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.)

Section 1: Application, Admission, and Registration Policies

1.1 Application and Admission Procedures

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

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

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

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

3. Notification of recommended/rejected applications are sent to the Faculty of Graduate Studies who check that the applicant meets the eligibility requirements of the Faculty of Graduate Studies. The Faculty of Graduate Studies notifies applicants of their acceptance or rejection.

Deadlines for Recommended Applications (from Departments to the Faculty of Graduate Studies)
The following are the deadlines for receipt by the Faculty of Graduate Studies Office for recommendations from graduate departments.

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>Canadian/US</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td>September</td>
<td>July 1</td>
<td>April 1</td>
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<tr>
<td>WINTER</td>
<td>January</td>
<td>Nov. 1</td>
<td>August 1</td>
</tr>
<tr>
<td>SUMMER (May Start)</td>
<td>May</td>
<td>March 1</td>
<td>December 1</td>
</tr>
<tr>
<td>SUMMER (July start)</td>
<td>July</td>
<td>May 1</td>
<td>February 1</td>
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IMPORTANT: Applicants are required to submit the application and documentation to the

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

Social Work supplemental regulations approved by FGS March 19 2012
Faculty of Graduate Studies for an earlier date than is listed above. Applicants are advised to confirm the deadline of the department to which the application is being made. Contact information for each department can be found at http://umanitoba.ca/faculties/graduate_studies/admissions/index.html

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

Application Fee:
This fee must accompany all admission applications:
Canadian/Permanent Residents - $100.00 (CDN)
International Applicants - $100.00 (CDN)

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

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.

Transcripts: University of Manitoba:
University of Manitoba students may request student histories (unofficial academic records) to be mailed directly to the department or Graduate Studies free of charge. Some departments require official transcripts which may be obtained from the Registrar’s office, 400 University Centre (Please allow at least two weeks for delivery).

Proficiency in English:
A successfully completed English Language Proficiency Test is required of all applicants unless they have received a high school diploma or university degree from Canada or one of the countries listed on the English Language Proficiency Test Exemption List (below). If applicable, this score is required as a basis for admission and applicants will NOT be accepted subject to receipt of an acceptable score. Documented proof of either the above must be submitted with the application for admission. Please note: scores more than two years old are not acceptable. Thresholds required for successful completion are indicated in parentheses.*

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

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

*2. Some departments may require a specific test or test scores greater than those indicated above.

**English Language Proficiency Test Exemption List:**

Applicants holding secondary school diplomas and/or university degrees from the following countries are exempt from the English Language Proficiency Test requirement:

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

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

**Letters Of Recommendation:**

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

**Admission Tests:**

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

**Entrance Requirements:**

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

**Note:**

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

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**Pre-MSW and MSW programs:**

Two reference forms for letters of recommendation are enclosed in the application package available from the Faculty of Social Work and on the Faculty of Social Work website: www.umanitoba.ca/faculties/social_work

**PhD program:**

Three letters of reference are required

**MSW Program:**

**ELIGIBILITY REQUIREMENTS**

Possession of a BSW degree (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.

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**Note:**

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

*Social Work supplemental regulations approved by FGS March 19 2012*
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 Aboriginal peoples, persons with disabilities, immigrants and refugees to Canada, Gender and Sexual Minorities and persons who are, because of their race or color, 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 on form M5 using the definitions below.

Definitions of Educational Equity Priority Groups:
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 color, 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.
Gender and Sexual Minorities
Gender and Sexual Minorities include persons who identify as Gay, Lesbian, Bi-Sexual, Trans-Gendered, Two-Spirited, Queer, Questioning, and/or Intersex.

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
Note:
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Social Work supplemental regulations approved by FGS March 19 2012
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 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.

Admission is subject to the availability of an advisor with demonstrated scholarship in an applicant’s proposed area of dissertation research. If the Faculty lacks the required expertise in the proposed area of dissertation research, applicants who meet minimum criteria entry requirements will have an opportunity to change their proposed area of research.

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 Program Committee; however, the Graduate Program Committee may delegate this responsibility to the

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Note:
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*Social Work supplemental regulations approved by FGS March 19 2012*
Eligibility of University of Manitoba Staff Members:
A staff member at the University above the rank of Lecturer or Instructor II is not eligible to register for a higher degree in the department in which the appointment is held.

