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
respect to transcripts (see application form for details).

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

1.1.1 (c) Notification of recommended/rejected applications 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>
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<tbody>
<tr>
<td>FALL</td>
<td>September</td>
<td>July 1</td>
<td>April 1</td>
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<tr>
<td>WINTER</td>
<td>January</td>
<td>November 1</td>
<td>August 1</td>
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<tr>
<td>SUMMER</td>
<td>May</td>
<td>March 1</td>
<td>December 1</td>
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IMPORTANT: Applicants are required to submit the application and documentation to the Faculty of Graduate Studies for an earlier deadline than those listed above. Applicants are advised to confirm the deadline of the unit to which the application is being made. Contact information for each unit can be found at http://umanitoba.ca/faculties/graduate_studies/admissions/index.html

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...
score in order to offer admission. Please note: In all cases, test scores older than two years are invalid.

Thresholds required for successful completion are indicated in parentheses.

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

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

Indicate if more than 2 letters are required

Pre-MSW and MSW programs:
Two reference forms for letters of recommendation are required

PhD program:
Three letters of recommendation are required

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.

MSW Program:
ELIGIBILITY REQUIREMENTS
Possession of a BSW degree (convocated) by June 30 of the application year from an accredited university, which is recognized by the University of Manitoba; or completion of all Pre-MSW requirements at the University of Manitoba.

Applicants who self-identify as members of one or more of the Educational Equity priority groups and who...
possess a Grade Point Average between 2.5 and 2.99 will be reviewed for special consideration. Applicants with adjusted grade point averages below 2.5 will not be considered. For more information on the Education Equity Initiative see below.

If courses have been taken subsequent to the degree as a Special Student and/or Occasional Student and/or in a subsequent degree or Pre-Master's program, they will be calculated into the Grade Point Average as part of the last 60 credit hours.

The Faculty of Social Work Educational Equity Initiative:
The purpose of this Educational Equity Initiative is to achieve equality in professional education so that no person shall be denied educational opportunities or benefits for reasons unrelated to ability. In fulfillment of this goal, the aim is to correct the conditions of disadvantage in professional education experienced by Canadian Aboriginal peoples, persons with disabilities, immigrants and refugees to Canada, LGBTTQ and persons who are, because of their race or colour, a visible minority in Canada. Giving effect to the principle of educational equity means more than treating persons in the same way, but also requires special measures and the accommodation of difference. (Adapted from the Canadian Employment Equity Act.)

To qualify under this program applicants must identify themselves at point of application using the definitions below.

Definitions of Educational Equity Priority Groups:

**Canadian Aboriginal Peoples**
Aboriginal peoples are all indigenous people of Canada including: First Nations, Métis, Dene and Inuit.

**Visible Minorities**
Persons other than Aboriginal Peoples who are, because of their colour, a visible minority in Canada.

**Immigrants**
Immigrants are those who do not record Canadian citizenship by birth, and whose native tongue is not English.

**Refugees**
A refugee is an individual who has left his/her country of residence because of persecution for belonging to a particular social, cultural, religious and/or national group, and/or for holding particular political beliefs and has been accepted for residence in Canada.

**Persons with Disabilities**
Persons with disabilities are those who would consider themselves disadvantaged by reason of any physical, intellectual, mental, sensory or learning impairment.

**LGBTTQ**
LGBTTQ are persons who self-identify as lesbian, gay, bisexual, transgendered/transsexual.
two-spirited, queer or questioning.

The Educational Equity Initiative applies to Canadian Citizens and Permanent Residents in Canada. EE Priority Groups do not pertain to International Applicants and Visa Students.

Eligibility consideration for MSW and Pre-MSW Programs under the Educational Equity Initiative for applicants with less than 3.0 adjusted grade point average:

A. If you have identified yourself at point of application as a member of one or more of the Educational Equity priority groups, and have a grade point average between 2.50 to 2.99 you will be required to submit an additional form and your application will be reviewed for special consideration. Applicants with adjusted grade point averages below 2.5 will not be considered.

B. Special consideration applications will be scored identically to other applications on their non-academic components: paid and unpaid work experience (see section III for more information).

The MSW Admissions Committee refers all Educational Equity Initiative applications to the Faculty of Social Work Educational Equity (EE) Committee, (comprised of faculty members, student representatives, and community members representing equity groups) which may request additional information from applicants. The EE committee reviews each EE application and makes a recommendation to the MSW Admissions Committee. The MSW Admissions Committee (which is comprised of a minimum of three faculty members) will make a recommendation to the Dean of the Faculty of Social Work. The final decision on admission rests with the Dean of The Faculty of Graduate Studies.

The Faculty undertakes to ensure that persons admitted to the Faculty, and the profession, have not engaged in behavior that is regarded as physically and mentally harmful to others. In this regard, all applicants offered admission will be required to submit a Criminal Record Statement and a Child Abuse Registry (CAR) check (for a record of those registered as an offender).

The Faculty reserves the right, based on its findings, to interview all applicants selected for admission with an assurance of confidentiality regarding same. The existence of such a record will not automatically exclude the applicant, but the Admissions Committee may declare a candidate ineligible based on its findings.

PhD Program: ELIGIBILITY REQUIREMENTS

In addition to the admission requirements of the Faculty of Graduate Studies found in the Graduate Studies Regulations of the Graduate Calendar, a Master of Social Work degree, or equivalent, from an accredited degree-granting university, with a minimum of 3.0 Grade Point Average (as defined by the University of Manitoba) is required. Equivalence to an MSW degree from the University of Manitoba is defined as: possession of a MSW degree from an accredited program at another accredited university OR possession of a Master-level
Selected candidates who possess a BSW degree and a non-social work Master degree may be admitted to a qualifying year as occasional students where courses completed in the non-social work Master degree are not recognized as equivalent to required courses in the MSW program. A student may be required to complete all or selected core courses of the MSW stream consistent with the applicant’s PhD focus of study. Equivalency standing of prior courses will be assessed by a committee that includes representatives from the PhD Admission Committee and the MSW Stream consistent with the applicant’s PhD focus of study. Candidates holding a non-social work Master's degree are encouraged to apply at least one year prior to when they intend to enter the PhD program.

In addition, a minimum research competency in qualitative or quantitative methods equivalent to the level required for the Master of Social Work degree from the University of Manitoba, with a minimum 3.0 (B) Grade Point Average is required. Although the minimum requirement is for one course, applicants will be expected to have basic competency in both qualitative and quantitative methods.

Evidence of scholarly ability, through publications in refereed journals, other scholarly work of equivalent standard, or courses taught in accredited university programs must be provided.

A minimum of two years of professional practice experience in social work is required.

An applicant must also provide a statement of her or his goals in taking the program, a statement of a proposed area of specialization, (which may focus on a field of policy, theory, practice or practice method), a proposed program of courses consistent with the goals and selected specialization, a proposed advisory committee and a proposed thesis. In addition, the applicant must present evidence of an agreement with a proposed advisor with appropriate expertise who will act as her or his advisor, should the applicant be admitted.

Selection of students for admission is based on the recommendations of a Selection Committee of a minimum of three persons appointed by the PhD Program Committee (for composition of this committee, please refer to the Faculty of Social Work) to evaluate each applicant’s qualifications and report on his/her suitability for PhD studies. Acceptance is subject to approval by the PhD Program Committee and the Graduate Programs Committee; however, the Graduate Programs Committee may delegate this responsibility to the PhD Program Committee. Selection decisions made by the Faculty of Social Work are presented as recommendations that must be approved by the Faculty of Graduate Studies.
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 and returning graduate Social Work students are required to register on the University of Manitoba web-site. In-person registration is not permitted for Social Work; graduate students are eligible to register by Aurora Student. Mail-in registrations and/or in person registrations are not accepted unless the student is overseas at the point of registration.

