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

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

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

PREFACE

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

Definitions

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

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

Section 1: Application, Admission, and Registration Policies

1.1 Application and Admission Procedures

The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies. Applicants should contact the department to which they are applying for the procedures, requirements and departmental application deadlines in effect.

1.1.1 Process:

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

NOTE: International students must pay special attention to the appropriate requirements with

Dept. of Psychology
Email: Psych_Grad_Office@UManitoba.ca;
Tel.: (204) 474-6377

All applications should be submitted electronically to the Faculty of Graduate Studies (FGS) at: http://umanitoba.ca/faculties/graduate_studies/admissions/index.html
1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit’s criteria including, but not limited to, space, facilities, and advisors.

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

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

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

<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>November 1</td>
<td>August 1</td>
</tr>
<tr>
<td>SUMMER</td>
<td>May</td>
<td>March 1</td>
<td>December 1</td>
</tr>
</tbody>
</table>

**IMPORTANT:** Applicants are required to submit the application and documentation to the Faculty of Graduate Studies for an earlier deadline than those listed above. Applicants are advised to confirm the deadline of the unit to which the application is being made. Contact information for each unit can be found at [http://umanitoba.ca/faculties/graduate_studies/admissions/index.html](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.

1.1.3 Application Fee

A $100.00 (CDN) fee must accompany admission applications from all Canadian, Permanent Resident or International applicants. If submitting a paper application, a $120.00 (CDN) fee must accompany the admission application.

1.1.4 Transcripts

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

1.1.5 Transcripts: International

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

1.1.6 Transcripts: University of Manitoba

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

1.1.7 Proficiency in English

A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a high school diploma or university degree from Canada or one of the countries listed on the English Language Proficiency Test Exemption List (see next section). The Faculty of Graduate Studies requires a passing, acceptable English Language Test.
Thresholds required for successful completion are indicated in parentheses.

- University of Michigan English Language Examination Assessment Battery (MELAB) (80%)
- Test of English as a Foreign Language (TOEFL) – Paper-based test (550); Internet based -iBT (86)
- Canadian Test of English for Scholars and Teachers (CanTEST) (band 4.5 in listening and reading and band 4.0 in writing and oral interview)
- International English Language Testing System (IELTS) (6.5)
- Academic English Program for University and College Entrance (AEPUCE) (65%)
- Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset)
- PTE Academic (61% overall)

Note: In addition, foreign language students may be asked by the unit to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the unit may recommend remedial measures in language skills based on the results of the CanTEST. Some units may require a specific test or test scores greater than those indicated below and students should check departmental supplemental regulations for details.

### 1.1.8 English Language Proficiency Test Exemption List

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

### 1.1.9 Letters of Recommendation

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

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

### 1.1.10 Admission Tests

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

### 1.1.11 Entrance Requirements

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

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

### 1.1.12 Eligibility of University of Manitoba Staff Members

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

1.2 Registration Procedures

1.2.1 Registration

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

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

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

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

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

All newly admitted graduate students are required to have their program of study approved by their advisor and the Associate Head (Graduate), or designate, prior to web registering. For School Psychology students in the 2-year stream here, and throughout the document, the program coordinator will act in the role of advisor.

1.2.2 Re-Registration

Any student whose program of study extends for more than one year must re-register in the fall, winter and summer terms 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 discontinuation of his/her graduate status. A student who has been discontinued and would like to be considered for continuation in a program must apply for re-admission, which is not guaranteed.

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

All students must have their re-registration approved by their advisor and the Associate Head (Graduate), or designate.

1.2.3 Registration Revisions

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

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

All registration revisions must be approved by the student’s Advisor and the Associate Head (Graduate), or designate.

1.2.4 Advisor Student Guidelines

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

1.2.5. Western Deans’ Agreement

This agreement was established in 1974 as an expression of co-operation and mutual support among universities offering graduate programs in western Canada. Its primary purpose is the...
1.2.5.1 The Western Deans’ Agreement normally provides an automatic tuition fee waiver for visiting students. Graduate students paying normal required tuition fees to their home institution will not pay tuition fees to the host institution.

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

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

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

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

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

1.2.5.7 Students must have the Authorization Form approved by the relevant unit 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.

1.2.5.8 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.

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

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

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

1.3 Course Classifications

1.3.1 General Classifications

Students who register through Aurora Student Information System (Aurora Student) must also have prior approval of the unit Head or designate. Students registering through Aurora Student should add only those courses that are a Major (Standard “S”) course in their program. Courses with Auxiliary “X”, Audit “A”, or Occasional “O” status (see below) must be added by the unit. “X” Auxiliary course: Course is not a major requirement of the program but is required by the student’s advisor/co-advisor. ** Extra courses that are not part of the Master’s or Ph.D. program but which are specified and required by the student’s advisor/co-advisor, may be classified as X (Auxiliary) and the grade will not be included in the degree GPA which appears on the transcript. However, X course grades may be used in the calculation of the GPA for continuation in the program and a minimum grade requirement may be required for X coursework by the unit.
(Please consult the individual unit’s supplemental regulations.) Additionally, X courses are used in the calculation of the GPA for the purposes of Admission and Awards. (The University of Manitoba Graduate Fellowship (UMGF) and International Graduate Student Scholarship (IGSS) use X courses in the calculation of the GPA.) The student’s advisor/co-advisor and unit Head 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.

“A” Audit course: Course is not taken for credit. No grade is recorded. Additional fees will be assessed.

“O” Occasional course: Course is not a requirement of the program. Additional fees will be assessed.

**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.

1.3.2 Continuing Courses (CO)

For those graduate level courses (6000, 7000, and 8000) which are being taken by students enrolled in the Faculty of Graduate Studies and which continue beyond the normal academic term, the instructor shall recommend that a mark classification of “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).

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

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

1.3.3 Incomplete Courses

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

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

Normally, the following maximum extensions are allowed:

August 1st for courses terminated in April

December 1st for courses terminated in August

April 1st for courses terminated in December

If a final grade is not reported within one month of the extension deadline, the Incomplete (I) classification will be dropped and the grade will remain as awarded. The student will no longer have an opportunity to improve the grade. In no case will the satisfaction of the incomplete requirements result in a lower grade being awarded.

1.4 Student Status/Categories of Students

1.4.1 Full-Time And Part-Time Students

Graduate students who are participating in studies on a regular basis in an academic term and/or are registered in the academic year are considered to be full-time students. Graduate student status is not determined by the number of credit hours taken per term. Therefore, such students...
who spend much of the time in a laboratory or library engaged in research or writing a thesis/practicum, or who spend part of the academic year engaged in research elsewhere, are regarded as full-time students.

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

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

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

1.4.2 Pre-Master’s Or Qualifying Students

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

1.4.3 Occasional Students

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

Note:

1. Transfer of courses from the “occasional” category to a degree program is not automatic: request for advance credit must be made within the first year of a degree program.

2. Fees paid by a student while registered as an occasional student are not transferable, at a later date, to a degree program.

3. Registration in the occasional student category can be for no more than one academic year without reapplication.

4. At least 60% of coursework per academic year must be taken at the graduate level while registered as an occasional student.

1.4.4 Joint Masters (With the University of Winnipeg)

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

1.4.5 Visiting Students

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

Note:

1. Fees paid by a student while registered as a visiting student are not transferable, at a later date, to a degree program.

2. Registration in the visiting student category can be for no more than one academic year without reapplication.

3. At least 60% of coursework per academic year must be taken at the graduate level while registered as a visiting student.

SECTION 2: Academic Performance - General

2.1 General Note

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

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

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

The unit must notify the student of the deficiency and of its recommendation.

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

Note:

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

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

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

Recommendations of units will supersede student requests for voluntary withdrawal.

Negative Evaluation for Reasons Other Than Grades

In cases where the student's evaluation is negative for reasons other than grades (e.g., unsatisfactory progress, unfavourable research performance, or unethical conduct), the Advisor of the student will be contacted by the Head and will at that time either provide or refuse to provide a petition on the student's behalf. If the academic advisor petitions, an evaluation subcommittee will be set up as described below (but with only one petitioner). If the Advisor does NOT petition, then the Head, after discussion and consultation with the student, will recruit a staff member to act as a petitioner on the student's behalf. The Head will then notify the Examination, Evaluation, Grade Review, and Grade Appeals Committee which will set up a subcommittee of identical structure and task to that for grade problems as described in The Psychology Department Manual available on the Psychology Department web page. The Head will notify each student with a non-grade problem about the situation, and will ensure that the student is kept fully informed of all developments pertaining to the inquiry. Once again the Examination, Evaluation, Grade Review, and Grade Appeals Committee will consider the subcommittee's recommendations, making a final recommendation to the Dean of Graduate Studies through the Head who will monitor the progress of the remediation and then take further appropriate action. Decisions of the Examination, Evaluation, Grade Review, and Grade Appeals Committee can be appealed to Department Council.

PROFESSIONAL UNSUITABILITY BY-LAW
(formatted as approved by Senate)

1.00 JURISDICTION

1.01 General

The Department of Psychology may require any student to withdraw from the Clinical Psychology Training Program pursuant to the procedures set out in this By-Law when the student has been
found unsuited, on considerations of competence or professional fitness, for the practice of clinical Psychology. A student may be required to withdraw at any time throughout the academic year or following the results of examinations at the end of any academic term. This right to require withdrawal prevails notwithstanding any other provision in the Department’s Rules or Regulations.

1.02 Grounds for Required Withdrawal

A student may be required to withdraw from the Department when the student has:

a) been guilty of such conduct which, if participated in by a practicing clinical psychologist, would result in violation of the Code of Ethics published by the Canadian Psychological Association or the Ethical Principles of Psychologists published by the American Psychological Association and/or

b) in any clinic or practicum practiced incompetently due to ongoing impairment of functioning: and/or

c) jeopardized professional judgment through self-interest; and/or

d) demonstrated behaviour with respect to other students, colleagues, faculty or the public which is exploitative, irresponsible or destructive.

1.03 Conflict of Jurisdiction

If a question arises as to whether a matter falls within the academic regulations of the Department or this By-Law, or as to whether a matter is within the jurisdiction of the Discipline By-Law of the University or this By-Law, as the case may be, the question shall be referred to the President of the University for final decision.

2.00 PROFESSIONAL UNSUITABILITY REVIEW COMMITTEE

2.01 There shall be established within the Department a committee known as the Professional Unsuitability Review Committee, herein called the “Review Committee,” whose membership shall be as follows:

a) The Chair of the Department’s standing Examination and Evaluation Committee, who shall act as Chair of the Review Committee;

b) The members of the Examination and Evaluation Committee;

c) The Director of Clinical Training or, if the...
Director is a member of the Examination and Evaluation Committee, another Clinical Psychology Training Program faculty member elected by Program faculty;

d) If a clinical psychology graduate student is not a member of the Examination and Evaluation Committee, one such student elected by the Psychology graduate student constituency;

e) A clinical psychologist appointed by the Head who has been a registered member in good standing of the Psychological Association of Manitoba for at least the previous five years and who is not affiliated with the Clinical Psychology Training Program;

f) The Dean of the Faculty of Graduate Studies or delegate.

### 3.00 PROCEDURE

3.01 The Head or the Director of Clinical Training shall refer matters which in his/her opinion involve conduct or circumstances described in Articles 1.01 and 1.02 herein, to the Review Committee in a written report, setting out the name of the student involved, the alleged facts and the ground(s) allegedly warranting withdrawal pursuant to Articles 1.01 and 1.02.

3.02 The Review Committee shall send a Notice of hearing to the named student as set out under Article 4.02; shall determine whether any of the grounds requiring withdrawal under Articles 1.01 and 1.02 exist at a hearing of the matter pursuant to this By-law; and grant a disposition in accordance with Article 7.02 herein.

3.03 Once a reference has been made to the Review committee, the proceedings may continue notwithstanding that the student has subsequently voluntarily withdrawn from the Program or has refused to participate in the proceedings.

### 4.00 NOTICE TO STUDENT

4.01 The Chair of the Review Committee shall, as soon as possible after receipt of the reference, provide the student concerned with a copy thereof and, at the same time, inform the student in writing of the grounds for withdrawal as well as the membership of the Review Committee and the date, time, and place for consideration by the Review Committee of the matters set out in the reference.