1.2 Registration Procedures
Undergraduate students are not allowed to register in graduate courses; that is, admission to the Faculty of Graduate Studies is a condition for registration in courses at the 600/6000 level and above.

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

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

The approval or denial of admission and registration to two programs rests solely with the faculties/units concerned. The approval/denial must be submitted to the Faculty of Graduate Studies prior to the student’s admission/registration.

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

13. All newly admitted and returning graduate Social Work students are required to register on the University of Manitoba web-site. In-person registration in 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.

c) 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 application form and a transfer form which are available from the Student Services and Admissions/Advising Office. These should be submitted to the Co-ordinator of Student Services and Admissions/ Advising Office by February 1 of the year you intend to transfer to the MSW program. Once you are notified of your admission to the MSW Program you will be able to register for MSW courses.

d) Once having met with your Advisor to select and approve the courses you require, read the Faculty of Social Work Registration Instructions and Program Information in the Graduates Studies section of the Registration Guide in order to 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.

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

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

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

Note:
Graduate students are not allowed to withdraw from courses without written permission from their Department head on recommendation from their advisor/advisory committee approving the program change. The notation “student discontinued program” will be placed on the academic record of any graduate student who has withdrawn from courses without such approval.

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

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

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

3. Students who are taking prerequisite courses must pay the full course fee. Where there is no prerequisite course, the student must pay the full course fee to the host institution.

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

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

Social Work supplemental regulations approved by FGS March 19 2012
5. Registration is possible in courses at both the graduate and undergraduate levels, and in credit courses offered through distance education or other means. To be eligible, courses must be an integral part of the applicants’ graduate degree program. Fee waiver is not permitted for audit or non-credit courses.

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

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

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

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

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

**Participating Universities:**
- Athabasca University
- University of Alberta
- Brandon University
- University of British Columbia
- British Columbia Institute of Technology
- University of Calgary
- Concordia University College of Alberta
- University of Lethbridge
- University of Manitoba
- University of Northern British Columbia
- University of Regina
- Royal Roads University
- University of Saskatchewan
- Simon Fraser University
- University of Victoria
- University of Winnipeg

**1.3 Course Classifications**

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

- **X Auxiliary course:** Course is not a major requirement of the program but is required by the student’s advisor.**
- **A Audit course:** Course is not taken for credit. No grade is recorded.
- **O Occasional course:** Course is not a requirement of the program.

**Extra courses which are not actually part of the Master’s or PhD program but which are specified and required by the student’s advisor, may be classified as X (Auxiliary) and the grade will not be included in the degree GPA which appears on the transcript. However, X course grades may be used in the calculation of the GPA for continuation in the program and a minimum grade requirement may be required for X coursework by the Department. (Please consult the Departmental supplemental regulations.) Additionally, X courses are used in the calculation of GPA for continuation in the program and a minimum grade requirement may be required for X coursework by the Department. (Please consult the Departmental supplemental regulations.) Additionally, X courses are used in the calculation of GPA for continuation in the program and a minimum grade requirement may be required for X coursework by the Department.**

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

*Social Work supplemental regulations approved by FGS March 19 2012*
the GPA for the purposes of Admission and Awards. (NOTE: The University of Manitoba Graduate Fellowship (UMGF) and International Graduate Student Scholarship (IGSS) use X courses in the calculation of the GPA.) The student’s advisor and head of the unit must determine if there is a valid need for the registration in courses under the X classification. A maximum of 12 credit hours under the X course classification is permitted while registered in a given program.

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

### Continuing Courses (CO)

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

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

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

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

### Incomplete Courses:

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

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

Normally, the following maximum extensions are allowed:

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

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

### 1.4 Student Status/Categories of Students

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

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

Graduate students who do not meet the criteria specified for full-time students should complete...
**Pre-Master’s Or Qualifying Students:**
In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the department may recommend that the student be admitted to a pre-Master’s program of study. The pre-Master’s program is designed to bring the student’s standing to approximately the level of an Honours graduate in the major department, and to provide any necessary prerequisites for courses.