Steps to Register:

a) Consult the Faculty of Social Work section of the Graduate Calendar regarding the course requirements for your program of studies. Graduate Calendar is available on the University website.

b) Contact your Pre-Masters Advisor or your MSW or PhD program Faculty Advisor to discuss and/or review your program of studies.

c) Obtain written approval of your program of studies from your Advisor. Any changes to your program must be approved by your Advisor. It is advisable to determine your program well in advance of registration.

For Pre-Master’s Students, if you have completed your Pre-Master’s Program and are intending to make application to the MSW Program, you may do so provided you have (i) met all program requirements, (ii) maintained a cumulative grade point average of B (3.0), (iii) completed an online application form and paid application fee, (iv) completed a transfer survey form which is sent by the Student Services and Admissions/Advising Office. The application and application fee are to be submitted on-line directly to the Faculty of Graduate Studies, and the transfer survey is to be submitted directly to the Graduate Programs Student Advisor by January 15 of the year you intend to transfer to the MSW program. Once you are notified of your admission to the MSW Program, and you have accepted the offer of admission, you will be able to register for MSW courses.

d) Once having met with your Advisor to select and approve the courses you require, familiarize yourself with Aurora Student prior to your scheduled initial registration access date. Please refer to the Aurora Student on the University website to determine your Initial Access Time to register.

e) Register by using the University of Manitoba web-site, www.umanitoba.ca click on Aurora Student.

f) Identify fee assessment on Aurora Student.

g) Pay fees or arrange to pay fees. Registration is complete.

If you have only your thesis/practicum or course based specialization (SWRK 7180/SWRK 7190) to complete, you still must register.
### 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 re-registration requirement does not apply to occasional students, visiting students, pre-Master’s students or students on an Exceptional or Parental Leave of Absence (please refer to “Leave of Absence”, Section 8 of this Guide).

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

### 1.2.3 Registration Revisions

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

**Note:** Graduate students are not permitted to withdraw from courses without written permission from their unit Head on recommendation from their advisor/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.

### 1.2.4 Advisor Student Guidelines

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

### 1.2.5. Western Deans’ Agreement

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

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
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.

The Pre-MSW Program is designed to prepare students who do not have a BSW degree from an accredited university or its equivalent for entry to the MSW program. It is intended to build on the existing background and experience of students by providing them with an opportunity for focused study on Canadian social welfare policy, generalist social work practice, the philosophy and values of the profession of social work, including content on diversity and anti-oppression and supervised practice in the field of social work.
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. Occasional Students in the Pre-MSW Program

Applicants who hold a 4-year degree in a discipline other than Social Work at the point of application from an accredited university which is recognized by the University of Manitoba may apply as Pre-MSW Occasional students.

1.1 Admissions requirements to apply as Pre-MSW Occasional students include:

a) a minimum grade point average of 3.0 (B) in the last 60 credit hours of university study. If courses have been taken as a special student, occasional student and/or in a subsequent degree or Pre-Master program, they will be calculated into the grade point average as part of the last 60 credit hours;

b) possession of a 4-year degree in a discipline other than Social Work at the point of application from an accredited university which is recognized by the University of Manitoba;

1.2 Admissions requirements for applicants who are members of Canadian Aboriginal People, Visible Minorities, Immigrants, Refugees, LGBTTQ or Persons with Disabilities and whose grade point average is below 3.0 (B) include:

a) a minimum grade point average of 2.50 (C+) in the last 60 credit hours of university study. If courses have been taken as a special student, occasional student and/or in a subsequent degree or Pre-Master program they will be calculated into the grade point average as part of the last 60 credit hours;

b) recommendation of admission from the Dean of the Faculty of Social Work;

c) approval of the Dean, Faculty of Graduate Studies.

1.3 Social Work courses available to Pre-MSW Occasional students:

SWRK 3100 (3 cr. hrs.) Systematic Inquiry in Social Work
SWRK 6030 (6 cr. hrs.) Canadian Social Welfare Policy Analysis
SWRK 6040 (3 cr. hrs.) Anti-Oppressive Social Work Practice
SWRK 6060 (3 cr. hrs.) Social Work and Aboriginal People

The maximum number of credit hours permitted is 6 credit hours plus SWRK 3100 (3 cr. hrs.)

2. Occasional Students in the MSW Program

Applicants who hold a degree in Social Work at the point of application from an accredited
university which is recognized by the University of Manitoba may apply as MSW Occasional students.

2.1 Admissions requirements to apply as MSW Occasional students include:

a) possession of a BSW, MSW, PhD in Social Work at point of application from an accredited university which is recognized by the University of Manitoba;

b) a minimum grade point average of 3.0 (B) in the last 60 credit hours of university study. If courses have been taken as a special student, occasional student and/or in a subsequent degree or Pre-Master program, they will be calculated into the grade point average as part of the last 60 credit hours.

2.2 Admissions requirements for applicants who are members of Canada's Aboriginal People, Visible Minorities, Immigrants, Refugees, Gender and Sexual Minorities or Persons with Disabilities and whose grade point average is below 3.0 include:

a) a minimum grade point average of 2.50 (C+) in the last 60 credit hours of university study. If courses have been taken as a special student, occasional student and/or in a subsequent degree or Pre-Master program they will be calculated into the grade point average as part of the last 60 credit hours;

b) recommendation of admission from the Dean of the Faculty of Social Work;

c) approval of the Dean, Faculty of Graduate Studies

2.3 Social Work courses available to MSW Occasional students:

SWRK 6010 (3 cr. hrs) Data Analysis for Social Work Research: Quantitative
SWRK 6070 (3 cr. hrs) Qualitative Research in Social Work
SWRK 7300 (3 cr. hrs.) Clinical Evaluation
SWRK 7430 (3 cr. hrs.) Evaluation Research in Social Work Practice
SWRK 7440 (3 cr. hrs.) Policy Analysis in Social Work Practice
SWRK 7230 (3 cr. hrs.) Problem Seminar

The maximum number of credit hours permitted is 6 credit hours plus SWRK 6010 (3 cr. hrs.) or SWRK 6070 (3 cr. hrs.). All occasional and non-social work students are required to abide by the same pre/co-requisite policy that applies to Social Work students.

All occasional students register online using the Aurora Student system.

MSW students are given priority in registration
Occasional students must seek written permission of the instructor to register for all courses except for SWRK 3100, SWRK 6010 and SWRK 6070 (permission not required).

The written permission must be submitted to the Student Services & Admissions/Advising Office, Faculty of Social Work, at least 5 working days prior to one's registration access date.

3. Occasional Students in the PhD Program

Applicants who hold a Masters degree at the point of application from an accredited university which is recognized by the University of Manitoba may apply as PhD Occasional students.

There are two categories of admission for Occasional students dependent on the applicant's previous degree:

3.1 Applicants who do not hold a prior degree in social work:
   a) must have a Masters degree;
   b) must have a minimum of 3.0 grade point average of 3.0 (B) in the last 60 credit hours of University study; and
   c) must have permission of the instructor of any PhD level course in social work in which they wish to enrol.

3.2 Applicants who hold a prior degree in social work:
   a) must have a Masters degree; and
   b) must have a minimum of 3.0 grade point average of 3.0 (B) in the last 60 credit hours of University study.