4.02 The Notice from the Chair shall include a statement that, if the allegations contained in the reference are established to the satisfaction of the
4.03 At least seven days notice of the Review Committee hearing shall be given to the student.

5.00 HEARING PROCEDURES

5.01 The student may appear in person and be represented by someone other than legal counsel. Legal counsel may be present as an observer.

5.02 The hearing shall be closed to all persons except the members of the Review Committee, the student, the designated representative of the student, legal counsel if any, and the Student Advocate.

5.03 The student or his/her representative shall have the right to hear and to cross-examine witnesses, to have access to all documents submitted to the Review Committee for consideration, to call witnesses, and to submit other evidence.

5.04 A quorum for the Review Committee shall be 75% of the membership thereof.

5.05 The Chair of the review committee shall vote only to break a tie.

5.06 A simple majority of the members hearing the matter is required for any finding or for the determination of the appropriate disposition of the matter.

5.07 The student shall not be required to give evidence but, if the student elects to do so, then the student may be cross-examined.

5.08 Members of the review Committee shall be bound by confidentiality in respect of information received in Committee.

5.09 a) A faculty member shall not be disqualified from sitting as a member of the Review Committee hearing the matter by reason only that such faculty member has had previous contact with the student or has prior personal knowledge of the matter.

b) The student whose case is to be dealt with shall be permitted to challenge and thereby cause to be disqualified not more than two members of the Review Committee. In such a case, the Department or Program, whichever is appropriate, may replace the disqualified member(s).

5.10 These hearing procedures shall also apply.
mutatis mutandis, in the case of an appeal.

5.11 The results of the hearing and the grounds therefore shall be conveyed in writing to the Head of the Department, the Dean of the Faculty of Graduate Studies, the student, the designated representative of the student, and to the Student Advocate when requested by the Student Advocate.

### 6.00 APPEALS

6.01 In the case of a decision of the Faculty Council, the decision or disposition or both may be appealed to the Senate Appeals Committee in accordance with the Senate By-Law respecting appeals from decisions of Faculty and School councils.

6.02 If a student wishes to appeal a decision of the Review Committee, then such appeal may be made to the Faculty of Graduate Studies by delivering a notice of appeal in writing to the Dean of the Faculty within three working days of the student being notified of the decision from which he/she intends to appeal.

6.03 The notice of appeal to the Faculty of Graduate Studies shall clearly indicate whether the appeal is from a finding of fault or fact on the one hand, or from the disposition on the other, or from both.

6.04 Upon receipt of the notice of appeal, the Dean of the Faculty of Graduate Studies shall, as soon as practical, convene a meeting to consider the appeal and shall give to the student a copy of the notice calling the meeting at least five days before the date of such meeting.

6.05 In the event of an appeal, the implementation of any decision of the Review Committee shall be suspended until the matter has been disposed of by the body hearing the appeal.

6.06 Notwithstanding the above, if the President of the University is satisfied that it is in the best interests of the University, the President may at any time make an order, subject to final disposition of the appropriate review authority, suspending the student from participating in any program of the University.

6.07 The time for delivering the notice of intention to appeal to the Faculty of Graduate Studies may be extended by the Dean.

### 7.00 DISPOSITION OF THE MATTER
7.01 The body hearing the matter shall, after hearing all the evidence, meet in closed session with its members only, to consider its findings and the disposition to be made of the matter.

7.02 The body hearing the matter may individually or in combination:
   a) determine that no action should be taken in respect of the matter;
   b) reprimand the student;
   c) require the student to withdraw from the Clinical Psychology Training Program for a specified period of time;
   d) require the student to withdraw from the Program, indefinitely;
   e) require the student to withdraw from the Program with no right to apply for re-admission to the Program;
   f) attach conditions which must be fulfilled before any application for re-admission to the Program can be considered;
   g) attach conditions prescribing future conduct by the student.

### 2.2 Academic Performance

Student progress shall be reported at least annually to the Faculty of Graduate Studies on the “Progress Report” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two consecutive “in need of improvements” normally requires the student to withdraw.

### 2.3 Performance in Coursework

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

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

**Note:**

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

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

All actions taken administratively are to be reported, in summary form, to the Faculty of Graduate Studies Executive Committee.
subcommittee will be struck only when all relevant current grade appeals are finalized, or the student waives the right to further review based on pending grade appeals.

The subcommittee will gather information from petitioners, the student, and other sources and transmit to the Examination, Evaluation, Grade Review, and Grade Appeals Committee in writing its recommendation and supporting documentation concerning:

(a) whether the situation warrants no action, remedial action, or termination;
(b) which, if any deficiencies must be remedied, by when, and in what manner, and
(c) the further course of action to be taken by the Head, if the deficiencies are not made up by the deadline.

The Examination, Evaluation, Grade Review, and Grade Appeals Committee will consider the recommendations of each student’s evaluation subcommittee and will recommend through the Head to the Dean of Graduate Studies the specific course of action to be taken. By appropriate petition, however, the decision of the Examination, Evaluation, Grade Review, and Grade Appeals Committee can be appealed to Department Council. When remedial actions have been specified, the Head will monitor the student’s program to determine whether or not the deficiencies have been made up at the end of the period allotted, and then take appropriate action.

SECTION 3: General Regulations: Pre-Master's

3.1 Admission and Program Requirements

At the time of admission each student must be assigned an advisor from among the faculty members of the admissions area by the specialty area admissions committee accepting the student in consultation with the Graduate Admissions and Financial Support Committee.

The advisor assists the student in fulfilling Departmental regulations, in planning of program, and in Pre-M.A. Honours Research Seminar (Psyc 4520), as well as in other training situations. Occasionally a change in advisor may seem appropriate from the points of view of either or both parties (student and advisor). Both parties must have full knowledge of a proposed change and consent of each should be sought. All changes of advisor must have the approval of the Head or designate (hereafter referred to as Head, although typically it is the responsibility of the Associate Head, Graduate).

Course Requirements

Graduates of bachelor degree programs with a minimum grade point average (GPA) of 3.0 in the last two full years of university study will be considered for admission to a pre-Master’s program. These are the minimum requirements of the Faculty of Graduate Studies. Units may specify higher or additional criteria. Admission to a pre-Master’s program does not guarantee future admission to a Master’s program. As the pre-Master’s program of study is intended to bring a student’s background up to the equivalent of the required 4-year degree, units should assign to students, as part of their pre-Master’s program of study, an appropriate number of applicable upper level (3000 or 4000) undergraduate courses. Courses at the 7000 level or above cannot be taken in a pre-Master’s program. Courses taken as part of the pre-Master’s program may not be transferred to a Master’s program at a later date.
A. Undergraduate Prerequisites

An undergraduate background in psychology is a necessary prerequisite for advance study in the field. For that reason all students entering the Pre-M.A. program must have taken or will be required to take the following courses: Eight half (3-credit-hour) courses in psychology which include:

1. Introductory or general psychology
2. Research Methods
3. Students entering the Pre-M.A. Program must also have taken or will be required to take one course from the following:
   a. A second course in research methods
   b. Statistics
   c. Computer Science

B. Pre-M.A. Requirements

Students holding a general B.A. or B.Sc. degree normally take the following courses during the Pre-M.A. year, but these requirements may be waived with Departmental approval:

1) Three hours of credit from:
   - Psyc 3630 Psychological Measurement and Assessment,
   - Psyc 4500 Psychological Tests, or
   - Psyc 4570 Design and Analysis for Psychological Experiments

2) Three hours of credit from each of two of the lettered honours menu categories-6 credit hours. (See the Lettered Menu below.)

These courses will be chosen in consultation with the Head from content areas not included in the student's undergraduate course work. Specifically, students who have not completed 3 hours of credit in biological psychology will be required to complete:

   - Psyc 2360 Brain and Behaviour,
   - Psyc 3330 Elements of Physiological Psychology, or
   - Psyc 3430 Sensory Processes as one of these courses

3) One full course in Honours Research Seminar (Psyc 4520)–6 credit hours

4) Two half-courses in psychology at the 4000 level or above–6 credit hours.

**Lettered Menu Courses**

**CATEGORY A: Personality/Social**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psyc 2410 (A)</td>
<td>Social Psychology I</td>
</tr>
</tbody>
</table>
### Faculty of Graduate Studies Regulation

<table>
<thead>
<tr>
<th>Suplemental Regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psyc 2420 (A) Social Psychology II</td>
</tr>
<tr>
<td>Psyc 2530 (A) Psychology of Personality</td>
</tr>
<tr>
<td>Psyc 2490 (A) Abnormal Psychology</td>
</tr>
<tr>
<td><strong>CATEGORY B: Developmental</strong></td>
</tr>
<tr>
<td>Psyc 2290 (B) Child Development</td>
</tr>
<tr>
<td><strong>CATEGORY C: Learning</strong></td>
</tr>
<tr>
<td>Psyc 2440 (C) Behaviour Modification Principles</td>
</tr>
<tr>
<td>Psyc 2470 (C) Learning Foundations of Psychology</td>
</tr>
<tr>
<td><strong>CATEGORY D: Cognitive</strong></td>
</tr>
<tr>
<td>Psyc 2480 (D) Cognitive Processes</td>
</tr>
<tr>
<td><strong>CATEGORY E: Biological</strong></td>
</tr>
<tr>
<td>Psyc 2360 (E) Brain and Behaviour</td>
</tr>
</tbody>
</table>

The above pre-M.A. course requirements are minimal and additional requirements may be established by specific programs or individual advisors.

---

### 3.2 Academic Performance

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

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

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

#### 3.2.4. Students deficient in 6 hours of credit or less with a grade of C, D, or F in a course or courses may be permitted, if the overall average is C or better, to write one supplemental examination in each course (when offered in the unit's supplemental regulations), to repeat the courses, or to take equivalent substitute courses.

**Note:** In exceptional circumstances, when a student is deficient in more than 6 credit hours, the student may be permitted to repeat the pre-Master’s year, or to write supplemental examinations (when offered), or to substitute equivalent coursework in order to make up the deficiencies.

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

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

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

All action taken administratively is to be reported in summary form to the Faculty of Graduate Studies Executive Committee.

---

### SECTION 4: General Regulations: Master’s

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

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

### 4.2 Diploma Programs

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

### 4.3 Admission

#### 4.3.1 General Criteria

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

- Graduates of four-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from:
  - Canadian institutions empowered by law to grant degrees; or
  - Colleges and universities outside Canada which are officially recognized by 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
  - Canadian institutions empowered by law to grant degrees; or
  - Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.

All students applying for a Master’s degree program must have attained a minimum GPA of 3.0 in the last two 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.
Applicants are assigned admissions points in a two-stage process:

In the first stage, admission points are assigned on the basis of the applicant’s grade point average (GPA) and relevant scores on the Graduate Record Examination® (GRE). A Department-wide minimum of 20 admission points from the first stage is needed by the applicant in order to qualify for the second stage of the process.

At the second stage, each applicant will be assigned additional admission points based on faculty needs and interests.

Applicants who receive more than 80 total points may be recommended to FGS for admission immediately. For all applicants to a given admissions area, the area will specify acceptance, rejection, and wait-listing for each applicant. Wait-listed applicants will be redefined as rejected applicants, if not accepted by May 15. No rejected applicant may have more admissions points than any accepted or wait-listed applicant.

In order for an area to admit a graduate student, an advisor or co-advisor must be identified at the time of Admission who will supervise the student, assuming his or her normal progress, from admission through the completion of the relevant degree program.

B. Stage 1

1. GPA.

GPA will be calculated on the 4.5 scale used at the University of Manitoba. Alternative grading systems will be converted to this scale before admissions points are assigned. The calculation will be based on the most recent 60 credit hours (or its equivalent) completed by the student. When only part of a term's work is required to obtain the total of 60 credit hours for the calculation, the GPA for that specific term will be calculated and weighted by the number of credit hours needed to total 60. Admissions points will then be derived from the GPA by the following formula:

\[
\text{GPA points} = \left( \frac{\text{GPA} - 3.00}{1.50} \right) \times 35
\]

2. GRE.

The writing, verbal and quantitative test scores of the Graduate Record Examination® will be weighted using the following formula:

\[
\text{GRE points} = \text{sum of scores}
\]
3. The Department-wide minimum threshold for advancement to the second stage of the admissions process is 20.