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

**Note:**
1. Transfer of courses from the “occasional category” to a degree program is not automatic: request for advance credit may be made within the first year of a degree program.
2. Fees paid by a student while registered as an occasional student are not transferable, at a later date, to a degree program.
3. Registration in the occasional student category can be for no more than one academic year without reapplication.
4. Graduate level course work must be taken while registered as an occasional student.

**21.** 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.

**22.**

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

Social Work supplemental regulations approved by FGS March 19 2012
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 9 credit hours.

If a PhD Occasional student wishes to take either of the research courses, s/he will be required to satisfy the pre-requisite for that research course (i.e., grade of "B" or better in a master's level research course in the past 5 years or instructor approval).

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

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

Social Work supplemental regulations approved by FGS March 19 2012
### Faculty of Graduate Studies Regulation

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<tr>
<td>A new student is allowed provisional status in a program for up to one term from the time of registration. Registration for additional terms in that program will not be permitted until the provision is cleared. Provisional registration may be for such reasons as missing or incomplete documentation, lack of complete or appropriate academic background, etc.</td>
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<tr>
<th>Visiting Students:</th>
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<tbody>
<tr>
<td>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.</td>
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<tr>
<td>Students are ultimately responsible for ensuring that they meet degree and program requirements. The advisor (co-advisor), advisory committee and the department must ensure that each student follows the guidelines and meets the program requirements. The Faculty of Graduate Studies performs a final check of program requirements for each student just prior to graduation. Students are cautioned, therefore, to check all regulations with respect to the degree requirements. Failure to meet all the requirements will result in failure to graduate.</td>
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</table>

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

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

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

The department must notify the student of the deficiency and of their recommendation. If the student fails to satisfy any remedial action recommended, the student will be required to withdraw from the program.  

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

Voluntary withdrawal from a program is not permitted once the grades have been declared and indicate that the student has failed to achieve the required minimum. 

Departmental recommendations will supersede student requests for voluntary withdrawal.

A student who has been required to withdraw from a graduate program at The University of Manitoba may be permitted to enroll in another graduate program only if the application for admission is approved by the Dean of Graduate Studies or designate.

**Academic Performance:**

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

**Performance in Course Work:**

A minimum degree grade point average (degree GPA) of 3.0 with no grade below C+ must be maintained for continuance in the Faculty of Graduate Studies. Departments may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a departmental remedial recommendation (as outlined below) is approved by the Dean of

### Supplemental Regulation

<table>
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<tr>
<td>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:</td>
<td></td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>MSW and Pre-MSW Programs:</th>
<th>27.</th>
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</table>
| Any failure to meet these requirements will result in the matter being forwarded to the Graduate Program Committee. The options for the Graduate Program Committee include, but are not

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**Note:**

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

*Social Work supplemental regulations approved by FGS March 19 2012*
<table>
<thead>
<tr>
<th>Faculty of Graduate Studies Regulation</th>
<th>Supplemental Regulation</th>
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<tbody>
<tr>
<td><strong>Graduate Studies.</strong></td>
<td>necessarily limited to the following: recommending to the Faculty of Graduate Studies that the student repeat the course, or recommending to the Faculty of Graduate Studies that the student be required to withdraw from the program.</td>
</tr>
<tr>
<td>A student may be permitted to remove deficiencies in grades by repeating the course or taking an equivalent substitute course only once for each course to a maximum of 6 credit hours of coursework. If a course is repeated or replaced, the highest grade obtained will be used in the determination of the degree grade point average.</td>
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<tr>
<td><strong>Note:</strong></td>
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<tr>
<td>In exceptional circumstances, the major department may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.</td>
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<tr>
<td>Students receiving a grade of C or less in more than 6 credit hours of coursework are required to withdraw.</td>
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</tr>
<tr>
<td>In general, supplemental exams are not permitted to students in the Master’s or PhD program.</td>
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<tr>
<td>All actions taken administratively are to be reported, in summary form to the Faculty of Graduate Studies Executive Committee.</td>
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**SECTION 3: General Regulations: Pre-Master’s**