3.3 Social Work courses available to PhD Occasional students:

PhD Occasional students in social work are limited to taking the core courses in the Social Work PhD Program, and the maximum number of credit hours a student may take as an occasional student from the core is 3 credit hours.

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.

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

The Faculty of Social Work can only recommend a particular action to the Faculty of Graduate Studies with regard to student progress and/or status in the program. The following outlines the procedures for review of these Faculty decisions and recommendations:

a) When a Faculty decision is made with regards to a student’s status and/or progress in the graduate program, the student will be informed by the Graduate Chair of the nature of the decision and of the possible consequences.

b) Within one week of receiving the decision/recommendation, the student may request a review of the decision by the Graduate Program Committee.

c) The Graduate Program Committee will review the case within one month of receipt of the request.

d) The Chair of the Graduate Program Committee, will forward the recommendation of the Faculty of Social Work to the Dean of the Faculty of Graduate Studies.
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.

SECTION 3: General Regulations: Pre-Master’s

3.1 Admission and Program Requirements

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

Pre-MSW Program:

ELIGIBILITY REQUIREMENTS
Possession of, or eligible for the granting of, a minimum three year degree other than Social Work at point of application from an accredited university which is recognized by the University of Manitoba. Persons who plan to graduate in May of the year of application are not eligible for admission.

One year (1680 hours) of relevant social work experience paid or volunteer (see application package for details).

A minimum Grade Point Average of 3.0 (B) is required in the last 60 credit hours of the degree.

Applicants who self-identify as members of one or more of the Educational Equity priority groups and who possess a Grade Point Average between 2.5 and 2.99 will be reviewed for special consideration. Applicants with grade point averages below 2.5 will not be considered. For more information on the Education Equity Initiative please see Box 11.

If courses have been taken subsequent to the degree as a Special Student and/or Occasional Student and/or in a subsequent degree or Pre-Master program, they will be calculated into the Grade Point Average as part of the last 60 credit hours.
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.

Students have a maximum of three years to complete the program.

2. Thirty three credit hours of course work are required for the Pre-MSW program.

3. Course Requirements:
   - SWRK 3100 Systematic Inquiry in Social Work (3)
   - SWRK 6020 Social Work Practice Seminar (6)
   - SWRK 6030 Canadian Social Welfare Policy Analysis (6)
   - SWRK 6040 Anti-Oppressive Social Work Practice (3)
   - SWRK 6050 Field Practice (6)
   - SWRK 6060 Social Work and Aboriginal People (3)
   - SWRK 4200 One section of Field/Focus Seminar (6)

4. One Pre-MSW Faculty Advisor is appointed to advise students in the Pre-MSW program. This advisor approves a program of study for each student and can be consulted on an “as need” basis by the student during their studies in the Pre-MSW program.

5. Challenge for Credit Policy:

The Faculty of Social Work accommodates those students who are qualified and who can demonstrate an acceptable level of knowledge and skill, by allowing them to challenge certain social work courses. In this regard, evaluation methods have been devised to assure that challenge students possess the values, knowledge, and skill expected at the exit level of the course as it is commonly taught and to assist qualified students to undertake an academic program which is responsive to their individual circumstances.

5.1 Course Available for Challenge for Credit for Pre-MSW students.
   - a) SWRK 3100 – Systematic Inquiry in Social Work (3 credit hours)

5.2 No course, which appears on a student’s transcript as a previously failed attempt may be challenged. Challenge for credit is only available to students registered in the Pre-MSW program of the Faculty of Social Work at the University of Manitoba.

5.3 Procedures for challenge for credit:
   - a) A student must inform the Pre-MSW advisor of their intent to challenge. The advisor will arrange for the student to consult with an instructor teaching the course to determine course content and general expectations of a challenge for credit. In this regard, the instructor shall provide the student with a course outline, and the date, time and place for the Challenge Credit Examination. Where an examination is not the basis for any or part of the evaluation, the instructor shall provide the student in writing with the required
6. Equivalency Policy

Guidelines for the Granting of Equivalency Credit

a) Pre-MSW students may request for equivalency for SWRK 3100- Systematic Inquiry in Social Work. As well, students who have completed SWRK 1310- Introduction to Social Welfare Policy Analysis, SWRK 2110- Emergence of the Canadian Welfare State and SWRK 3130- Contemporary Canadian Social Welfare may request equivalency for SWRK 6030- Canadian Social Welfare Policy Analysis. To request consideration of equivalency transfer, the student must contact the Pre-MSW advisor.

b) Only courses taken in the last nine years with a minimum grade of C+ (2.5) will be considered for equivalency transfer. Requests for equivalency transfer will normally be considered only in the first six months after the student has been admitted into the Faculty.

c) Students will be advised to provide the Faculty with descriptive and evaluative information related to courses they have completed. Information should include:

i. Course outlines, assignments and bibliographies

ii. Evaluative feedback

iii. Students who are refused social work equivalency may initiate a challenge for credit (applicable to SWRK 3100 only).

7. Waiver of Field Practice Requirement – Pre-MSW Program

Criteria to Judge Requests for Waivers of Field requirement in the Pre-Masters Program.

7.1 Background:

Students must complete Field Practice (SWRK 6050) as part of their program. This course may be waived if the student has had sufficient experience to build knowledge equivalent to that expected from this course.
7.2 The Criteria

a. The student will have completed at least 3 years in paid employment carrying a full professional social work role including all the assessment, planning, implementation and evaluative functions required of the role. **AND**

b. Such credited time will have included supervision, by, or consultation with, a professional social worker, of such a nature as to permit reflection on the student's practice, and allow for growth in skill and knowledge grounded in that practice. **AND**

c. Such credited time will have included continuing education or professional development hours in accordance with the current requirement for ongoing certification by MIRSW. (40 hours) **AND**

d. If the student is intending to enter the Direct Practice with Groups, Networks, and Communities Cluster or Leadership, Management and Policy Cluster, at least 2 of the 3 credited years should be related to policy, program planning or community development. If such is not the case, then a field placement in one of these areas is indicated. **OR**

e. If the student is intending to enter the Direct Practice with Individuals and Families Cluster, at least two of the 3 credited years should be in paid employment in a clinical role. If such is not the case then a clinical field placement is indicated. **AND**

f. The student's existent or a revised statement of intent in regard to a thesis or practicum, should demonstrate specificity and feasibility and generally sufficient pre-existing knowledge of the area such that a preparatory field component to the Pre-MSW program is redundant.

7.3 Process for Waiver of Field Practice Requirement

a. The student shall be provided with a form (or briefing notes) and solicit comment from at least one supervisor or two colleagues providing corroboration that the criteria are met.

b. The Pre-MSW advisor shall receive the student's and the supporting documentation, and will make the final determination after receiving appropriate advice.

8. If you have completed your Pre-Master's Program and are intending to enter the MSW Program, you may do so provided you have (i) met all program requirements, (ii) maintained a cumulative grade point average of B (3.0), (iii) completed an online application form and paid application fee, (iv) completed a transfer form which are available from the Student Services and Admissions/Advising Office. The application and application fee are to be submitted on-line directly to the Faculty of Graduate Studies, and the transfer survey is to be submitted directly to the Graduate Programs Student Advisor by January 15 of the year you intend to transfer to the MSW program. Once you are notified of
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.

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.