C. Stage 2

1. Faculty Needs and Interests

Each admissions area will assign points (maximum = 30) on the basis of factors deemed relevant to graduate training in the specific admissions area. These may include, but need not be limited to, the following: referee's recommendations, applicant scholarships, publications, awards, quality of undergraduate institution, specific skills and interests of the applicant, and faculty needs and interests. Each admissions area will determine and specify the procedure for assigning such points.

2. Admission Point Total

After Stage 2 points have been assigned, the sum of all points from both stages will be calculated for each applicant (maximum = 100 points). Applicants who receive more than 80 total points may be recommended to FGS to be offered admission immediately. However, within an admissions area no rejected applicant may have more admissions points than any accepted or wait-listed applicant.

D. Special Admissions Consideration Category

The development of a Special Admissions Consideration Category for the Graduate Program in Psychology is, in part, an attempt to meet the challenge of recruitment, retention, and graduation of indigenous students in psychology at the graduate level.

Applicants who have met the minimal eligibility criteria for admissions may be recommended to the Graduate Admissions and Financial Support Committee (GAFS) by a particular admissions

\[
\left( \frac{\text{GREverbal} - 300}{500} \times 12 \right) \quad \text{or} \quad \left( \frac{\text{GREverbal} - 138}{32} \times 12 \right)
\]

\[
\left( \frac{\text{GRE quantitative} - 300}{500} \times 12 \right) \quad \text{or} \quad \left( \frac{\text{GRE quantitative} - 138}{32} \times 12 \right)
\]

\[
\frac{\text{GRE writing} - 3.0}{3} \times 11
\]

**Tests prior to August 1, 2011, use old scoring. Tests on or after August 1, 2011, use new scoring.**
area of the Department as suitable for admission in the Special Admissions Consideration Category. Students admitted in this Category will not count against the entitlements of the faculty member, and any one faculty member may have only one of these students at any one time.

In order to be eligible for special consideration, applicants must be from the indigenous populations in Canada. Students from the indigenous populations who wish to be considered in the Special Admissions Consideration Category must so indicate in a cover letter accompanying their application form.

E. Exceptions

In some cases, e.g. GRE scores are unavailable or judged to be inappropriate, an admission area may wish to make an exception to the standard admissions process. Such exceptions are to be reviewed and approved by the full GAFS Committee before an alternative selection procedure is applied.

F. Off-Cycle Admissions

External applicants will normally be considered only during the December admissions season for subsequent September registration. However, a student may be admitted outside the regular admissions cycle if the following conditions are met:

1. A complete application is submitted and reviewed before November 1 (Canadian) or August 1 (International);

2. The potential applicant has more total admission points than those received by the highest rejected applicant to that admissions area in the previous admission cycle;

3. The admissions area approves the admission of the student; and

4. GAFS approves the exception to standard practice.

G. Admissions Process and Criteria for Internal Applicants

Students eligible to be considered as internal applicants include all University of Manitoba students who have completed, or are near completion of, the MA degree requirements in psychology in a given area, and who are applying for admission to the PhD program in the same area. Internal applicants must submit the
Graduate Studies Application for Admission to the Faculty of Graduate Studies by May 1st for September registration or October 1st for January registration.

The admissions committee within each area will review internal applications for admission to the PhD program. Factors to be considered in the admissions decision include the student's performance in the MA program and the availability of an Advisor.

H. Admissions Process and Criteria for Occasional Students

Students who meet the General and Stage 1 Threshold Criteria may be admitted to the Department of Psychology as Occasional Students. In some cases, it may not be feasible (as determined by the Head or designate) for a student applying for Occasional Student status to write the Graduate Record Exam (or some portions of it that are required by the Department). In such cases, students may be admitted as Occasional Students if they have a minimum of a 3.25 GPA in their most recent 60 credit hours of university courses.

4.3.2 Pre-Master’s Programs

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

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

4.4 Program Requirements

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

All students must complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within one year of initial registration.

4.4.1 Thesis/Practicum Route

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

All Psychology Graduate Programs are thesis based with the exception of School Psychology Two Year stream which is comprehensive examination based.

MA Program Requirements:

All students are required to complete:

a) Major - Two half-courses at the 7000 level or above in psychology. (6 credit hours)

b) Ancillary - One half course (3 credit hours). If the ancillary is taken in psychology, the course must be at the 7000 level or above and must be in an area clearly apart from the major. The Head or
designate may request a written rationale from the advisor justifying the distinctiveness from the major of a student's proposed ancillary. If the ancillary is taken outside of psychology, the course will normally be at the 3000 level or above. No course taken during the student's undergraduate or Pre-MA program may be applied toward this requirement.

c) Two half-courses in Psychological Statistics: Psyc 7200 Quantitative Methods in Psychology 1 [formerly Psyc 7760] (3 credit hours), and Psyc 7210 Quantitative Methods in Psychology 2 [formerly Psyc 8420] (3 credit hours). These may not count for any of the courses in (a) or (b), above.

d) MA Thesis Proposal Development course: Psyc 7780. This course must be completed within the first 4 terms of full time study in the program.

Any of the above course requirements may be waived, without completing additional course work, if the Head or designate determines that an equivalent course has been successfully completed in another graduate program. Note however that all students must complete at least the minimum number of credit hours required for an MA program as specified by FGS.

If a student receives undergraduate credit in a combined course, then the student will not be permitted to receive graduate credit in the graduate version of the course without demonstrating to the head of the Department that the graduate course differs substantially in content and evaluative criteria.

**Specific Admissions Area, Program, or Advisor Requirements:**

The above M.A. course requirements are minimal and additional requirements may be established by specific programs or individual advisors. Any duly constituted admissions area may propose supplementary regulations, beyond the Department's minimum requirements, for students admitted to its area.

Different admission areas within the Department may have different program requirements.

Students in the Clinical Psychology Training Program, must take the required curriculum of that program in addition to the required Departmental courses listed above. Students in the School Psychology Program must take the required curriculum of either the two-year comprehensive exam stream or three-year Thesis stream. Specific
4.4.2 Course-based/Comprehensive Examination Route

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

School Psychology Two Year Comprehensive Exam Stream

A two-year comprehensive exam stream in School Psychology is offered leading to the M.A. Please consult the Department of Psychology website for details.

4.4.3 Accredited Professional Route

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

None required.

4.4.4 Language Reading Requirements

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

Students who have previously attended another university or faculty may also request a course waiver if they have completed a course equivalency which has not been used towards a previous degree.

4.4.5 Advanced Credit

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

- Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section).
- No more than half of the required coursework for the program can be given advance credit.
- A course may not be used for credit toward more than one program.
- The student must register at The University of Manitoba for at least two terms within a single academic year as a full-time student and must also complete the thesis at The University of Manitoba.

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

4.4.6 Transfer Credit

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

- must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree;
- may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.
<table>
<thead>
<tr>
<th>Faculty of Graduate Studies Regulation</th>
<th>Supplemental Regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar’s Office; an original transcript and course equivalency must be provided.</td>
<td></td>
</tr>
<tr>
<td>4.4.7 Time in Program</td>
<td></td>
</tr>
<tr>
<td>The minimum time for students in the Master’s program is equivalent to two terms. Most units require more than this and students should check unit supplemental regulations regarding specific requirements.</td>
<td></td>
</tr>
<tr>
<td>The maximum time allowed for the completion of the Master’s degree is four years for students declared as full-time and six years for students declared as part-time (see section 4.4.1). Individual units and/or programs may have specified minimum and maximum time limits, and students should periodically check unit supplemental regulations regarding these specific requirements.</td>
<td></td>
</tr>
<tr>
<td>Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies at least three, but no more than four, months prior to expiration of the respective maximum time limit.</td>
<td></td>
</tr>
<tr>
<td>A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be “Required to withdraw.”</td>
<td></td>
</tr>
<tr>
<td>4.5 Student’s Advisor/Co-Advisor</td>
<td></td>
</tr>
<tr>
<td>Each student should have an advisor upon entry into the program, and must have one assigned no later than one term following registration. The advisor must:</td>
<td>At the time of admission each student must be assigned an Advisor, normally from among the faculty members of the admissions area by the specialty area admissions committee accepting the student in consultation with the Head (or designate) and Graduate Admissions and Financial Support Committee.</td>
</tr>
<tr>
<td>• hold at least a Master’s degree or equivalent</td>
<td></td>
</tr>
<tr>
<td>• be a member of the Faculty of Graduate Studies,</td>
<td></td>
</tr>
<tr>
<td>• have expertise in a discipline related to the student’s program, and</td>
<td></td>
</tr>
<tr>
<td>• hold an appointment in the student’s unit.</td>
<td></td>
</tr>
<tr>
<td>• have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy).</td>
<td></td>
</tr>
<tr>
<td>It is the responsibility of the unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or special circumstances must be recommended by the unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.</td>
<td></td>
</tr>
<tr>
<td>In units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student’s entry into the program, the unit Head, within one term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.</td>
<td></td>
</tr>
<tr>
<td>In special circumstances, an advisor and co-advisor, upon approval of the unit Head may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor. When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both co-advisors’ signatures are required on all documents where the advisor’s signature is required.</td>
<td></td>
</tr>
<tr>
<td>The advisor/co-advisor will advise the student on a program of study, direct research, and supervise the thesis or practicum work.</td>
<td></td>
</tr>
<tr>
<td>A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same unit.</td>
<td></td>
</tr>
<tr>
<td>The advisor and co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor/co-advisor and the student are required to sign the agreement. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit Graduate Chair,</td>
<td></td>
</tr>
<tr>
<td>Psychology Supplemental Regulations approved by FGS March 2016</td>
<td></td>
</tr>
<tr>
<td>FGS Template updated July 2016</td>
<td></td>
</tr>
</tbody>
</table>
Head of the unit or the Dean of the Faculty of Graduate Studies.

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

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

Faculty members normally may serve as Advisor to no more than a total of eight graduate students. Only tenured and tenure stream faculty may admit graduate students. Each faculty member must meet the requirements of the Psychology department's admissions regulations.

When a faculty member fully retires or resigns from the University of Manitoba, he or she normally will not remain in place as the primary advisor or co-advisor to a graduate student. Exceptions may be granted by the Associate Head (Graduate) in cases where the student and the advisory committee unanimously consent to this arrangement. Considerations will be given to the student's progress at the time when this decision is made.

If no exception is possible, a new committee must be struck that will better support the student. The new committee may include members of the previous committee but is not required to do so. Of special note, the former advisor may serve as a committee member, subject to further specifications below; and former committee members may serve as new committee members, or in the primary/co-advisor role.

When a faculty member fully retires or resigns from the University of Manitoba, if he or she wishes to remain in place as a thesis committee member, and this is mutually acceptable to the student, then the student and the faculty member must prepare a written agreement as to how they will continue to work together after the faculty member leaves.

The agreement is subject only to unanimous consent of the student, faculty member, and advisory committee. Contents of the agreement normally will include measurable targets for the frequency or response time of exchanges between the student and faculty member, as well as specific pieces of work or documents to be exchanged at certain times in the coming year.

The agreement will reside in the office of the Associate Head (Graduate) and be subject to evaluation by the advisory committee and approval by the Associate Head (Graduate) on a yearly basis, in concert with the student's Annual Progress Report, as to both the exchange frequency/response time and specific items listed in the agreement.
If the advisory committee so recommends and the Associate Head (Graduate) agrees, then the thesis committee will remain in force for another year, according to an updated agreement.

If either party does not meet the original agreement, a new committee must be struck that will better support the student. The revised committee will be subject to approval by the Associate Head (Graduate).

In order to admit (as sole advisor) any new students to the graduate program, a faculty member can have no more than 1 current graduate student in or beyond year 3 of the MA program, year 5 of the PhD program in clinical psychology, or year 4 of the PhD program in all other program areas. The calculation of years-in-program for this purpose will not include time spent on a leave of absence (as approved by the Faculty of Graduate Studies), or, if the student has switched advisors, time spent with advisors other than the current one. The calculation of number-of-students for this purpose will include all of the students beyond any of the above limits, with the same primary advisor.

Faculty members who find themselves with more than 1 student over these limits may still admit new students as co-advisor with any faculty member who is not subject to the same admission restriction. With respect to admissions to the School Psychology Master’s program, these limits do not apply to the course-based, comprehensive program stream, but they do apply to the thesis stream. Exceptional circumstances may occur, for instance, when a student has met all requirements of his or her program, but the graduation date falls after that of making offers of admission for the following year. The Associate Head (Graduate) in consultation with the GAFS committee can remove the admission restriction in such circumstances.