**Admission and Requirements**
Graduates of bachelor degree programs with a minimum grade point average (GPA) of 3.0 in the last two full years of university study will be considered for admission to a pre-Master’s program. These are the minimum requirements of the Faculty of Graduate Studies. Departments may specify higher or additional criteria. Admission to a pre-Master’s program does not guarantee future admission to a Master’s program. As the Pre-Master’s program of study is intended to bring a student’s background up to the equivalent of the required 4-year degree, departments should assign to students, as part of their Pre-Master’s program of study, an appropriate number of applicable upper level (300/3000 or 400/4000) undergraduate courses. In exceptional circumstances and upon prior approval by the Graduate Dean, 700/7000 level courses may be considered for inclusion in the Pre-Master’s program of study for those students who hold a 4 year degree. Courses taken as part of the pre-Master’s program may not be transferred to a Master’s program at a later date.

**Academic Performance:**
1. The department head or designate is responsible for assigning the courses and monitoring the progress of each student.
2. A minimum degree grade point average of 3.0 with no grade below C+ must be maintained for continuance in pre-Master’s study. Students who fail to maintain this standing will be required to withdraw unless a departmental remedial recommendation (as below) is approved by the Dean of Graduate Studies.
3. Students deficient in 6 hours of credit or less may be permitted to write a supplemental examination (when offered) in courses in which a grade of C or less was obtained.

**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.

**Course Requirements:**
- SWRK 3100 Systematic Inquiry in Social Work (3)
- SWRK 6020 Social Work Practice Seminar (6)

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

*Social Work supplemental regulations approved by FGS March 19 2012*
4. Students deficient in 6 hours of credit or less with a grade of C, D, or F in a course or courses may be permitted, if the overall average is C or better, to write one supplemental examination in each course (when offered), to repeat the courses, or to take equivalent substitute courses.

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

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

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

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

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

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 assignments(s), due date(s) and weighting of each assignment where applicable.

b) If a student is confident in proceeding with the Challenge for Credit the student will secure the Challenge for Credit form from the instructor and submit it to the Student Advising Officer who will complete the registration for the
student. Registration deadlines and examination periods are listed in the Academic Schedule of the current University of Manitoba General Calendar. An instructor may not refuse a student Challenge for Credit.

c) The minimum passing grade for a challenge for credit is C+ (2.5)

d) Once the examination or assessment has been administered, the result will be entered on the student’s academic record as a final grade. The student may not choose whether or not the result will be recorded.

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

Note:
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)
### Social Work Supplemental Regulations Approved by FGS March 19, 2012

#### 7.3 Process for Waiver of Field Practice Requirement

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<tr>
<td>a.</td>
<td>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.</td>
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<tr>
<td>b.</td>
<td>The Pre-MSW advisor shall receive the student's and the supporting documentation, and will make the final determination after receiving appropriate advice.</td>
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#### 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 application form and a transfer form which are available from the Student Services and Admissions/Advising Office. These should be submitted to the Co-ordinator of Student Services and Admissions/Advising Office by February 1 of
### Admission:

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

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

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

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

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

### Student’s Advisor/Co-Advisor:

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

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

### MSW Program:

**ELIGIBILITY REQUIREMENTS**

Possession of a BSW degree (by June 30 of the application year) from an accredited university, which is recognized by the University of Manitoba or successful completion of the Pre-Master’s program in social work at the University of Manitoba.

A Minimum Grade Point average of 3.0 (B) is required in the last 60 credit hours of a BSW 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 a grade point average below 2.5 will not be considered. For more information on the Education Equity Initiative see above.

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.

**Advisors:**

1. **Choosing Faculty Advisors**

   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...
*Note: When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements). The co-advisors will usually be identified together at the beginning of a student’s program. However, in some circumstances the need for a co-advisor may arise mid-way through a student’s program. In all instances the Faculty of Graduate Studies must be informed of the co-assignment. Both co-advisors’ signatures are required on all documents where the advisor’s signature is required.

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 advising, 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 program, only those courses that have not been used towards a prior degree and appear on the student’s transcript with a grade of C+ or higher can be considered.

d) A Progress Report form must be completed by the student and the advisor by the beginning of June every year. This form is then forwarded to the Faculty of Graduate Studies. Failure to submit the completed Progress

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

Social Work supplemental regulations approved by FGS March 19 2012
### Advisory Committee (Master’s)

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

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### Program Requirements:

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

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

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

| 33. | 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. |

| 34. | 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 |

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Social Work supplemental regulations approved by FGS March 19 2012
Note: Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

Social Work supplemental regulations approved by FGS March 19 2012
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.

