department.

The appellant shall receive, through the Dean of Graduate Studies, the response of the department 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 Graduate Studies to the individuals affected, giving the specific time and place for a hearing.

All documentation that the hearing panel will consider shall be made available through the Dean of Graduate Studies Office to both the student and the Department Head in advance of the meeting. 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 working days for the other party to respond to the new materials.
Each petitioner and appropriate Department head (or delegate) shall have the right to appear before the hearing 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 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.

The student shall be advised by the Dean of Graduate Studies of the right to appear in person or to be represented by the Student Advocate or 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 student wishes, one member of his/her immediate family, and a lawyer, may be present, but only as observers who do not participate. At least four working days prior to the hearing, the Dean of Graduate Studies must be notified of any persons to be accompanying the appellant.

Both appellant (and/or representative) and Department head (and/or representative) are entitled to cross-examination of any and all witnesses.

All members of a hearing 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 hearing panel must adjourn.

As a first item of business in dealing with any appeal, the hearing panel shall consider (in closed session):

Whether there are sufficient grounds to proceed with the appeal hearing any requests it has received to hold an open session, and if so, determine what parts of the hearing shall be open.

Normally the appellant and the Department head and/or their representatives will be present during the presentation of the other’s case. During the hearing, the appellant or the Department head may request a change in the open or closed nature of the hearing, at which time the hearing panel shall determine its procedures.

The hearing panel may request the appellant or any other parties to appear or provide additional information in a particular case before reaching a decision.

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

The Dean of Graduate Studies shall inform, in writing, the appellant and the Department head concerned of the disposition of the appeal, the reasons for the decision, and of whatever action may result. The further right of appeal to the Senate committee on appeals should be indicated, along with any appropriate time limits.

Disqualification:

Any member of the Appeal Panel shall be disqualified from hearing an appeal who: Is a faculty member or a student in the Department (School or Faculty) in which the appellant is registered; or Was, as an individual, or as a member of a committee or board, responsible for making the decision being appealed.

Other Appeals

Discipline:
Please refer to University of Manitoba Governing Documents: Students: Procedures: Student Discipline

Admission Appeals:

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 student completes a Fee Appeals form, available online or in the Registrar’s Office, 400

Music supplemental regulations approved by FGS Feb 23, 2012
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**Assistance with Appeals:**
The Office of Student Advocacy, 519 University Centre, provides information and assistance to students regarding all appeal processes.

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