Psychological Service Centre (PSC) part-time social workers, although full members of Department Council, will not generate admission entitlements and may not admit graduate students. However, appointments in the Psychology Department and the Psychological Service Centre shall be considered as equivalent with regard to admission of graduate students.

Individual faculty members may serve as Advisor for no more than four students who receive annual funding of less than the amount provided by a full MA-level University of Manitoba Graduate Fellowship (“unfunded” students). This limit applies to the total number of Psychology
graduate students for whom a faculty member is Advisor, and is not specific to individual admissions areas (for those faculty who hold affiliation with more than one area) or to student level (i.e., pre-MA, MA, or PhD). Acceptable sources of funding are scholarships, fellowships, bursaries, and employment income derived from work related to the student’s academic program.

Faculty members seeking to admit one or more students such that their total number of advisees will exceed four must provide the Graduate Admissions and Financial Support Committee (GAFS) with detailed documentation of the source(s) and amount(s) of funding for all current and recommended advisees. Such documentation must be submitted during the admission period prior to the academic year for which the faculty member plans to advise more than four graduate students. Financial support offered by an advisor to a student must be guaranteed for at least a 12 month period.

Any student admitted by an adjunct member of the department will count against the advisee total of a consenting individual faculty member. This means that a faculty member must explicitly give permission to an adjunct member, prior to the adjunct member admitting a student. Further, the student admitted by the adjunct will count toward the total number of advisees of the authorizing faculty member.

If, at any time, the number of unfunded students advised by a faculty member stands at more than four (presumably because of a loss of funding to either the student, the faculty member, or both), then the faculty member will not be eligible to admit any new students until such time as his/her total number of unfunded advisees declines to four or fewer.

If the total number of students in a given admissions area is expected to exceed four (4) times the number of faculty members who will be supervising students in that area, then the area coordinator must provide an explicit statement to GAFS and the Department Head (or representative) indicating that all required courses can accommodate all expected students. This letter of support must be submitted during the admission period prior to the academic year for which this situation is expected to arise. If the area coordinator is unable to provide such a statement of support, then no new students will be admitted to that area.

The Department Head (or representative) may limit enrollments in any admissions area should...
he/she determine, following consultation with GAFS and the coordinator of the area in question, that all required courses cannot accommodate all expected students.

Graduate students who lose funding shall not be expelled from their program of study for this reason alone.

Students will not be required to switch advisors simply to facilitate admission by the original Advisor of a new student.

Students seeking to change Advisors may do so at any time but must make the arrangements on their own behalf.

Two faculty members who agree to serve as Co-Advisors for a student will each have that student count as 0.5 toward their advisee total.

The above regulations pertaining to the admission of students to the Psychology graduate program do not apply to the School Psychology 2 Year Stream admissions area.

### 4.6 Advisory Committee

**4.6.1 Thesis/Practicum Route**

Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her research program. The advisory committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. It is expected, under normal circumstances, that advisory committee members have a Master’s degree or equivalent and have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy). Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisory committee member with an appointment in the same unit. Graduate students may not serve on graduate student advisory committees.

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

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

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

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

**4.6.3 Accredited professional programs**

Advisory Committee consists of:

a) an advisor (and co-advisor if such is the advisory arrangement) who will direct the thesis and chair the Thesis Examining Committee;

b) a Departmental faculty member who is chosen by the advisor/co-advisor in consultation with the student;

c) a faculty member from within the University but who holds no appointment in the Psychology Department, and who is chosen by the Department Head upon the recommendation of the advisor/co-advisor.

All changes of the Advisory Committee must have approval of the Head or designate (typically the Associate Head, Graduate Program).
Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit's supplemental regulations and students should consult these regulations for specific requirements.

4.7 Courses and Performance

4.7.1 Course or Program Changes

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

4.7.2 Lapse of Credit of Courses

Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree. Students may request support from their advisor and the department to include courses that were completed more than seven years prior to the date of awarding of a degree as credit toward that degree, with the approval of FGS.

4.7.3 Academic Performance

Student progress shall be reported at least annually to the Faculty of Graduate Studies on the “Progress Report” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two consecutive “in need of improvements” normally requires the student to withdraw from the Faculty of Graduate Studies.

4.7.4 Performance in Coursework

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

4.7.5 Performance not related to Coursework

In some units, students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is outlined in individual unit supplemental regulations and students should consult these supplemental regulations for specific requirements. Unacceptable performance must be reported to the Faculty of Graduate Studies on the “Progress Report Form” (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the unit Head to the Dean of the Faculty of Graduate Studies.

4.8 Requirements for Graduation

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

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

4.8.1 Thesis/Practicum Route

4.8.1.1 Thesis vs. Practicum

Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum.
A practicum differs from the thesis in its emphasis on the application of theory; it is however similar in scope, span, and rigour. The rigour required for the practicum is equal to that required for the thesis. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual units have specific requirements for graduation and students should consult unit supplemental regulations for specific requirements.

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

A thesis proposal must indicate if the proposed research requires any waivers of, or exceptions to Departmental requirements and policies. Data collection, analysis and a report of all research that is to be submitted by the student as part of thesis requirements must be carried out substantially by the student in consultation with his or her thesis examining committee.

Exceptions to the preceding requirement may be granted by the Examination and Evaluation Committee when a written request is submitted to the Committee by the thesis supervisor on behalf of the student.

A specific research design may require an exception for reasons such as the following:

1. some attribute of the experimenter is being used as an independent variable;
2. the extraordinary demands of the research design make it difficult or impossible for one person to execute (e.g., time, legal, and specialized equipment requirements);
3. the research is being conducted simultaneously in different locations;
4. the research is susceptible to experimenter bias and/or demand characteristics.

Exceptions for any of the above reasons are deemed acceptable, requiring only the agreement of the Thesis Examining Committee at the time of the proposal defense. Exceptions for other reasons will be considered by the Examination and Evaluation Committee when a written request is submitted to the Committee by the Advisor on behalf of the student.

After the Thesis Examining Committee has unanimously approved that the written thesis proposal be examined, the student is required to give a proposal oral. The thesis proposal must receive unanimous consent at the oral. While data for the thesis proper should not be collected prior to the proposal oral, the collection of pilot data is not only permissible but encouraged.

Proposal orals will be scheduled through the Head. All members of the Thesis Examining Committee shall be present at the proposal oral.
unless specifically exempted by the Head. Meetings not scheduled by the Head will not be officially recognized by the Department. Proposal orals will be held in the Duff Roblin building in space allocated to the Psychology department and will be held only during daytime business hours, Monday through Friday. Exceptions must be cleared through the Head.

One week prior to the proposal oral, a notice of the oral and an APA-style abstract of the thesis proposal, both acceptable to the Head, will be distributed by the Head to faculty and graduate students. The full proposal will be deposited with the Head for perusal by staff and students during this one-week period. Any objection to the proposal must be sent to the Head and the Thesis Examining Committee at or before the proposal oral. Serious objections may require significant changes in the proposal.

A thesis proposal is approved only when it demonstrates a scholarly understanding of an area, clearly delineates a rigorous investigative design dealing with a problem of psychology, and assures the Thesis Examining Committee that Graduate Studies’ regulations will be satisfied when the thesis is completed. M.A. thesis proposals are evaluated on the same general criteria as Ph.D. thesis proposals. While the M.A. thesis is expected to be substantial, it need not be as comprehensive or methodologically elaborate as the Ph.D. thesis. Greater emphasis is given to adequate implementation and analysis of research within a training context. Proposals judged to be substandard in these respects by any member of the Thesis Examining Committee must be revised until the objection is satisfied.

Following the proposal oral the Advisor assumes major responsibility for guiding the student in thesis research. Due to the nature of psychological research some facets of a study may need changing. Major revisions must be approved beforehand by the Thesis Examining Committee.

E. Steps for Approval of the Thesis Proposal

1. The student in consultation primarily with the Advisor writes the initial drafts of the thesis proposal, although other members of the Advisory Committee may also have input. The thesis proposal must be comprehensive, i.e., it must be possible to discern exactly what is being proposed, including its methodology and rationale, from reading the thesis proposal. For example, it is not acceptable to simply state that follow-up
studies will be determined after the results of the first study are in.

2. When the student has written a draft that is deemed acceptable by the advisor, the thesis proposal is distributed to members of the Thesis Examining Committee at least two weeks before the scheduled date of the proposal oral.

3. At the proposal oral, the Thesis Examining Committee shall take the following factors into account in evaluating the proposal:
   a. Methodological vigor
   b. Comprehensiveness of the literature review
   c. Relevance of the literature reviewed
   d. Scope of the contribution
   e. Originality of the contribution
   f. Required investment of time and effort
   g. Student’s understanding of and ability to present, answer questions about, and justify the project
   h. Likely impact of the results on the field

4. If the proposal is not approved unanimously as presented, the process becomes one of collaboration between the student and all committee members in an attempt to make the proposal stronger.

5. If the proposal is still unacceptable (i.e., does not receive unanimous approval by all committee members), despite the best efforts of the committee to help the student improve the proposal, the oral defense fails. The student is then required to go through the proposal process again.

6. It is recognized that modifications to the project may be required or be desirable subsequent to the proposal oral. However, it is not acceptable to simply leave additions, deletions, and other changes to the student and Advisor. If possible, all modifications must be submitted to the Thesis Examining Committee for unanimous written approval before implementation of the modifications. If for some reason this is not possible, the Thesis Examining Committee must be informed of the modification as soon as possible after they are made. If the committee is not informed of them beforehand and does not unanimously approve them in writing, the Thesis Examining Committee may withdraw approval of the project or may require other modifications.

7. If the proposal (as originally presented or as modified through the collaborative effort described above) is approved and the student competently carries out the project as approved at the proposal oral.
oral or subsequently (see above), the Thesis Examining Committee will consider the thesis to be adequate in scope and methodology. Other considerations, such as the validity and comprehensiveness of the data analysis, the quality of the discussion, and the student's ability to defend the work, will still enter into the committee's final decision.

### 4.8.1.2 Examining Committee

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

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

The Head of the unit arranges for the distribution of the thesis/practicum to the examiners. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories:

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

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

Following selection of a possible thesis topic, the Advisory Committee may be reconstituted to include faculty members who are particularly knowledgeable or interested in the topic. The Advisory Committee will typically form the basis of the student's future Thesis Examining Committee. All changes of the Advisory Committee must have approval of the Head or designate (hereafter referred to as Head, although typically it is the responsibility of the Associate Head, Graduate Program).

**A. Thesis Chairperson**

The Thesis Chairperson is usually the student's advisor but need not be. Where the thesis chairperson is not the advisor, the chairperson will be chosen by the advisor in consultation with the student from the faculty in the student's research interest area in the Department, and the advisor becomes a member of the Thesis Examining Committee. The Thesis Chairperson directs the student's literature search, problem formulation, and design development. It will be the Thesis Chairperson's responsibility to indicate to the Faculty of Graduate Studies the title of the student's thesis and the names of the appropriate Thesis Examining Committee members.

**B. Thesis Examining Committee**

The members of the Thesis Examining Committee and specific criteria for selection are:

1. Thesis Chairperson, who will direct the thesis and chair the Thesis Examining Committee;
2. the advisor, when the Thesis Chairperson is not the advisor, or a Departmental faculty member who is chosen by the Thesis Chairperson in consultation with the student; and
3. a faculty member from within the University but who holds no appointment in the Psychology Department, who is chosen by the Department Head upon the recommendation of the Advisor.
Other members of the Department may be called upon for consultation at this phase of the thesis project. In fact it would be wise to involve staff members at this stage who will become members of the Thesis Examining committee, so that their comments about design and procedure can be given at a time when corrective actions can most readily occur. The student’s advisor will recommend this Thesis Examining Committee to the Faculty of Graduate Studies on the "Thesis Title and Examiners" form which must be signed by the Head.

C. The Written Proposal and Proposal Oral Examination

The Thesis/Practicum Title and Appointment of Examiners form is to be submitted to FGS by the student at least 2 weeks prior to the scheduled proposal meeting. Under the supervision of the Chairperson of the Thesis Examining Committee, the student prepares a written proposal which is submitted to the members of the Committee.