The M.S.W. program structure has a common core and four clusters, with different courses in each cluster, to ensure that the curriculum is current and in compliance with the standards of our accreditation body (The Canadian Association for Social Work Education - CASWE). This structure ensures that students have knowledge and skills required to meet accreditation standards while continuing to allow for specialization. The program offers students flexibility in designing a program that meets their learning objectives.

Students may take the M.S.W. program on a full-time or part-time basis. There is a four year time limit to complete the M.S.W. program on a full-time basis and is a six year time limit to complete the M.S.W. program on a part-time basis. There is no second language requirement.

The program requires at least 12-18 months of full-time study (students who choose the thesis option may require more time depending on the nature of their research).

The credit hour requirement is 27 credit hours in the course-based option and 24 credit hours in the thesis option.

All students must complete three core courses (9 credit hours).

All students must complete courses within an area of specialization - "cluster" (minimum 9 credit hours).

All students must complete 6 credit hours of electives (which may be taken within Social Work or other departments).

Students choose either the course-based option, which includes the completion of SWRK 7180 (0 credit hours) and SWRK 7190 (3 credit hours), or the thesis option. Students completing a thesis must complete at least one course from the research cluster.
### Course Requirements

#### Core Courses

- SWRK 7600 Critical Perspectives and Social Work 3
- SWRK 7610 Social Work as a Profession 3
- SWRK 7620 Paradigms, Methodologies, and Methods for Social Work Research 3

#### Clusters

**Direct Practice with Individuals and Families**

- SWRK 7630 Advanced Social Work Practice with Individuals and Families 3
- SWRK 7640 Application and Critique of Theory and Research in Social Work Practice with Individuals and Families 3
- SWRK 7300 Clinical Evaluation of Social Work Interventions 3

**Direct Practice with Groups, Networks, and Communities**

- SWRK 7650 Advanced Social Work Practice with Groups 3
- SWRK 7660 Social Work Perspectives on Practice with Networks, Neighbourhoods, and Communities 3

**Leadership, Management and Policy**

- SWRK 7430 Evaluation Research in Social Work Practice 3
- SWRK 7440 Policy Analysis in Social Work Practice 3
- SWRK 7680 Management of Human Resources in Social Service Organizations 3
- SWRK 7690 Leadership, Strategic Program Planning, and Financial Management in Social Service Organizations 3

#### Research

- SWRK 6010 Data Analysis for Social Work Research 3
- SWRK 6070 Qualitative Research in Social Work 3

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**Applicable to students admitted prior to 2014**

**1. Core course requirements:**

Students admitted to the MSW program concentrate their studies in one of two streams: Social Clinical Intervention Stream or Social Services Administration Stream. Students must complete 24 credit hours of courses in each stream plus a thesis, practicum (available only to those admitted prior to 2004) or course-based specialization option. Major course requirements for each stream are outlined below. Course descriptions are provided in the Graduate Calendar.

**Social Clinical Stream**
SWRK 6010 Data Analysis for Social Work Research (3) or SWRK 6070 Qualitative Research for Social Work (3)
SWRK 7290 Family-Focused Social Work Practice (6)
SWRK 7300 Clinical Evaluation (3)
SWRK 7390 Advanced Social Work Practice Seminar (3) Elective (choose from one of three offered)

Electives - 9 credit hours may be selected from the following: SWRK 7390 (Advanced Social Work Practice Seminar); SWRK 7230 (Problem Seminar); SWRK 7220 (Selected Topics in Social Work); SWRK 7280 (Readings in Social Work and Social Welfare Research); courses in the Social Services Administration Stream; or another department.

Thesis, practicum (available to those admitted prior to 2004 only) or course-based option (SWRK 7180: Advanced Field Practice (0) and SWRK 7190: Integrating Theory and Research in Advanced Field Practice (3)).

Social Services Administration Stream

SWRK 6010 Data Analysis for Social Work Research (3) or SWRK 6070 Qualitative Research for Social Work (3)
SWRK 7310 Social Services Administration Practice (6)
SWRK 7400 Theoretical Foundations for Social Services Administration (3)
SWRK 7420 Theoretical Foundations of Social Policy Analysis, Planning and Evaluation (3)
SWRK 7430 Evaluation Research on Social Work Practice (3)
SWRK 7440 Policy Analysis in Social Work Practice (3)

Electives – 3 credit hours may be selected from the following: courses offered in the Social Clinical Stream; SWRK 7220 (Selected Topics in Social Work); SWRK 7280 (Readings in Social Work and Social Welfare Research) SWRK 7230 (Problem Seminar); or another department.

Part-time students enrolled in the Social Services Administration Stream are normally required to take SWRK 7400 and SWRK 7310 as co-requisites; as well SWRK 7420, SWRK 7430 and SWRK 7440 should be taken in the same academic year. SWRK 6010 or SWRK 6070 is a pre/co-requisite to SWRK 7430.

Thesis, practicum (available to those admitted prior to 2004 only) or course-based option (SWRK 7180: Advanced Field Practice (0) and SWRK 7190: Integrating Theory and Research in Advanced Field Practice (3)).

2. Elective Courses

a) Electives must be chosen in consultation with, and approved by the faculty advisor. Students must seek written approval of their electives prior to registration. Courses chosen as electives may be at 3000, 4000, 5000, 6000, or 7000 level.

b) The selection of electives outside the Faculty of Social Work can be a time-consuming procedure. Students may be required to obtain written permission from the faculty and/or instructor offering the course. It is advisable to attend to this well in advance of registration.
Social Work Supplemental Regulations approved by FGS August 2015

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FGS Template updated July 2016
### 4.4.3 Accredited Professional Route

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

### 4.4.4 Language Reading Requirements

Some units specify a language requirement for the Master's degree. Students should check unit supplemental regulations regarding this requirement. Social Work does not have a foreign language requirement.

### 4.4.5 Advanced Credit

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

- 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.

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

### 4.4.7 Time in Program

The minimum time for students in the Master’s program is equivalent to two terms. Most units require more than this and students should check unit supplemental regulations regarding specific requirements.

The maximum time allowed for the completion of the Master’s degree is four years for students declared as full-time and six years for students declared as part-time (see section 1.4.1). 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.

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

A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the...
## 4.5 Student's Advisor/Co-Advisor

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

- hold at least a Master's degree or equivalent
- be a member of the Faculty of Graduate Studies,
- have expertise in a discipline related to the student's program, and
- hold an appointment in the student's unit.
- have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy).

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

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

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.

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

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.

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, 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, 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.

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<th>Advisors:</th>
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<td>1. Choosing Faculty Advisors</td>
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This program has been designed to allow students to select a topic or area of special focus for study. Thus, students have an opportunity to select one or more electives and a thesis or advanced field practice based on their professional interest.

Faculty members who are members of the Faculty of Graduate Studies are eligible to advise MSW students. Faculty advisors are matched with students during the admission process. The advisor must approve the student's initial course plan and any changes that are made during the student's program of study.

The student may take the initiative in selecting a faculty advisor. The faculty advisor should be a person who is willing and able to work with the student in her/his major personal academic and professional field of study. Students who have not reached an agreement with a faculty advisor by the time of formal admission to the MSW Program will be assigned an advisor by the Faculty.

The student may find that s/he wants to change advisors after a contract has been made with the faculty advisor. This can be done after the student has found that another advisor is willing to work with her/him. The student should notify the first advisor in writing when a new advisor has consented to enter into a contract. As well, the student must fill out a Change of Advisor form to notify the Chair of the Graduate Program Committee. These forms are available in the General Office of the Faculty of Social Work and on the Faculty website. If difficulties arise in advancing, the chair of the Graduate Program Committee may be consulted. If the chair of the Graduate Program Committee is not able to provide the help needed, the Dean of the Faculty of Social Work should be consulted.