Students choosing an outside elective(s):

(i) Consult the Undergraduate and Graduate Calendars for course offerings and descriptions;

(ii) Contact the appropriate faculty or department directly to determine when and if the course is being offered in the current year; and

(iii) Find out if/how you will be able to register for the course (e.g., by written consent of instructor, written consent of department head, etc.).

c) Students are normally permitted to take one readings course as an elective.

3 Thesis/Practicum or Course Based Specialization Option

Specialized study in an area of practice or a field of interest is accomplished through either a course-based option or the completion of a thesis for those admitted in 2004 or later. Those admitted prior to 2004 have a choice of three options: thesis, practicum or course-based option.

If the course-based option is selected the advisor acts as the faculty Coordinator for the Advanced Field Practice course and teaches the Integrating Theory and Research in Advanced Field Practice as a tutorial. An advisory committee consisting of one or two additional individuals (e.g., an agency-based supervisor) may be established but it is not required.

If a thesis or practicum is selected, a thesis or practicum committee consisting of a minimum of two individuals, in addition to the advisor, must be established. The selection of a thesis/practicum committee should be made jointly by the student and the advisor.

The advisor is responsible for recommending a thesis/practicum committee for approval by the Faculty of Graduate Studies, preferably not later than December 1st of the academic year in which the student undertakes to do her/his thesis/practicum.

It is the role of the thesis/practicum committee to:

a) Approve the student's thesis/practicum
### Language Reading Requirements:
Some departments specify a language requirement for the Master’s degree. Students are advised to check departmental supplemental regulations regarding this requirement.

### Advance Credit:
Advance credit for courses completed prior to admission to a Master’s program will be considered on an individual basis. The student’s major department makes the request to the Faculty of Graduate Studies by completion of the “Recommendation for Advance Credit (Transfer of Courses)” form.

**Note:** 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 course work for the program can be given advance credit.

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

For thesis/practicum-oriented programs the student must complete the thesis/practicum at The University of Manitoba.

For the comprehensive examination route, the student must complete the comprehensive examination(s) at the University of Manitoba.

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

### Transfer Credit:
Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. Courses must be approved for transfer to the program of study by the major department and the Faculty of Graduate Studies before the student may register for them. This permission is granted in the form of a Letter of Permission, which may be obtained by making application to the Registrar’s Office.

Transfer credit (courses taken at other universities while registered in a program at The University of Manitoba) is granted as follows: For Master’s students, transfer credit must not exceed 50% of the minimum credit hours of coursework required for the program.

**Note:** Students seeking a Master’s degree from The University of Manitoba must complete at least 50% of their required program coursework at The University of Manitoba.

### Minimum Time Requirement:
The minimum time for students study in the Master’s program is equivalent to two terms. Most departments require more than this.

### Maximum Time Limits:
The maximum time allowed for the completion of the Master’s degree except where indicated in specific units is as follows:

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

*Social Work supplemental regulations approved by FGS March 19 2012*
### Faculty of Graduate Studies Regulation

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<th>Note: Each department may have supplementary regulations for maximum time limits.</th>
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<tbody>
<tr>
<td>2 years: Master of Laws</td>
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<tr>
<td>3 years: Master of Occupational Therapy (accelerated program).</td>
</tr>
<tr>
<td>4 years: Master of Physician Assistant Studies</td>
</tr>
<tr>
<td>5 years: All other Master’s degree and diplomas</td>
</tr>
</tbody>
</table>

Recommendations for extensions of time to complete the degree will be considered on an individual basis and must be approved by the Dean of Graduate Studies at least four months prior to expiration of the respective maximum time limit.

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

### Lapse of Credit of Courses:

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

### Academic Performance:

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

### Performance in course-work:

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

### Performance not related to Course Work:

Students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is outlined in the departmental Supplementary Regulations and must be reported to the Faculty of Graduate Studies on the “Progress Report Form”. Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the department head to the Dean of Graduate Studies.