4.8.1.3 Oral Examination

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

All members of the examining committee should be present at the examination. If an examining committee member cannot attend the defence, prior approval must be obtained from the Faculty of Graduate studies for the defence to proceed. Under no circumstances can the student participate by video conferencing. Regardless of open or closed status, no recording devices will be permitted.

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

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

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

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

In the case of a failure of the thesis/practicum at the Master's level, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student and advisor/co-advisor.

A student will be required to withdraw when the thesis/practicum has been rejected twice at the stage where:

- The examining committee reports on the merits of the written thesis;
- The defence; or
- A combination of both stages.

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

### 4.8.2 Course-based/Comprehensive Examination Route

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

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

School Psychology Comprehensive Examination

The purpose of the comprehensive examination is to provide a very general context in which to demonstrate an integrated understanding of the materials presented across courses in a detailed and comprehensive manner. This is intended as a way to evaluate the student’s ability to think critically and independently, to integrate content knowledge, and to demonstrate mastery of key concepts. The questions are purposely broad in order to allow individual responses. While this allows highly varied content and format, it is still expected that students answer the question that is posed.

Students must complete this process entirely independently. They must not discuss any aspect of the questions, the intended or actual responses, or any other aspect of the process with anyone, including classmates. Neither should students have outside help (like editing) with any aspect of this task. Responses are to be well written, appropriately organized, and accurately documented.

Timing: Comprehensive Examinations will be assigned no later than May 1st and are due no later than June 1st unless special permission is granted for an alternate time-frame.

Evaluation: Students who do not pass on the first attempt will be given one more opportunity to take the exam. Grading will be completed by the program instructors as follows:

- **High Pass** - represents an outstanding level of performance incorporate a significant and detailed review of current literature, integrating several legitimate theoretical and applied concepts. Responses also may incorporate innovative characteristics.
Pass - represents a high level of performance indicating mastery of concepts and skills and is necessary for completion of the Master's degree.

Conditional Pass – Responses are broad, surface level, and do not incorporate sufficient course content or theoretical concepts. The student has not passed the examination but is eligible for a grade of Pass by completing the additional work designated by the examiners. The program instructors will evaluate the additional work to determine whether a grade of Pass or Fail will be assigned.

Fail – Responses are clearly inadequate, do not address appropriately the question, or fail to incorporate course content important concepts and/or research. The student has not passed the examination and must retake it with new questions if this is the first attempt or is eliminated from the program if this is the second attempt. The exam is rewritten immediately after the student is notified of the failed grade.

Papers will be distributed across Program Instructors for grading. Where a paper achieves the grade of Conditional Pass it will be reviewed by a second Instructor to determine the final grade. A grade of Fail will be assigned only if all program instructors concur. If program instructors do not concur, then students are given a Conditional Pass and allowed to complete work designated by the examiners. The additional work is evaluated by program instructors and a Pass or Fail grade is assigned.

4.9 Style and Format

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

4.10 Deadlines for Graduation

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

4.11 Details for Submissions of the Final Copy

Following the approval of the thesis/practicum by the examining committee and the completion of any revisions required by that committee, the thesis/practicum, must be submitted to the Faculty of Graduate Studies as follows:

- One digital version submitted as an e-thesis/practicum at the MSpace website (http://mspace.lib.umanitoba.ca/)
- Final approval and release forms.

The completed thesis must be submitted to the Faculty of Graduate Studies by the date specified in the Academic Schedule of the current University of Manitoba General Calendar in any year, to ensure that the degree is conferred at the desired Convocation of that year.

Completed Theses are submitted to MSpace http://umanitoba.ca/libraries/elibrary/mspace/before_submitting_your_thesis.html. Although additional copies are not required, it is generally desirable for students to prepare copies for the Department Head, for the Advisor, and for themselves.
4.12 Publication and Circulation of Thesis/Practicum

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

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

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

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

Notes:


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

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

SECTION 5: Doctor of Philosophy General Regulations

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

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

5.1 Admission

5.1.1 General criteria

Normally, the completion of a Master’s degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program. However, the criteria for admissions into the Ph.D. program are more stringent than for Masters’ programs; therefore, the completion of a Master’s program does not guarantee admission into the Ph.D. program. Some units require completion of a thesis-based Master’s program prior to admission to a Ph.D. program.
5.1.2 Direct Admission from the Bachelor's Honours or equivalent

With special recommendation of the unit concerned, applicants with an honours Bachelor’s degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study). Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual unit’s approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for 3 years.

5.1.3 Transfer from the Master’s to the Ph.D. program

Students who have not completed a Master’s program may transfer to the Ph.D. program within the same unit upon the recommendation by the Head of the unit to the Faculty of Graduate Studies. The recommendation should be made within 18 months of the student’s commencement of the Master’s program. The coursework completed and time spent in the Master’s program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual unit’s approved supplemental regulations specify otherwise.

The request to transfer from a Master’s to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one month prior to the term for which the student intends to commence the Ph.D. program. The following are required when making the request: The online Application for Admission indicating a request for transfer. If the transfer is made within one year, no additional application fee must be paid. In the case where the student does not hold a Master’s degree, a letter of recommendation from the Head of the unit is also required.

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

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

5.1.4 Provisional Admission to the Ph.D.

Students nearing the completion of the Master’s degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master’s degree within the 12 months. Students must maintain continuous registration in their Master’s program until its completion. Students will require assistance from the unit and the Faculty of Graduate Studies to complete dual registration in the Master’s and Ph.D. program simultaneously.

5.1.5 English Language Proficiency

See section 1.1.7.

Some units specify an additional language requirement for the Ph.D. degree. Students should check unit supplemental regulations regarding this requirement.

5.1.6 Students with Disabilities

See Accommodation Policy for Students with Disabilities:

http://umanitoba.ca/admin/governance/governing_documents/students/281.html

5.2 Student Advisor, Co-advisor and Advisory Committee

At the time of admission each Ph.D. student must be assigned an advisor by the area admissions committee accepting the student in consultation.
## 5.2.1 Student Advisor

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

The advisor must:

- be a member of the Faculty of Graduate Studies;
- hold a Ph.D. or equivalent*
- be active in research;
- have expertise in a discipline related to the student’s program;
- hold an appointment in the student's unit; and
- have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy).

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

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

A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor/co-advisor with an appointment in the same unit.

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

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

## 5.2.2 Co-advisor

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

The co-advisor must:

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

with the Graduate Admissions and Financial Support Committee (GAFS). In consultation with the student, the advisor selects an Advisory Committee whose primary responsibilities include guiding the student in meeting Departmental regulations, in selecting courses and in adequately preparing for the material covered by the candidacy exams. The Advisory Committee must be fully constituted no later than January 31 of the first year in the Ph.D. program.

In special circumstance, an advisor and co-advisor, under approval of the Department Head, may advise a student. In such an arrangement, the advisor and co-advisor are counted as a single member of a student's advisory and examining committees. Both co-advisors' signatures are required on all documents where the advisor's signature is required.

### Admissions and Advisorship Regulations

Faculty members wishing to change admissions areas, or to develop new affiliations with other admissions areas, may do so only with the approval of the Head after the Head has consulted with the groups concerned. New faculty members will be assigned to one or more admissions areas by the Head.

Students shall be admitted to a specific admissions area. Students will have an Advisor within their own admissions area. To shift areas, students will have to apply to, and be formally admitted by, the area they wish to join; applications to shift areas will normally be considered in February of each year (if submitted by February 1), but specific admissions areas may consider such applications at other times if they so wish.

Faculty members normally may serve as Advisor to no more than a total of eight graduate students. Only tenured and tenure stream faculty may accept graduate students. Each faculty member must meet the requirements of the Psychology department's admissions regulations.

When a faculty member fully retires or resigns from the University of Manitoba, he or she normally will not remain in place as the primary advisor or co-advisor to a graduate student. Exceptions may be granted by the Associate Head (Graduate) in cases where the student and the advisory committee unanimously consent to this arrangement. Considerations will be given to the student’s progress at the time when this decision is made.
have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy)

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

The co-advisor will usually be identified either:

A) at the beginning of a student’s program in situations where:
   1. the student desires to draw equally upon the expertise of two individuals, or
   2. the project is interdisciplinary in nature and requires the expertise of two advisors from their respective disciplines, or

B) mid-way through a student’s program due to:
   1. the students’ project developing in such a way as he/she requiring an additional advisor from a different discipline; or
   2. the unit introducing a new Faculty member, to the standards of the unit, whose expertise facilitates the student’s project.

When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both the advisor and co-advisor’s signatures are required on all documents where the advisor’s signature is required.

A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor/co-advisor with an appointment in the same unit.

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

If no exception is possible, a new committee must be struck that will better support the student. The new committee may include members of the previous committee but is not required to do so. Of special note, the former advisor may serve as a committee member, subject to further specifications below; and former committee members may serve as new committee members, or in the primary/co-advisor role.

When a faculty member fully retires or resigns from the University of Manitoba, if he or she wishes to remain in place as a thesis committee member, and this is mutually acceptable to the student, then the student and the faculty member must prepare a written agreement as to how they will continue to work together after the faculty member leaves.

The agreement is subject only to unanimous consent of the student, faculty member, and advisory committee. Contents of the agreement normally will include measurable targets for the frequency or response time of exchanges between the student and faculty member, as well as specific pieces of work or documents to be exchanged at certain times in the coming year.

The agreement will reside in the office of the Associate Head (Graduate) and be subject to evaluation by the advisory committee and approval by the Associate Head (Graduate) on a yearly basis, in concert with the student's Annual Progress Report, as to both the exchange frequency/response time and specific items listed in the agreement.

If the advisory committee so recommends and the Associate Head (Graduate) agrees, then the thesis committee will remain in force for another year, according to an updated agreement.

If either party does not meet the original agreement, a new committee must be struck that will better support the student. The revised committee will be subject to approval by the Associate Head (Graduate).

In order to accept (as sole advisor) any new students to the graduate program, a faculty member can have no more than 1 current graduate student in or beyond year 3 of the MA program, year 5 of the PhD program in clinical psychology, or year 4 of the PhD program in all other program areas. The calculation of years-in-program for this purpose will not include time spent on an exceptional leave of absence (as approved by the Faculty of Graduate Studies), or, if the student has switched advisors, time spent...
with advisors other than the current one. The calculation of number-of-students for this purpose will include all of the students beyond any of the above limits, with the same primary advisor.

Faculty members who find themselves with more than 1 student over these limits may still accept new students as co-advisor with any faculty member who is not subject to the same admission restriction. Exceptional circumstances may occur, for instance, when a student has met all requirements of his or her program, but the graduation date falls after that of making offers of admission for the following year. The Associate Head (Graduate) in consultation with the GAFS committee can remove the admission restriction in such circumstances.

PSC part-time social workers, although full members of Department Council, will not generate admission entitlements and may not admit graduate students. However, appointments in the Psychology Department and the Psychological Service Centre shall be considered as equivalent with regard to admission of graduate students.

Individual faculty members may serve as Advisor for no more than four students who receive annual funding of less than the amount provided by a full MA-level University of Manitoba Graduate Fellowship ("unfunded" students). This limit applies to the total number of Psychology graduate students for whom a faculty member is Advisor, and is not specific to individual admissions areas (for those faculty who hold affiliation with more than one area) or to student level (i.e., pre-MA, MA, or PhD). Acceptable sources of funding are scholarships, fellowships, bursaries, and employment income derived from work related to the student's academic program.

Faculty members seeking to accept one or more students such that their total number of advisees will exceed four, must provide GAFS with detailed documentation of the source(s) and amount(s) of funding for all current and recommended advisees. Such documentation must be submitted during the admission period prior to the academic year for which the faculty member plans to advise more than four graduate students. Financial support offered by an advisor to a student must be guaranteed for at least a 12 month period.

Any student admitted by an adjunct member of the department will count against the advisee total of a consenting individual faculty member. This means that a faculty member must explicitly give permission to an adjunct member, prior to the adjunct member admitting a student. Further, the
student admitted by the adjunct will count toward the total number of advisees of the authorizing faculty member.

If, at any time, the number of unfunded students advised by a faculty member stands at more than four (presumably because of a loss of funding to either the student, the faculty member, or both), then the faculty member will not be eligible to admit any new students until such time as his/her total number of unfunded advisees declines to four or fewer.