2. The Role of the Faculty Advisor

Consistent with the objectives of the program, the specific role of the advisor is to assist the student to develop a theoretical and methodological approach to her/his selected area of enquiry.

In order to accomplish this, the following steps are to be taken:

a) The student **contracts** a faculty member regarding the area of study s/he wants to pursue. This contract includes a discussion of the student's overall program with particular reference to outside course work, which is intended to complement the student's area of specialization.

b) The student designs, with the advisor, a program of study that will lay the base for his/her theoretical and methodological approach to his/her area of enquiry. The program needs to be approved by the advisor.

c) The advisor assists the student in selecting electives that best support and enrich his/her area of interest and expected expertise. Before, a student can register for an elective course in or outside the Faculty: the advisor must approve the student's selection. If a student wishes to transfer a course taken prior to entry in the MSW program, approval of the advisor and the Stream Chair are required. Excluding courses taken during the Pre-MSW

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Social Work Supplemental Regulations approved by FGS August 2015
FGS Template updated July 2016
### 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.

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For students who are in the thesis route, the thesis committee normally serves as the student’s advisory committee and is usually developed by the student’s faculty advisor in consultation with the student. This committee is comprised of three (3) members: the advisor as chair, one faculty member of the Faculty of Social Work, a third member that the advisor and Dean or designate deem qualified, is external to the Faculty of Social Work, and is willing to serve. At least two examiners must be members of the Faculty of Graduate Studies. The advisory committee is formed as soon as possible, but no later than when the student begins work on his/her thesis proposal.

Students in the course-based specialization option are not required to have an advisory committee.
4.6.3 Accredited professional programs

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

4.7 Courses and Performance

4.7.1 Course or Program Changes

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

4.7.2 Lapse of Credit of Courses

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

4.7.3 Academic Performance

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

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

See section 2.1

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.

See section 2.3

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.

Students are expected to follow the Social Work Code of Ethics. A student may be required to withdraw from the Faculty when the student has been found guilty by the Professional Unsuitability Review Committee of the Faculty of Social Work of such conduct which, if participated in by practicing social workers, would result in a serious violation of the Code of Ethics of the Canadian Association of Social Workers. Detailed information on the provisions of the Professional Unsuitability By-Law may be found in the on-line version of the Pre-MSW / MSW Student Handbook on the Faculty of Social Work website.

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

The thesis is developed under the mentorship of the advisor/co-advisor. Individual units may have specific guidelines regarding the thesis proposal and its acceptance by the student’s advisory committee/unit Head; students should consult unit supplemental regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research.
The examining process should be completed within one month of distribution of the examinations shall be submitted to the Faculty of Graduate Studies on the Report on supplemental regulations for specific requirements. The results of the comprehensive examination and the written thesis/practicum.

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

### 4.8.1.4 Failure

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

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

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

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

### 4.8.2 Course-based/Comprehensive Examination Route

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

In those units where comprehensive examinations are required, students should consult unit supplemental regulations for specific requirements. The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the Report on committee. Normally, the oral defence should occur within one month of its distribution to the committee. If the written thesis report is deemed unacceptable, the student shall be advised against making an oral defence. Notwithstanding this provision, the student has the right to examination of the thesis if s/he believes it is ready for examination. The defence is undertaken in the following manner:

- a) The thesis is presented to a meeting open to the faculty and graduate students of the Faculty of Social Work as well as members of the University and community. The oral examination is chaired by the student's thesis advisor.
- b) The first part of the oral examination shall consist of an oral presentation by the student that includes a summary of the salient points of the research within a time span of 25 to 30 minutes. This is followed by the questioning and examination of the student by the examination committee, which does not normally exceed one and one-half hours. The Chair may exercise discretion in inviting questions from guests following completion of the formal examination.
- c) The thesis committee meets after the open meeting in camera (in private) to review both the oral defence and the written thesis report and make a disposition. The decision to pass the student must be unanimous.
- d) The thesis committee then meets in camera with the student to discuss any changes that may be required before the thesis is finally accepted.
- e) If the presentation and defence of the thesis is failed on two separate occasions, a recommendation will be forwarded to the Faculty of Graduate Studies who will require the student to withdraw from the program.
Comprehensive Examination form ([http://umanitoba.ca/faculties/graduate_studies/forms/index.html](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.

2. This route is intended as an alternate route for a practicum placement only.

3. The courses SWRK 7180 and SWRK 7190 are not available as electives to meet the course requirements for the 24 credit hours required independent of the thesis or advanced field placement. They are not open to students electing the thesis option to completing the MSW. For those students taking the advanced placement route to completing the MSW, SWRK 7180 and SWRK 7190 must be completed in addition to 24 hours of other coursework required by the program. Core courses for the student's program stream must be completed prior to or concurrently with SWRK 7180 and SWRK 7190.

4. Students completing the MSW and opting for the thesis must complete 24 credit hours of course work plus the thesis (GRAD 7000) to graduate while those taking the advanced placement route must complete 24 credit hours of courses, plus SWRK 7190 (3 credit hours) plus SWRK 7180 (0 credit hours) totaling 27 hours of course work.

5. Course SWRK 7190 (Integrating Theory and Research in Advanced Field Practice) will be taken concurrently with SWRK 7180 (Advanced Field Practice) although SWRK 7180 will normally be completed prior to SWRK 7190. It cannot be taken prior to SWRK 7180. The paper written for SWRK 7190 essentially replaces the practicum report although the paper will be graded.

### 4.9 Style and Format

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

### 4.10 Deadlines for Graduation

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

### 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:

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

**Restriction of Theses/Practica for Publication** – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/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.

PhD Admission requirements

In addition to the admission requirements of the Faculty of Graduate Studies, a Master of Social Work degree, or equivalent, from an accredited degree-granting university, with a minimum of 3.0 Grade Point Average (as defined by the University of Manitoba) is required. Equivalence to an MSW degree from the University of Manitoba is defined as: possession of a MSW degree from an accredited program at another accredited university OR possession of a Master-level degree other than a MSW delivered by an academic unit with the mandate of preparing social workers for professional practice, accredited by the relevant social work education authority and which would render its holders eligible for registration with the Manitoba Institute of Registered Social Workers.

Selected candidates who possess a BSW degree and a non-social work Master degree may be admitted to a qualifying year where courses completed in the non-social work Master degree are not recognized as equivalent to required courses in the MSW program. A student may be required to complete all or selected core courses of the MSW program consistent with the applicant’s PhD specialization. Equivalency standing of prior courses will be assessed by a committee that includes representatives from the PhD Admission Committee and the Chairperson of the Graduate Program Committee. Candidates holding a non-social work Masters degree are encouraged to apply at least one year prior to when they intend to enter the PhD program.

In addition, a minimum research competency in qualitative or quantitative methods equivalent to the level
required for the Master of Social Work degree from the University of Manitoba, with a minimum 3.0 (B) Grade Point Average. Although the minimum requirement is for one course, applicants will be expected to have basic competency in both qualitative and quantitative methods.

Evidence of scholarly ability, through publications in refereed journals, other scholarly work of equivalent standard, or courses taught in accredited university programs must be provided.

A minimum of two years' professional practice experience in social work is required.