### Course or Program Changes:

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

### Deadlines For Graduation:

The final requirements of the degree, in the form of the final report on the thesis/practicum (and the corrected copies of the thesis/practicum); comprehensive examination; or M. Eng. Project, must be submitted to the Faculty of Graduate Studies Office by the appropriate deadline. For those programs that do not have a culminating exercise (thesis/practicum/comprehensive examination/M.Eng. project) the unit must forward potential graduate names to the FGS by the deadline. The deadline for each of the graduation dates is published in the Academic Schedule.

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

*Social Work supplemental regulations approved by FGS March 19 2012*
of the Graduate Calendar. Extensions to these deadlines will be considered in exceptional circumstances only.

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

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

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

### The Specialization Course-Based Option
1. On June 30, 2004 the Senate of the University of Manitoba approved a new course based route to completion of the MSW program. Two courses were designed by the faculty to replace the practicum route to completion of the MSW program. SWRK 7180 Advanced Field Practice (0 credit hours) and SWRK 7190 Integrating Theory and Research in Advanced Field Practice (3 credit hours)

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 not be bound and placed in the library. As noted above the paper will be graded.

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

### The practicum option is only available to students who entered the MSW prior to May 2004. Regulations pertaining to completing a practicum are available in the Pre-MSW & and MSW student handbook on the Social Work website.

Students in the thesis route must submit a written proposal to their thesis committee. This
### Social Work supplemental regulations approved by FGS March 19 2012

**4.1 Thesis and Practicum Regulations**

**General:**
Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis.

**Practicum versus thesis:**
While the practicum differs from the thesis in its emphasis on the application of theory, it is similar in scope, span, and rigor. The weight of work required for the practicum is equal to that required for the Master’s thesis. In general, 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. The requirements are specified by the departments concerned.

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

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

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

- One single-sided paper copy in unbound form, enclosed in an envelope or folder; and

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**Note:**
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)
Note:
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Social Work supplemental regulations approved by FGS March 19 2012
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.

<table>
<thead>
<tr>
<th>Final Approval/Rejection:</th>
<th>54.</th>
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<tr>
<td>Following completion of the examination of the thesis/practicum, examiners will consider the oral examination and the written thesis/practicum to determine the nature of and procedures for approval of any revisions that will be required prior to submission to the Faculty of Graduate Studies. The advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee. The Faculty of Graduate Studies will accept the thesis/practicum only when it is submitted with a signed statement from the advisor that the required revision has been completed.</td>
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**Note:**
A student whose Master’s thesis or practicum has been rejected twice will be required to withdraw.

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<tr>
<th>Final Report:</th>
<th>55.</th>
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<tr>
<td>The judgment of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms “approved” or “not approved”. Such verdicts must be unanimous, and each examiner must indicate, by his/her signature, concurrence with the verdict. Anything less than unanimity shall be considered a failure. In the case of a failure for the thesis/practicum at the Master’s level a detailed written report will be prepared by the Chair and submitted to the Faculty of Graduate Studies, who will make the report available to the candidate and advisor.</td>
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</table>

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

<table>
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<tr>
<th>4.3 Publication and Circulation of Thesis/Practicum:</th>
<th>56.</th>
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<tbody>
<tr>
<td>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.</td>
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**Note:**
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

_Social Work supplemental regulations approved by FGS March 19 2012_
### Faculty of Graduate Studies Regulation

<table>
<thead>
<tr>
<th>Notes:</th>
<th>This license makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.</th>
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<tr>
<td></td>
<td>The forms and conditions pertaining to these license agreements are available at the Faculty of Graduate Studies Office. Note that this and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully comprehended.</td>
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<tr>
<td></td>
<td>Publication in the above manner does not preclude further publication of the thesis or practicum report or any part of it in a journal or in a book. In such cases, an acknowledgement that the work was originally part of a thesis or practicum at The University of Manitoba should be included.</td>
</tr>
<tr>
<td>Notes:</td>
<td><strong>Copyright</strong> – Copyright in theses and practica is protected in international copyright law. A copyright symbol © or (c) is incorporated on a page containing statements of permission to microfilm and to lend copies of the thesis or practicum. After completion, this page should be inserted in the thesis/practicum immediately following the title page. Blank copies of this page are available from the Faculty of Graduate Studies Office.</td>
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<tr>
<td></td>
<td><strong>Patents</strong> – Refer to the section “Policy of Withholding Theses Pending Patent Applications” in this Guide.</td>
</tr>
<tr>
<td></td>
<td><strong>Restriction of theses or practica for publication</strong> – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student may request the Dean of Graduate Studies to restrict access, for a period up to one year after submission, of the digital and unbound paper versions of a thesis or practicum submitted to The University of Manitoba. The Dean, in consultation with the student’s advisor, shall determine for what period, if any, access will be so restricted.</td>
</tr>
<tr>
<td>Library and Archives Canada – A microfiche of the thesis is forwarded to the Library and Archives Canada and is listed in a monthly and annual national bibliography, ‘Canadiana’, which is published by the National Library.</td>
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</table>