If the total number of students in a given admissions area is expected to exceed four (4) times the number of faculty members who will be supervising students in that area, then the area coordinator must provide an explicit statement to GAFS and the Department Head (or representative) indicating that all required courses can accommodate all expected students. This letter of support must be submitted during the admission period prior to the academic year for which this situation is expected to arise. If the area coordinator is unable to provide such a statement of support, then no new students will be admitted to that area.

The Department Head (or representative) may limit enrollments in any admissions area should he/she determine, following consultation with GAFS and the coordinator of the area in question, that all required courses cannot accommodate all expected students.

Graduate students who lose funding shall not be expelled from their program of study for this reason alone.

Students will not be required to switch advisors simply to facilitate admission by the original Advisor of a new student.

Students seeking to change Advisors may do so at any time but must make the arrangements on their own behalf.

Two faculty members who agree to serve as Co-Advisors for a student will each have that student count as 0.5 toward their advisee total.

The above regulations pertaining to the admission of students to the Psychology graduate program do not apply to the School Psychology Two-Year Stream admissions area.

<table>
<thead>
<tr>
<th>5.2.3 Advisory Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Head of the unit is responsible for the establishment of an advisory committee for each</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The members of the Advisory Committee and specific criteria for selection are:</th>
</tr>
</thead>
</table>

---

Psychology Supplemental Regulations approved by FGS March 2016
FGS Template updated July 2016

Page 42 of 68
Ph.D. student. Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her program. The advisory committee must consist of a minimum of three members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.

It is expected that, under normal circumstances, Advisory Committee members have a Ph.D. degree or equivalent and have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy). Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Graduate students may not serve on graduate student advisory committees. A staff member at the University of Manitoba at the rank of Assistant Professor or otherwise specified in the approved unit supplemental regulations:

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

### 5.3 Program of Study

As soon as possible, but no later than 24 months after a student has commenced their program, the student’s program of study should be registered with the Faculty of Graduate Studies and should include:

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

The approval of the student’s advisor/co-advisor and the Head of the unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student’s advisor/co-advisor, the advisory committee and the Head of the unit. Withdrawal from courses or changes of course category subsequent changes, must be approved by the student’s advisor/co-advisor, the advisory committee and the Head of the unit.

### 5.4 Program Requirements

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

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

*Unless professional accreditation requirements and/or the unit’s supplemental regulations apply to all disciplines, not only to psychology.

The Advisory Committee must be fully constituted no later than January 31 of the first Ph.D. year.

---

### 5.4 Program Requirements

#### PhD Program

- **a) Major** - Two half-courses at the 7000 level or above in psychology; (6 credit hours).
- **b) Ancillary** - One half course; (3 credit hours).

If the ancillary is taken in psychology, the course must be at the 7000 level or above and must be in an area clearly apart from the major.

The Head or designate may request a written rationale from the Advisor justifying the distinctiveness from the major of a student’s

---

*Psychology Supplemental Regulations approved by FGS March 2016*

*FGS Template updated July 2016*
All students must complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within one year of initial registration, unless previously completed at the Masters level.

If the ancillary is taken outside of psychology, the course will normally be at the 4000 level or above. No course taken during the student’s undergraduate program may be applied toward this requirement. If a course below the 7000 level is taken to satisfy the ancillary requirement, another course at the 7000 level or higher will be needed in order to meet a separate requirement by the Faculty of Graduate Studies to include a minimum of 12 credit hours at the 7000 level or higher to complete a Ph.D. program of study.

c) One half course (3 credit hours) in research design research methodology, or quantitative methods over and above the basic statistics requirement in the M.A. program. The head or designate may request a written rationale from the Advisor justifying the extent to which the course chosen will satisfy this requirement. The course taken to satisfy this requirement may not count for any of the courses in a) or b), above.

d) All PhD students are required to complete PSYC 7790 PhD Proposal Development (0 credit hours). Students will be required to pass the course in any one of their first eight terms of full-time study in the program (including the summer session). This course will normally be supervised by the Advisor.

The student, the Advisor, and all members of the Thesis Examining Committee will be required to sign the appropriate "Proposal Development Registration Form" to indicate that everyone involved in the student's research program is aware of, and has agreed to, the student registering in the course. The course must culminate in the submission of an acceptable, comprehensive draft of the research proposal to all members of the Thesis Examining Committee. An appropriate "Proposal Development Completion Form," signed by the student, the Advisor, and all members of the Thesis Examining Committee, will be required at the end of the course to indicate whether the student has generated an acceptable, comprehensive draft of the proposal. This course is graded on a pass/fail basis as determined by majority vote of the Thesis Examining Committee. Both forms must be submitted to the Psychology Graduate Office.

Time extensions for this course will be granted only with the approval of the Associate Head (Graduate), who will consult with the student's Thesis Examining Committee prior to reaching a decision.

Failure to pass this course on time will normally
result in an annual evaluation of "in need of improvement" or "unsatisfactory" as appropriate.

e) Any of the above course requirements may be waived if the Head or designate determines that an equivalent course has been successfully completed in another Ph.D. program or as an extra (i.e., not required) course in an MA program.

The above Ph.D. course requirements are minimal and additional requirements may be established by specific programs or individual advisors.

Students in the Clinical Psychology Training Program, must take the required curriculum of that program in addition to the required Departmental courses listed above. Requirements for the Clinical Psychology Training Program are available in the graduate program brochure: http://umanitoba.ca/faculties/arts/departments/psychology/media/GradBrochure.pdf

5.4.1 Language Reading Requirements

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

5.4.2 Advance Credit

Advance credit for courses completed prior to admission to a Ph.D. program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completion of the "Recommendation for Advance Credit (Transfer of Courses)" form.

1. Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section).
2. No more than half of the required coursework for the program can be given advance credit.
3. A course may not be used for credit toward more than one degree, diploma or certificate.
4. The student must register at The University of Manitoba for one academic year as a full-time student and must also complete the thesis at The University of Manitoba.
5. Regardless of the extent of advanced credit received, all students are required to pay the program fee.

Students who have previously attended another university or faculty may also request a course waiver if they have completed a course equivalency which has not been used towards a previous degree.

5.4.3 Transfer Credit

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

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

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar’s Office; an original transcript and course equivalency must be provided.
### 5.4.4 Lapse of Credit of Courses

Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree. Students may request support from their advisor and the department to include courses that were completed more than seven years prior to the date of awarding of a degree as credit toward that degree, with the approval of FGS.

### 5.5 Time Limits

#### 5.5.1 Minimum Time Limit

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

#### 5.5.2 Maximum Time Limit

A student’s candidature shall lapse if he/she fails to complete the degree within six years following initial registration in the Ph.D. program. For those students who transfer from the Master’s to the Ph.D., years spent in the Master’s program are counted as years in the Ph.D. program. Ph.D. students who are declared as part-time will receive an additional four months in time to complete their program for every two years (24 months) they are declared as part time (see section 1.4.1).

Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies at least three, but no more than four, months prior to expiration of the respective maximum time limit.

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

### 5.6 Academic Performance

Student progress shall be reported at least annually to the Faculty of Graduate Studies on the “Progress Report” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two consecutive “in need of improvements” normally requires the student to withdraw. See Academic Performance 2.2.

#### 5.6.1 Performance in Coursework

A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies. See Performance in Coursework 2.3.

#### 5.6.2 Performance Not Related to Coursework

Students may be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, unsatisfactory attendance and lack of progress in research and/or thesis preparation. The student’s advisory committee will make a recommendation for required withdrawal to the Head of the unit. The Head of the unit may then recommend to the Dean of the Faculty of Graduate Studies that the student be required to withdraw for reasons of unsatisfactory academic performance. See General Note 2.1.

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

5.8 Candidacy Examination

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

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

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

This examination, which is independent from the thesis proposal, may be oral, written, or both and may cover subjects relevant to the general area of the candidate's research. These must be made known to the students.

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

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

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

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

Candidacy Examinations

A. Purpose

The purpose of the candidacy exam is to contribute to and evaluate the student’s:

a) depth and breadth of preparation in the content, methodology, and theory which, in the judgment of the Advisory Committee, is relevant to the general program of doctoral study in Psychology; and

b) ability to analyse, integrate, and creatively use information from divergent areas relevant to the general program of doctoral study in Psychology.

B. Candidacy Examination Committee

The student’s Advisory Committee constitutes the Candidacy Examination Committee. The student’s Advisor is the Chair of the student’s Candidacy Examination Committee.

C. Examination Procedures

The major area examination requirement may be satisfied in any one of three ways, namely:

a) a standard closed-book examination;

b) a standard take-home examination; or

c) an open-format examination.

Students are required to declare to the Graduate Office at least two months prior to the date on which they intend to take the exam. In any case, these deadlines apply for any year in which the student is writing the exam. All students will normally have taken and passed their candidacy examination within two years of being admitted to the Doctoral Program (with non-provisional status) and at least within one year prior to graduation. In no case may candidacy examinations be taken prior to completion of the M.A. degree. Unless otherwise indicated, the Head (or designate) will be responsible for ensuring that each deadline involving Candidacy Examinations is met.

Students will be asked to indicate the form of the examination and, the date it is to be taken. The student may opt out up to one week before the date for distributing the exam, except in cases of illness or crisis (as determined by the head or designate), when cancellation may occur at any time. The student’s Advisor, after consultation with the other members of the Candidacy Examination Committee, will complete and submit to the Head (or designate) the appropriate form (together with a detailed description of the composition of the
At the time of the exam distribution, the Candidacy Examination Committee will provide the student (in writing) the specific weights for each question/topic and the method to be used to determine the final pass/fail decision.

When the examination is finished, the Head (or designate) shall distribute copies to the members of the Candidacy Examination Committee, and the Advisor shall ensure that the examination is evaluated on schedule. A rating-scale evaluation of the candidacy examination is encouraged to facilitate both grading of the exam and feedback to the student. Normally within six weeks the Candidacy Examination Committee will evaluate the examination and assign a pass or fail grade for the student. The student’s Advisor will notify (in writing) the student and the Head (or designate) whether the student has passed or failed the examination, or the reason for a delayed decision.

Within 3 weeks after notification of the student’s pass/fail grade, each student must receive written feedback from the Advisor on behalf of the Candidacy Examination Committee. This feedback will address the quality of the student’s writing, organization, and content of answers to each question/topic of the exam. The student is encouraged to request more specific feedback from each member of the committee.

The evaluation of the student at the time of the candidacy examination shall entail not only the student’s performance on the examination but also overall preparedness for a career in psychology. If the career preparedness evaluation is negative, it shall be treated separately, as though it were an Advisor’s negative report arising from a Progress Report Evaluation.

Failure to meet the deadline for handing in the completed candidacy exam will constitute an automatic failure of the examination.

Students who fail a candidacy examination shall be allowed a second attempt, and may elect a different form of examination for their second attempt.

Students who fail the candidacy examination on two occasions will be required to withdraw from the program by FGS.
The Candidacy Examination may be structured in one of three ways:

1) Closed-book: Typically consists of 2, 4-hour examination periods on consecutive days. Questions are such that the student could answer them in three hours, leaving one hour to organize, outline, check through answers, etc.

If a student performs in an ambiguous fashion on the written portion of the closed-book examination, the Advisory Committee may require the student to take an oral examination to clarify performance. If the student declines to take an oral, a grade of F will ensue. If the student decides to attempt this oral exam, the student’s grade will reflect performance on both the written and oral portions of the exam. This same policy will apply to either the student’s first or second attempt at the examination. The content of the oral portion of the examination shall be either that specified for the written portion of the closed-book examination or some part thereof.

2) Take-home: The examination is set by the Candidacy Examination Committee, with the exception that one question may be submitted by the student subject to the approval of and/or modification by the committee. The examination consists of four to eight questions which, together with answers, have a maximum combined length of 100 double-spaced typed pages (not counting the references and non-texted appendices that are specified in advance by the Candidacy Examination Committee). The completed examination must be submitted to the Head (or designate) within three months of distribution.