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<tr>
<th>5.1.2 Direct Admission from the Bachelor’s Honours or equivalent</th>
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<tr>
<td>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.</td>
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<th>5.1.3 Transfer from the Master’s to the Ph.D. program</th>
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<tr>
<td>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.</td>
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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. |

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<th>5.1.4 Provisional Admission to the Ph.D.</th>
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<td>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.</td>
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<th>5.1.5 English Language Proficiency</th>
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### 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](http://umanitoba.ca/admin/governance/governing_documents/students/281.html)

#### 5.2 Student Advisor, Co-advisor and Advisory Committee

**5.2.1 Student Advisor**

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

5.2.3 Advisory Committee

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

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 above, cannot have an advisory committee member with an appointment in the same unit. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, As soon as possible, but no later than the end of the winter term of the student’s first year of study, an advisory committee for the student shall be established to assist the advisor in the performance of responsibilities related to advising the student on a program of studies, approving annual progress reports, advising on thesis research and providing general supervision to the student throughout the PhD Program. The committee must meet with the student at least once each year to review the student’s progress and report on this to the Faculty of Graduate Studies. Normally, members of the advisory committee also serve as internal members of the student’s Thesis Examination Committee. Although the advisor is required to serve as one member of the student's Candidacy Examination Committee, other members of the advisory committee may be asked to serve in this capacity. However, it is important to note that members of the advisory
must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee. Advisory committee meetings which must be held at least annually are not intended to take the place of meetings between the student and advisor/co-advisor, which should occur with much greater frequency than the advisory committee meetings.

The advisory committee must consist of a minimum of three members of the Faculty of Graduate Studies, one of whom must have a major affiliation with a department other than Social Work. Committees may also include one guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. The membership of the committee, including the advisor, as well as any changes, must be approved by the PhD Coordinator and the Dean of the Faculty of Graduate Studies.

Membership of the student's advisory committee may be changed with the agreement of the advisor and the advisory committee. If the proposed change is approved a revised Program of Study and Appointment of Advisory Committee form from the Faculty of Graduate Studies must be completed and submitted.

5.3 Program of Study

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

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

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

As soon as possible following admission, but no later than the Winter term following admission, the advisor and student are required to complete the PhD Program of Study and Appointment of Advisory Committee Form and submit this to the Faculty of Graduate Studies. The student's advisory committee is normally appointed at this time and identified on this form. If the appointment of the student's advisory committee is delayed beyond the beginning of the Winter term of the first year of study the Program of Study form shall be completed, and then re-submitted later when the advisory committee is selected.

Students may request a change in some of the courses involved in their approved program of study, and courses may be changed with the approval of the student's advisory committee and the Ph.D. Program Committee. If the proposed change is approved a revised Program of study and appointment of advisory committee form from the Faculty of Graduate Studies must be completed and submitted.

Students may apply to change their area of specialization through submitting to the Ph.D. Program Committee evidence of an agreement with an advisor with expertise in the proposed new area of specialization, recommending the members of an advisory committee, preparing a statement as to how the new area of specialization relates to her or his goals in taking the program, preparing a statement describing the proposed new specialization, preparing a recommended program of individualized courses, and preparing a statement of proposed thesis research. This should be done in consultation with the proposed advisor. Changes in area of specialization can be made only after the approval of the Ph.D. Program Committee. If the proposed change is approved a revised Program of study and appointment of advisory committee form from the Faculty of Graduate Studies must be completed and submitted.

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 indicate otherwise.

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.

### Course Requirements

Students must complete 24 credit hours of approved 7000 level course work beyond the MSW degree.

Course requirements include:
- Social Work Core Courses (6 credit hours)
- SWRK 8010-Perspectives on Knowledge for Social Work (3)
- SWR8100 Social Work Past and Present: Trends, Institutions and Practices (3)
- Research Courses (9 credit hours)

Courses selected by the student in consultation with her or his advisory committee to further her or his specialized program of study. The main criterion for selection is the appropriateness of the methodologies covered in selected courses for the area of specialization being pursued. It is strongly recommended that courses focusing on both quantitative and qualitative methodologies be included. The course selection must be approved by the Ph.D. Program Committee.

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.

5.4.3 Transfer Credit

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

1. must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;
2. are considered on an individual basis;
3. cannot be used for credit towards another degree;
4. may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.
Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar’s Office; an original transcript and course equivalency must be provided.

### 5.4.4 Lapse of Credit of Courses

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

### 5.5 Time Limits

#### 5.5.1 Minimum Time Limit

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

#### 5.5.2 Maximum Time Limit

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

#### 5.6.1 Performance in Coursework

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

#### 5.6.2 Performance Not Related to Coursework

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

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

### 5.8 Candidacy Examination

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

The Candidacy examination in Social Work consists of a major paper and oral examination that is initiated after the student has successfully completed all required coursework. A Candidacy Examination Committee that may differ in composition from the student's advisory committee is appointed to approve and evaluate the Candidacy exam. The advisor, who serves as one member of the examination committee, may recommend members of the examination committee to the PhD coordinator who must approve the committee. All members of the examination committee must be members of the Faculty of Graduate Studies, at least two must be members of the Faculty of Social Work, and at least two members must hold a PhD or equivalent. Members of the student's advisory committee may be recommended as members of the Candidacy examination committee; however, the composition of this committee can differ from the advisory committee. Once a committee has been selected, an Appointment of Examiners form is completed and provided to the advisor and student. One copy is also placed on the student's file. The Assessment of Written Candidacy Paper Criteria form outlines the format and general criteria to be used in grading the written Candidacy paper.

**Supplementary regulations:**

1. At the time specified by the student's advisory committee, normally within the first two years following admission to the PhD program but in no case later than one year prior to expected graduation, the student must take the formal candidacy examination.

2. The format of the candidacy examination in Social Work consists of two components:
   a) a major paper that assesses the student's mastery of a major topic; and
   b) an oral examination of the topic covered in the paper.

3. The candidacy examination will be administered by the Candidacy Examination Committee comprised of a minimum of three persons appointed by the PhD Coordinator. One member of the committee shall be the student's advisor. All members of the Candidacy Examination Committee must be members of the Faculty of Graduate Studies, and a minimum of two members must hold a PhD degree or equivalent. A minimum of two members must be from the Faculty of Social Work.

4. The topic selected by the student may be discussed with the student’s advisor, and the student will develop a proposal that outlines the focus of study, the major theoretical approaches to be considered and the planned approach to the examination of literature.
pertaining to the topic. The topic to be examined in the candidacy paper must be of significant breadth to require consideration of a range of theoretical perspectives and detailed review of relevant research studies related to these theoretical perspectives.

5. A student must pass both the written and oral components of the examination to pass the candidacy examination. The student must pass the written component in order to proceed to the oral component.

a) The written paper, which is based on the proposal as approved by the student’s examination committee, must thoroughly examine a topic with respect to the following: selection and use of relevant literature from a variety of areas of knowledge, critical analysis and synthesis of relevant theories and research studies and development of an extended, revised or new conceptualization of the topic supported by analysis of theories and research.

b) The written component of the candidacy examination shall normally be completed within four months of the date of approval of the student’s proposal by the examination committee.

c) Written feedback on the major paper will normally be provided to the student within one month of receiving the paper, and the oral examination will normally be scheduled within one month of the date feedback is provided to the student on the major paper. Following completion of the oral examination, written feedback will be provided to the student. Reasons for assigning a failure on the examination must be provided to the student.

d) A pass decision of the examiners must be unanimous.

e) A student who submits a paper that is assessed as unacceptable shall not be permitted to proceed to the oral component of the candidacy examination and shall be assigned a failure on the candidacy examination.

f) On successful completion of the candidacy examination, the student will be considered a candidate for the PhD degree.

6. Any student who fails either the written component of the candidacy examination twice, or the oral component twice, or the written once and the oral once, will be required by FGS to withdraw from the PhD program and the Faculty of Graduate Studies.

**Assessment Criteria for the Candidacy Paper**

1. Logical development and presentation of relevant aspects of the topic.

2. Selection and use of relevant literature from a variety of knowledge areas and methods of research.

3. Critical analysis of relevant theories and research studies.

4. Articulation of an extended, revised or new conceptualization of the topic which integrates
issues identified in the analysis of theories and research.
5. Quality and organization of writing.
6. Reference to social work literature.

Criteria are not each necessarily weighted equally but written comments from the Candidacy Examination Committee should reflect each of these major points. A paper is graded as either ‘Approved’ or ‘Not Approved’. A paper graded as ‘Approved’ permits the student to proceed to the oral examination stage. A paper that requires major revisions will not be approved.

Assessment Criteria for the Candidacy Oral

The maximum length of the oral examination shall be two hours, and will include questions on content included in the paper or material important to the topic that was omitted.

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.

The thesis proposal must outline the research to be undertaken by the student. Normally the thesis proposal will include the following: a) an overview chapter outlining the study, its contribution to knowledge development and a rationale for the study; b) a comprehensive review of the literature pertaining to the topic under study including a review of related research and theories; and c) a detailed description of the research design, data collection procedures, and approach to analysis. Copies of the proposal are distributed to members of the advisory committee following feedback from the advisor on initial drafts of the proposal.

The thesis proposal must be approved by the advisory committee in a formal meeting of the committee organized for this purpose. Procedures include the formal presentation of an overview of the study by the student and questions from the advisory committee. Based on discussion, requirements for revision of the proposal may be specified by the committee. Required revisions are to be communicated to the student orally and in writing. Once the final proposal is approved, this is to be noted on the student's Annual Progress Report. As well, the Faculty of Graduate Studies PhD Thesis Proposal form is to be completed and forwarded to the Faculty of Graduate Studies once the proposal has been approved. Normally the PhD proposal should be completed within 36 months of the student's initial registration.

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:
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.

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) 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

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.

### 5.12.2 Attendance

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

The attendance of the external examiner in person at the candidate’s oral examination is encouraged. If the external examiner will not be present in person, his/her participation 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.

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.

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.

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

### 5.12.3 Format of the Examination

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

### 5.12.4 Procedures for the Conduct of the Examination

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

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

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

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

### 5.12.5 Decision of the Committee:

Following completion of the formal examination, the candidate and audience must leave the examination room. The decision of the examining committee will be based both on the content of the thesis and on the candidate’s ability to defend it.
The judgement of the examiners shall be reported by the Chair to the Faculty of Graduate Studies in the qualitative terms “pass” or “fail” on the “Final Examination of the Ph.D. Thesis” form.

- **Pass**: the candidate has satisfactorily presented 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
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.

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**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

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Appeals at the unit level may be launched with respect to academic matters such as grades, candidacy examinations and thesis examinations, disciplinary issues, fees and admissions.

**FACULTY OF SOCIAL WORK GRADE APPEAL POLICIES AND PROCEDURES**

Faculty of Social Work Appeals Committee
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.

### Purpose

The purpose of this committee is to promote consistency related to student appeals at the Graduate and Undergraduate level program levels. The Faculty of Social Work Appeals Committee is the first level of appeal for both Graduate and Undergraduate students in the faculty related to appeals of term and final grades. This committee does not deal with matter of student discipline or professional unsuitability as identified by the University of Manitoba Student Discipline By-laws.

### Membership

The Appeals Committee shall be comprised of 3 members: The Chair, a Faculty member, and a Faculty Content Specialist.

The Chair of the Appeals Committee shall be appointed by the Dean for a 3 year term. The Chair shall be a tenured faculty member at the (minimum) rank of Associate Professor.

A second committee member shall be elected to the Committee by Faculty Council. Sessional lecturers are not eligible to serve.

A third Faculty member shall be appointed by the Dean as the Faculty Content Specialist for the course that is under appeal. This member shall have knowledge of the course content, having either instructed the course or contributed to the development of the course content. Should the appeal be made regarding a grade assigned by one of the standing members of the Appeals Committee, that member shall step down and the Dean shall appoint an alternative to hear that appeal only.

The Dean of the Faculty, while ex-officio on all committees, is not normally part of the Appeals Committee. He or she does, however, have some residual responsibility to monitor the work of the Committee, thus providing an additional safeguard to ensure justice.

### Terms of Reference

These policies and procedures apply to all programs offered at the Faculty of Social Work sites: Fort Garry, Distance Delivery, Northern Social Work Program at Thompson, and the Inner-city Program at the William Norrie Centre.

The Appeals Committee will review the final grade assigned as well as term work grades for a particular course. Appeals are heard at the initiative of the student upon application to the Registrar’s office. The Appeals Committee’s duties are to process student appeals relate to pass-fail, grade re-calculation, and re-evaluation of term and final grades in the Faculty of Social Work.

Grades in electives courses that are required for Social Work degrees, but are provided by other faculties, should be appealed to the appropriate faculty.

This Committee is the only appeal body within the Faculty, and its decision is final within the context of the Faculty.
### Procedures for Students Launching an Appeal

#### Appeals of Grades Received for Term Work

The appeal of term work returned or made available to students before the last day of classes shall be subject to the policies and procedures established by faculty or school councils.

Students may formally appeal a grade received for term work provided that the matter has been discussed with the instructor in the first instance in an attempt to resolve the issue without the need of formal appeal. Term work grades normally may be appealed up to ten working days after the grades for the term work have been made available to the student.

Students may obtain the form “Application for Appealing a Grade Given for Term Work” from the general office of the department which offered the course or online. The fee which is charged for each appealed term work grade will be refunded for any grade which is changed as a result of the appeal.

If the consultation between the student and instructor does not result in an outcome that is satisfactory to the student, the student may make application for a formal appeal of the term grade. Applications must be made on the appropriate form (Application for Appealing a Grade Given for Term Work) available at the Registrar’s Office, 400 University Centre or online. On payment of the prescribed fee, the appeal will be forwarded to the Dean of the Faculty.

The Committee will not hear an appeal filed beyond the deadline unless the student can show cause, and the Committee is satisfied that such cause is sufficiently compelling to waive the deadline.

#### Appeal of Final Grades

Prior to filing a formal appeal, students are expected to consult with the instructor of record of the course in question to see if any remedy exists at that level. This appeal to the instructor must normally occur within 10 working days of receiving the final grade.

If the consultation between the student and instructor does not result in an outcome that is satisfactory to the student, the student may make application for a formal appeal of the final grade. Applications must be made on the appropriate form (Final Grade Appeal Form) available at the Registrar’s Office, 400 University Centre or online. On payment of the prescribed fee, the appeal will be forwarded to the Dean of the Faculty of Social Work.

A student wishing to make an appeal of a final grade received in a first term course must do so within 15 working days of the first day of classes of the second term. For second term and full term courses, the appeal must be made within 15 working days following the Victoria Day holiday.

#### Graduate Student Appeals

The Faculty of Social Work will only hear appeals regarding academic matters. Appeals stemming from departmental actions on academic matters (e.g., failure...
in a course) will be heard by the Faculty of Graduate Studies Appeal Panel only after they have been dealt with by the appropriate departmental-level appeal process. The Appeal Panel will handle an appeal of Faculty of Graduate Studies actions.