A student may contact committee members anytime during the initial four weeks of the examination period to clarify any questions. If problems arise in making such contact, they should be immediately resolved by consulting the advisor or the Associate Head (Graduate). Except for such clarifications, the student will be expected to work alone (i.e., neither solicit nor receive from committee members or other individuals any form of assistance in answering a question on the exam). If inordinate delays are encountered in obtaining materials from the university’s Interlibrary Loan Service, and if these resources are crucial for answering one or more questions on the candidacy examination, any time before the last week of the examination period the student may also request in writing permission from the Head for a time extension of up to 20-working days to submit the completed exam. The decision by the Head to grant the request will be based on
the merits of the request, including documentation provided by the student, and the written approval of the Chair of the student’s advisory committee. In cases of extended illness or crisis, extension of the deadline may be obtained from the Head (or designate). An optional oral exam is not allowed to redress an ambiguous performance. A second attempt at the examination will involve new questions. Unless otherwise noted, the general policies and procedures will be the same as described for the standard closed-book examination.

3) Open-Format Examination:

The examination is set by the Candidacy Examination Committee and will be independent of the thesis proposal. The examination consists of several questions which require answers:

a) either in essay-style or in a combination of essay/oral-style; and

b) either one or both of the following:

i. a sample application for a faculty-level research grant (following the most recent format required by CIHR, NSERC, or SSHRC);

ii. a research paper for which the student has sole responsibility or for which the student assumed first-authorship.

Students who choose to include only one of these optional elements will be required to answer as part of the candidacy examination between 3 and 6 questions, or questions based on 3 to 6 themes, posed by the Candidacy Examining Committee.

The committee may choose to have all or some of these questions answered in either written or oral format. All answers must be presented to the entire committee. Oral examinations with no written component will be limited to two ninety-minute sessions. Written examinations with no oral component may be answered in either close-book format or take-home format. If answered in a closed-book format, then closed-book procedures will apply with the exception that the examination will consist of two three-hour examination periods across two consecutive days. If answered in a take-home format, then take-home procedures apply with the exception that the combined length of the answers should be no more than 75 double-spaced typed pages (excluding references and non-texted appendices specified in advance by the Candidacy Examining Committee).

Students who choose to include both a sample grant application and a research paper will be required to answer as part of the candidacy
examination between 2 and 4 questions posed by the Candidacy Examination Committee. The committee may choose to have all or some of these questions answered in either written or oral format. All answers must be presented to the entire committee. Oral examinations with no written component will be limited to two sixty-minute sessions. Written examinations with no oral component may be answered in either closed-book format or take-home format. If answered in a closed-book format, then closed-book procedures will apply with the exception that the examination will be completed within a single 4-hour session. If answered in a take-home format, then take-home procedures will apply with the exception that the combined length of the answers should be no more than 50 double-spaced typed pages (excluding references and non-texted appendices specified in advance by the Candidacy Examination Committee).

Both oral questions and their answers will be audio recorded for possible future reference purposes. This recording will be held in the Psychology Graduate Office, and will be used only in situations in which the student appeals a failing grade for the oral examination. Once the student has passed and received Department approval, the audio recording will be destroyed.

If written and oral questions are mixed, the requirements will be proportional to the amount of work and number of questions in each examination format.

5.9 Thesis Proposal

Some units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific unit supplemental regulations. If units require thesis proposal approval, this exercise is independent from the candidacy examination. Regardless, the proposed thesis research must be approved by the advisory committee and, if necessary, by the Human Research Ethics Board or Animal Care Committee before the work has begun on the thesis research or project.

Under the supervision of the Advisor, the student prepares a written proposal which is submitted to the members of the Committee. A thesis proposal must indicate if the proposed research requires any waivers of, or exceptions to Departmental requirements and policies. Data collection, analysis and report of all research that is to be submitted by a student as part of thesis requirements must be carried out substantially by the student in consultation with his or her thesis examining committee. Exceptions to the preceding requirement may be granted by the Examination and Evaluation Committee when a written request is submitted to the Committee by the thesis supervisor on behalf of the student.

A specific research design may require an exception for reasons such as the following:

- some attribute of the experimenter is being used as an independent variable;
- the extraordinary demands of the research
design make it difficult or impossible for one person to execute (e.g., time, legal, and specialized equipment requirements);

- the research is being conducted simultaneously in different locations;
- the research is susceptible to experimenter bias and/or demand characteristics.

After the Thesis Examining Committee has unanimously approved that the written thesis proposal be examined, the student is required to give a proposal oral, which will be chaired by the appointed departmental representative. The thesis proposal must receive unanimous consent at the oral. While data for the thesis proper should not be collected prior to the proposal oral, the collection of pilot data is not only permissible but encouraged.

Proposal orals will be scheduled through the Head. All members of the Thesis Examining Committee (including the additional member appointed only for the proposal oral) shall be present at the proposal oral, unless specifically exempted by the Head. Meetings not scheduled by the Head will not be officially recognized by the Department. Proposal orals will be held in the Duff Roblin Building in space allocated to the Psychology Department only during daytime business hours, Monday through Friday. Exceptions must be cleared through the Head.

One week prior to the proposal oral, a notice of the oral and an APA-style abstract of the thesis proposal, both acceptable to the Head, will be distributed by the Head to faculty and graduate students. The full proposal will be deposited with the Head for perusal by staff and students during this one-week period. Any objection to the proposal must be sent to the Head and the Thesis Examining Committee at or before the proposal oral. Serious objections may require significant changes in the proposal.

A thesis proposal is approved only when it demonstrates a scholarly understanding of an area, clearly delineates a rigorous investigative design dealing with a problem of psychology, and assures the Thesis Examining Committee that Graduate Studies’ regulations will be satisfied when the thesis is completed. Proposals judged to be substandard in these respects by any member of the Thesis Examining Committee must be revised until the objection is satisfied.

Following the proposal oral the Thesis Chairperson assumes major responsibility for guiding the student in thesis research. Due to the nature of psychological research some facets of a
### 5.10 Thesis

An essential feature of Ph.D. study is the candidate’s demonstration of competence to complete a research project and present the findings. The thesis must constitute a distinct contribution to knowledge in the major field of study, and the research must be of sufficient merit to be, in the judgement of the examiners, acceptable for publication.

The thesis must be written according to a standard style acknowledged within the candidate’s particular field of study and recommended by the unit, be lucid and well written, and be reasonably free from errors of style and grammar (including typographical errors).

The final version of the thesis must be submitted by the candidate to the Faculty of Graduate Studies following the guidelines found at: [http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html](http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html)

The thesis should follow the style manual of the American Psychological Association and should be written in APA format (with the exception that figures and tables should be located within the body of the text rather than after the references).

Details of style, etc. are the same for the Ph.D. thesis as for the Master’s thesis. See Appendix 1

### 5.11 Thesis Examination Procedures

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

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

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

The candidate’s advisor (and, if appropriate, co-advisor) is considered to be a voting member of the examining committee. The candidate’s advisor/co-advisor, in consultation with the Head of the unit, will recommend at least three internal thesis examiners, including the advisor/co-advisor, to the Dean of the Faculty of Graduate Studies for approval via the Thesis Submission Portal on JUMP. One member must hold a primary appointment within the unit and one member must hold no appointment within the unit. All internal examiners must be members of the Faculty of Graduate Studies. It is expected that, under normal circumstances, Examining Committee members have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Under normal circumstances these will be members of the candidate’s advisory committee, if not, approval must be obtained from the Dean of the Faculty of Graduate Studies.

The Thesis Final Examining Committee

The Advisor will recommend to the Head the names of the members of the Thesis Final Examining Committee. There must be at least five examiners, namely the Advisor, three other persons, one of whom will be from a department other than psychology, and an examiner external to the University. Normally, the Thesis Final Examining Committee will be comprised of the members of the Thesis Examining Committee plus an external examiner. In such a case the Committee would have five members: four Thesis Examining Committee members plus the external examiner. Other members may be added, but these must be justified in writing to the Head. In any event, at least 50 percent of the Thesis Final Examining Committee will be comprised of Psychology Department faculty.

The external examiner will hold an appointment outside of the University, and will be a distinguished scholar with particular expertise in the subject area. Operationally, this is someone who is referenced quite often in the dissertation. The Dean of the Faculty of Graduate Studies will choose the external examiner from the list of three potential external examiners provided by the candidate’s advisor, in consultation with the Associate Head (Graduate), and will make the formal invitation to the external examiner. The Dean of the Faculty of Graduate Studies shall
It is the responsibility of the Faculty of Graduate Studies to distribute the electronic version of the thesis to all examiners. The Academic Schedule in the Graduate Calendar should be consulted regarding dates by which theses must be submitted. The Dean of the Faculty of Graduate Studies will request the examiners to give, a detailed written report of the thesis.

A written review by each examiner must be received and considered before a final oral examination is scheduled. Review of the Thesis and scheduling of the defense is the responsibility of the Faculty of Graduate Studies. The Rules and Regulations of this process are those of the Faculty of Graduate Studies.

5.11.2 Formation of the Examining Committee II - External Examiner

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

The external examiner should:

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

The external examiner should not:

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

The Dean of the Faculty of Graduate Studies will choose the external examiner from the list provided by the candidate's advisor/co-advisor and will make the formal invitation to the external examiner. The Dean of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until it has been determined that the student can proceed to oral defence.

### 5.11.3 Changes in the Examining Committee

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

### 5.11.4 Distribution of the Thesis for Examination

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

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

### 5.11.5 Responsibilities of the Examiners

In general the examiners are responsible for:

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

### Notes:

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

### 5.11.6 Process

#### Internal Examiners

The Dean of the Faculty of Graduate Studies will request the internal examiners to give, within three (3) weeks of the distribution of the thesis, a detailed written report of the thesis and place it into one of the following categories:

1. The thesis represents a distinct contribution to the candidate’s field of research and is acceptable as it stands. Minor revisions to content, structure, or writing style may be required. The thesis may proceed to external distribution.
2. The thesis has merit and makes a contribution to the candidate’s field; however, there are research-related concerns that have the potential to be addressed in the oral
defence. The structure and writing style are acceptable or require only minor revisions. The thesis may proceed to external distribution.

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

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

If none or one (the dissenting voice) of the internal examiners fails the thesis (i.e. places it in categories 3 or 4 above), the thesis receives an internal pass and shall proceed to external distribution. The candidate’s advisor (and, if appropriate, co-advisor) may also wish to submit a report. Prior to external distribution, the candidate shall have the opportunity to incorporate changes suggested by the examining committee but not necessarily those of the dissenting voice. It is the responsibility of the advisor/student to provide a copy of the revised thesis to all internal committee members prior to the oral defence.

If two or more members of the internal examining committee fail the thesis (i.e. places the thesis in categories 3 or 4 above) then the thesis fails.

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

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

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

**External Examiner**

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

- If the external examiner passes the thesis, the student can proceed to oral defence.
- If the external examiner fails the thesis, the unit Head shall convene a meeting of the internal examining committee and the student’s advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard. In normal circumstances, this will involve additional scholarly work which the unit Head will describe, in writing, to the advisor/co-advisor, the candidate and the Dean of the Faculty of Graduate Studies.
- If the external examiner fails a resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to oral defence, and the candidate is required to withdraw from the Faculty of Graduate Studies.

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

**Reports**

If advancement to the oral examination is approved, as outlined above, the Dean of the Faculty of Graduate Studies shall provide electronic copies of all reports to each of the advisor/co-advisor, examiners and Head of the unit.

5.12 The Oral Examination

5.12.1 Scheduling

One week prior to the final thesis oral, a notice of the oral and an abstract of the thesis, will be forwarded by the Head to faculty and graduate students. The full thesis will be deposited with the
Units cannot proceed with scheduling the oral defence prior to receiving the approved examiner’s reports from the Faculty of Graduate Studies. The examination must be held at The University of Manitoba. It is the responsibility of the unit to ensure that all room booking arrangements are made and appropriate facilities meet minimum standards expected for a Ph.D. defence. In addition, the candidate must submit, in electronic format biographical information and an abstract of the thesis to the Faculty of Graduate Studies.