Please note that decisions on academic matters such as qualifying examinations, candidacy examinations, thesis examinations, etc. that have been made by a student’s home unit (i.e. department, school or program) should first be appealed to the home unit. If a unit denies a student’s appeal, the appeal may be made to the Faculty of Graduate Studies.

Action by Committee Chair

Upon receiving the documentation from the Registrar’s Office, the Chair will first consult with the instructor of record of the course to ascertain that the student had initiated a discussion with the instructor and to determine the outcome of this consultation.

The Chair of the Committee will notify the student in writing (email notification is acceptable) advising of the receipt of the appeal from the Registrar’s Office. The notification will address the following issues:

Advise the student of the deadline for the Faculty’s response to the Dean which is 15 working days from the date of the receipt of the appeal.

After consulting with the student, establish a time and place for the hearing, and confirm the information in writing to the student (email notification is acceptable) of the date, time, and location of the appeal hearing at least one week prior to the scheduled meeting.

Include a copy of the Faculty’s Appeal Procedures, highlighting the provision that the student has the right to appear before the committee, as well as their right to be accompanied by a representative from Student Advocacy and Accessibility.

Request that the student forward to the Chair within 3 working days, all materials relevant to the review (syllabus, assignments, exams, evaluation assessment forms, grading procedures) as well as documentation of the student’s efforts to resolve the issue with the instructor. The student shall also inform the committee if they will be accompanied by a representative from the Student Advocacy and Accessibility office.

Advise the student of their right to be accompanied by a support person. This person’s role is limited to observer status and they do not have the right to participate in the appeal hearing.

The Committee Chair shall inform the Instructor in writing (email notification is acceptable) of the time and place of the hearing, the grounds for the student’s appeal, and the documentation that will be reviewed in considering the appeal.

The Instructor in the course being appealed will have the right to appear before the committee. The Chair will also request from the Instructor their response to the matter under appeal. If they do not wish to appear they have
the right to submit to the Chair all documentation and information regarding the matter under appeal.

Guidelines and Procedures for the Appeal Hearing
At the commencement of the appeal hearing, the Chairperson will:
- Identify the case: Date, time, and provide notice that the meeting will be recorded.
- Introduce the student, the faculty member whose decision is being appealed, the accompanying support person, and the members of the Committee.
- Briefly outline the decision being appealed and remedy sought.
- Ensure that the proceedings are recorded.

Where a student is questioning the procedures of the grading process, all documentation related to the student’s performance in the course may be considered as evidence in the hearing.

At the conclusion of the meeting, the Chair will summarize the issues before the committee and the information that was presented during the hearing.

A majority vote of the committee will determine the final decision. The final grade may remain as was assessed, or raised, but cannot be lowered as a result of the appeal.

The student has no further right to appeal the decision of the Faculty Appeals Committee for term work.

All presentations, discussion and deliberations of the appeal process will be kept confidential.

Disposition
The Chair shall inform the student, the instructor, and the Dean of the committee’s decision in writing. The decision shall be accompanied by the committee’s rationale for its decision.

Students will receive the Committee’s decision in writing (email notification is acceptable) generally within 3 working days. A copy of the letter will be placed on the student’s file.

The Decision of the Appeals Committee will be provided to the Registrar’s office within 30 days of submission. The Chair is responsible for the completion and signing of decision form to be returned to the Registrars’ office. All the material in connection with this appeal shall be held by the Dean’s office for six months after the expiration of the appeal period, at which point it will be destroyed. Should the student launch such a further appeal, all material in connection with this appeal shall be made available to the Senate Committee on Appeals.

Senate Appeals Committee
The grounds for an appeal to be heard by the Senate Committee on Appeals shall include:

(a) failure of the Faculty/School or Dean/Director to follow procedures; (b) failure of the Faculty/School or Dean/Director to follow the rules of natural justice; (c) failure of the Faculty/School or Dean/Director to
reasonably consider all factors relevant to the decision being appealed; (d) that a Faculty/School/Senate governing document has become inapplicable through lapse of time or was unfairly applied; (e) that there is an apparent conflict between a Senate governing document and a Faculty/School governing document; or (f) failure of Senate, the Faculty/School or Dean/Director to comply with applicable legislation.

Responsibility to Faculty Council
The Chair of the Appeals Committee will provide an annual report to Faculty Council at the June meeting summarizing the work of the committee the previous year.

This report shall include the number and type of appeals heard and their disposition. It shall also include, where deemed appropriate, any recommendations for change in these procedures, or any other matters arising out of the Committee’s experience of concern to the Council.

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).

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.
### Section 9.1.

An appeal of a grade beyond the Faculty of Social Work Appeals Committee may be made to the Dean of the Faculty of Graduate Studies. A decision of the Appeal Panel of the Faculty of Graduate Studies is appealable only to the Senate Committee on Appeals.

#### 2. Appeal Against a Decision of the Graduate Program Committee

The PhD Committee and the Graduate Programs Committee rule on such matters as failing grades, performance, requests for extensions, admissions and actions regarding failed grades. In these matters, the Graduate Programs Committee recommends a course of action to the Faculty of Graduate Studies. Normally, appeals of these decisions are made to the Dean of the Faculty of Graduate Studies. However, in some cases where the original decision is made at the level of the Faculty of Social Work and where University policy on appeals requires it (e.g., admissions), procedures require the student to first request a re-consideration by the Graduate Programs Committee or PhD Committee. In these circumstances procedures that are generally consistent with the process outlined in the Appeals Procedures (section 9.1) shall be followed.

It is also important to note that some decisions, such as decisions pertaining to a requirement to withdraw, are made directly by the Faculty of Graduate Studies. In these circumstances, the student must appeal directly to the Faculty of Graduate Studies within the appropriate timelines.

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<thead>
<tr>
<th>9.5.4.2 Appeal of Faculty of Graduate Studies Decision:</th>
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<tr>
<td>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 that the appellant was informed in writing of the action to be appealed.</td>
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<th>9.5.4.3 Appeals to Senate:</th>
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<td>As per The University of Manitoba Governing Documents: Students: Policy: Appeals Procedures and Guidelines <a href="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</a>, 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.</td>
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<th>9.5.5 Academic Appeals Process</th>
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<tr>
<td><strong>9.5.5.1 Documentation</strong></td>
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<tr>
<td>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.</td>
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<tr>
<td>If the Dean considers the appeal, the student shall be informed of the outcome, in writing.</td>
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<tr>
<td>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.</td>
</tr>
<tr>
<td>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</td>
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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 jurisdiction to proceed with an appeal hearing, it shall report its reasons to the Dean of the Faculty of Graduate Studies.

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

The Appeal Panel may request either the appellant or the respondent(s) to provide additional information, or of its own volition call additional witnesses, before reaching a decision. This should be accompanied by a statement that the parties have a right to be made aware of the Panel’s request for information and the results thereof.
All parts of the meeting required by the Appeal Panel to deliberate or determine resolution of the appeal shall be held in camera.

### 9.5.5.3 Disposition

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

### 9.6 Discipline Appeals

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

http://umanitoba.ca/admin/governance/governing_documents/students/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. To initiate the Fee Appeal procedure, the student completes a Fee Appeal form, available online or in the Registrar’s Office, 400 University Centre.

### 9.8 Grade Appeals

Please refer to the Registrar's Office webpage on grade appeals:

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

### 9.9 Assistance with Appeals
The Office of Student Advocacy, 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.

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](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:

- 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*;

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 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.