<table>
<thead>
<tr>
<th>Faculty of Graduate Studies Regulation</th>
<th>Supplemental Regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.12.2 Attendance</td>
<td>Head for perusal by staff and students during this one-week period. Rules and procedures for scheduling the final thesis oral examination are those of the Faculty of Graduate Studies.</td>
</tr>
<tr>
<td>The Dean of the Faculty of Graduate Studies or designate shall act as Chair of the examination committee.</td>
<td></td>
</tr>
<tr>
<td>The attendance of the external examiner in person at the candidate’s oral examination is encouraged. If the external examiner will not be present in person, his/her participation via video conferencing is expected. If the external examiner cannot participate, he/she will be asked to provide questions in advance. These questions will be read to the candidate at the defence by the Chair.</td>
<td></td>
</tr>
<tr>
<td>All internal members of the examining committee are required to be present at the defence, unless exceptional circumstances prevent this. Under such circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one internal member may participate via video conferencing. Consequently, no more than one internal member and the external examiner may participate via video conferencing.</td>
<td></td>
</tr>
<tr>
<td>Under no circumstances can the candidate participate by video conferencing. Normally, the oral examination shall be open to all members of The University of Manitoba community and the general public. In exceptional cases the final oral examination may be closed; for example, when the results of the thesis research must be kept confidential for a period of time. In such cases, the examination committee and Head of the unit shall request prior approval in writing from the Dean of the Faculty of Graduate Studies. If approved, the final oral examination shall be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies or designate.</td>
<td></td>
</tr>
<tr>
<td>Regardless of open or closed status, no recording devices will be permitted.</td>
<td></td>
</tr>
<tr>
<td>5.12.3 Format of the Examination</td>
<td></td>
</tr>
<tr>
<td>The first part of the oral examination shall consist of an oral presentation by the candidate. This is followed by examination of the candidate by the examination committee. If time permits the Chair, at their discretion, may allow questions from members of the audience</td>
<td></td>
</tr>
<tr>
<td>5.12.4 Procedures for the Conduct of the Examination</td>
<td></td>
</tr>
<tr>
<td>The Chair should discuss the examination procedures with the examiners in camera prior to the beginning of the formal examination.</td>
<td>Although additional copies are not required, it is generally desirable for students to prepare copies for the Department Head, for the Advisor, and for themselves.</td>
</tr>
<tr>
<td>The Chair will introduce the candidate and request him/her to give a concise (20 to 25 minute) oral presentation of the thesis to include a summary of the problem addressed, the results obtained and the conclusions drawn from the study.</td>
<td></td>
</tr>
<tr>
<td>Following the presentation, the Chair will invite questions from each member of the examining committee, taking care to ensure that each examiner has approximately equal time for questions. The total time for questions by the examining committee must not exceed two (2) hours.</td>
<td></td>
</tr>
<tr>
<td>The Chair may exercise his/her discretion in allowing questions from the audience following completion of the formal examination. Once assuming the role of Chair, he/she foregoes the right to comment on the merits of the thesis whether or not he/she is an expert in the field.</td>
<td></td>
</tr>
<tr>
<td>5.12.5 Decision of the Committee:</td>
<td></td>
</tr>
<tr>
<td>Following completion of the formal examination, the candidate and audience must leave the examination room. The decision of the examining committee will be based both on the content of the thesis and on the candidate’s ability to defend it.</td>
<td></td>
</tr>
<tr>
<td>The judgement of the examiners shall be reported by the Chair to the Faculty of Graduate Studies in the qualitative terms “pass” or “fail” on the “Final Examination of the Ph.D. Thesis” form.</td>
<td></td>
</tr>
</tbody>
</table>
- **Pass:** the candidate has satisfactorily presented their findings orally and answered, to the satisfaction of the examination committee, the methodology, observations and conclusions presented in the thesis. The advisor/co-advisor is charged with ensuring that any minor editorial or typographical revisions are satisfactorily completed. Those examiners in agreement must indicate, by their signatures, concurrence with the passing grade.

- **Fail:** the candidate has failed to adequately orally present, or satisfactorily respond to questions posed related to, the thesis. This shall include significant defects in conception, methodology or context. Those examiners in agreement must indicate, by his/her signature, concurrence with the failing grade.

If the external examiner or two or more internal examiners indicate a fail, the candidate fails the examination. A copy of the report, including providing written detailed reasons for the decision, will be made available to the candidate by the Dean of the Faculty of Graduate Studies.

### 5.13 Candidate Awards

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

### 5.14 Graduation

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

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

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

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

### 5.15 Student Withdrawal

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

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

### SECTION 6: Policy of Withholding Thesis Pending Patent Applications

**Content or Manuscript Submission**

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

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

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

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

**Regulations Concerning Release of a Thesis During Application and Negotiation For Patents**

The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor/co-advisor and the student, the Dean will retain the thesis for a period not to exceed one year.

**Regulations Concerning Release of Thesis Pending Manuscript Submission**

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

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

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

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

The normal time requested for extensions is four to eight months. More than one extension period may be considered. However the total approved for all extensions will not normally exceed one year. The Dean may request a report from the student and/or the advisor/co-advisor during the extension that the timeline is being fulfilled, prior to approving the final period of the extension.

**Section 8: Leaves of Absence**

*8.1 Regular Leave*

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

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

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

*8.2 Exceptional Leave*
In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), at the request of the student the Head of the unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted an exceptional leave of absence for a period of time not to exceed one year. Supplemental documentation should support the requested dates of the leave. Exceptional leaves must correspond with the start and end of (an) academic term(s). While on an exceptional leave of absence, a student is not permitted to 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 financial concerns.

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

8.2.1 Fees

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

8.3 Parental Leave

A graduate student who is expecting a child or who has primary responsibility 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 unit, to the Faculty of Graduate Studies for a period of time not to exceed one year. Parental leaves must correspond with the start and end of (an) academic term(s). While on leave of absence for parental reasons, a student is not permitted to maintain study and/or thesis research work. The leave period is not included in the time period allowed for completion of the degree.

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

8.3.1 Fees

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

8.4 Awards and Leave of Absence

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

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

8.5 Graduate Student Vacation Entitlement

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

SECTION 9: Appeals – Procedures and Guidelines

9.1 General

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

A further limitation is that the Faculty of Graduate Studies rules and regulations, established to uphold the academic rigour of The University of Manitoba, are generally not subject to appeal unless an appeal route is otherwise stipulated. In situations where no appeal route is available, a student may make a written request to the Dean of the Faculty of Graduate Studies.
Students are referred to the appeals section of The University of Manitoba Governing Documents [http://umanitoba.ca/admin/governance/governing_documents/index.html] for further details.

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

### 9.2 Definitions

- **Appellant** – the graduate student appealing a decision affecting the student's own admission to, academic standing in, awards from or disciplinary action by a unit or the Faculty of Graduate Studies;
- **Appeal Panel** – a panel convened from the members of the Faculty of Graduate Studies Appeals Committee by the Executive Committee of the Faculty of Graduate Studies empowered to deal with appeals stemming from decisions of units or the Faculty of Graduate Studies, or individuals designated to make such decisions;
- **Unit** – the unit council, or appeal body, whose decision is being appealed. This is understood to include decisions taken by individuals or committees acting in the name of the unit and also to the supplementary regulations pertinent to a unit's operation which have been approved by the Faculty of Graduate Studies;
- **Respondent** – a representative of the unit or the Faculty of Graduate Studies designated by the unit Head/Dean of the Faculty of Graduate Studies to represent the unit or Faculty of Graduate Studies.

### 9.3 Types of Appeal

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

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

In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Faculty of Graduate Studies Appeal Panel is appealable only to the Senate Committee on Appeals or the University Discipline Committee, as appropriate.

### 9.4 Admission Appeals


### 9.5 Academic Appeals

#### 9.5.1 Composition

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

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

**Note:** All members of an Appeal Panel shall participate in all of the deliberations essential for the determination of the matter in dispute. If, in the course of hearing an appeal, a member is not present at the commencement of the hearing or a member cannot continue, the Panel may elect to proceed in the absence of that member. If more than one member is not present at the commencement or cannot continue, the Appeal Panel must adjourn.
### 9.5.2 Consideration

Appeal Panels will consider appeals:

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

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

### 9.5.3 Grounds for an Academic Appeal

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

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

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

### 9.5.4 Academic Appeal Deadlines

#### 9.5.4.1 Appeal of Term Work:

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

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

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

#### 9.5.4.3 Appeals to Senate:

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

### 9.5.5 Academic Appeals Process
### 9.5.5.1 Documentation

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

If the Dean considers the appeal, the student shall be informed of the outcome, in writing.

The appellant may appeal the Dean’s decision to the FGS Appeals Committee, within fifteen (15) working days of the date of the letter of decision.

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

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

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

### 9.5.5.2 Hearing

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

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

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

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

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

- the Hearing should be an open or closed session;
- whether there are sufficient grounds to proceed with the Hearing;
- whether the Panel has jurisdiction to determine the matter at hand.

If necessary, the Appeal Panel may hear submissions from either party on any of these points. Normally, the appellant and the respondent will be present during the presentation of the other’s case.

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

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

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

### 9.5.5.3 Disposition

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

### 9.6 Discipline Appeals

The specific jurisdiction of each of the Disciplinary Authorities is outlined in: University of Manitoba Governing Documents: Students: Bylaw: Student Discipline. See 2.3.3: Table 1: Jurisdiction of Disciplinary Authorities

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

When the appeal is against a disciplinary decision made by the Faculty of Graduate Studies, the appeal routes and procedures as outlined in the following shall prevail: University of Manitoba Governing Documents: Students: Procedures: Student Discipline

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

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

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

### 9.6.1 Discipline Appeal Deadlines

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

### 9.6.2 Appeal of Violation/Penalty

As per section 2.16 of The University of Manitoba Governing Documents: Student Discipline Appeal Procedure:

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

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

(a) the finding of facts;

(b) the disposition determined by the disciplinary authority; or

(c) both (a) and (b).

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

### 9.8 Grade Appeals

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

### 9.9 Assistance with Appeals

The Office of Student Advocacy, 519 University Centre, provides information and assistance to students regarding all appeal processes. It is strongly recommended that students contact the Office of Student Advocacy to assist them with any appeal they are considering.

### APPENDIX 1: Thesis/Practicum Types

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

- Regular style
- Manuscript/grouped manuscript style

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

#### 1.0 Regular Style

#### 1.1 Prefatory Pages

##### 1.1.1 Title Page

The title page should contain the following information:

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

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

##### 1.1.2 Abstract

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

##### 1.1.3 Acknowledgements

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

A single page pertaining to a dedication is allowed.

1.1.5 Table of Contents

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

1.1.6 List of Tables

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

1.1.7 List of Figures

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

1.1.8 List of Copyrighted Material

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

1.2 Format

1.2.1 Styles

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

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

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

1.2.2 Spelling

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

1.2.3 Format

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

1.2.4 Margins

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

1.2.5 Page Numbers

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

1.3 Footnotes, References and Appendices

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

1.4 Figures, Illustrations, Photographs and Design Drawings

1.4.1 Illustrative Material

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

1.4.2 Layout of Tables and Figures

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

1.5 Additional Materials

1.5.1 Consent and Access to Information Forms

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

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

1.5.2 Use of Copyrighted Material

If the thesis/practicum includes copyrighted material (images or more than a reasonable extract (according to the Copyright Act) of another person’s work), permission must be obtained from the copyright holder. The Faculty of Graduate Studies has developed a form (http://umanitoba.ca/admin/governance/governing_documents.students/student_discipline.html) that can be utilized when requesting the use of copyrighted material.

In some cases, copyright holders prefer to use their own permission forms and/or will provide their permission electronically. Both of these are acceptable by the Faculty of Graduate Studies.

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

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

Subsequently, information on where the reader can locate the image or text should be included, such as the URL, title of book/journal, volume and issue number, page number, publisher, and date of publication. A description of the purpose or significance of the text or image should be provided.
For further information on copyright see:
http://umanitoba.ca/admin/vp_admin/ofp/copyright/index.html

### 2.0 Manuscript/Grouped Manuscript Style

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

Publication or acceptance for publication of research results prior to the presentation of the thesis/practicum does not supersede the evaluation of the work by the examination committee (i.e. does not guarantee that the thesis/practicum will be found acceptable). Examiners may specify revisions regardless of the publication status.

The thesis/practicum must follow the same prefatory information (1.1), spelling, formatting margin requirements, page numbering (1.2b-d), footnotes and appendices (1.3), figures, illustrations photographs and drawings (1.4) and any additional material (1.5) as those outlined above.

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

The thesis/practicum must contain connecting text between the different chapters providing logical links to allow the integration of the information. **These connecting sections are mandatory**. Not including these sections may compromise the ability of the examiners to evaluate the thesis/practicum and accordingly there may be subsequent potential consequences.

The thesis/practicum must contain a concluding chapter that includes a discussion on how the thesis/practicum, with its findings, provides a distinct contribution to knowledge in the research area.

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