### Supplemental Regulation

<table>
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<tr>
<th>SECTION 5: General Regulations: PhD</th>
<th>PhD Admission requirements</th>
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</thead>
<tbody>
<tr>
<td>FOR FACULTY-BASED PH.D PROGRAMS, THE DEAN OR DESIGNATE IS THE DE FACTO DEPARTMENT HEAD.</td>
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</table>

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

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

**Admission:**

Normally, a Master’s degree or equivalent from a recognized university and a cumulative 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 admitted to a qualifying year of full time university study (60 credit hours) is the minimum requirement for admission to the PhD program. With special recommendation of the department concerned (please see below), applicants with an honours Bachelor’s degree may be considered for entry to PhD study.

**Note:**

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

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*Social Work supplemental regulations approved by FGS March 19 2012*
**Direct Admission from the Bachelor’s Honours or equivalent:**
Students to be considered for admission to a PhD program directly from the honours Bachelor's degree or equivalent must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study). Once admitted, these students must complete at least 24 credit hours of course work and will be assessed PhD fees for 3 years.

**Transfer from the Master’s to the PhD program:**
Students who have not completed a Master’s program may transfer to the PhD program within the same department upon recommendation to the Faculty of Graduate Studies by the student’s major department. The recommendation must be made within 24 months of the student’s commencement of the Master’s program. The coursework completed in the Master’s program would normally become a part of the PhD program, and the number of years spent in the Master’s program would be counted as years in the PhD program. Students must complete at least 24 credit hours of coursework. If the transfer occurs within 12 months of the initial registration in the Master’s program, the student will be assessed PhD fees for 3 years. If the transfer occurs after 12 months, the student will be assessed PhD program fees for 2 years (as they will have already paid fees for the Master’s program). Students are cautioned that such transfers may impact on the University of Manitoba Graduate Fellowship duration. The request to transfer from the Master’s to the PhD 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 PhD program. The following are required when making the request: The “Application for Admission” form (and application fee); “PhD Selection Committee Report” form, and; in the case where the student does not hold a Master’s degree, a memo from the Department Head.

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

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**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 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.
Student's Advisor/Co-Advisor:
Every PhD student must have an advisor, appointed by the Department head, whose duties will be to advise the student on a program and courses, direct research, and supervise thesis work. The advisor must be a member of the Faculty of Graduate Studies, be active in research, have expertise in a discipline related to the student's program and hold a PhD or equivalent. In special circumstances, an advisor and co-advisor, upon approval of the department head may advise a student. The co-advisor must be a member of the Faculty of Graduate Studies. It is the responsibility of the Department head to determine whether faculty members meet these criteria, and to report on equivalency as necessary.

The student's advisor also acts as a channel of communication to the student's advisory committee, the major department, and the Faculty of Graduate Studies. Usually the student and the advisor choose to work together by mutual agreement. In departments where the choice of thesis topic area is postponed for some time after entry into the program, the Department head or the selection committee shall appoint a faculty member to advise the student as to the rules and regulations and on a program and course requirements in the interim period not to exceed eighteen months before a permanent advisor is chosen.

*Note: When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements). The co-advisors will usually be identified together at the beginning of a student's program. However, in some circumstances the need for a co-advisor may arise mid-way through a student's program. In all instances the Faculty of Graduate Studies must be informed of the co- assignment. Both co-advisors' signatures are required on all documents where the advisor's signature is required.

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<tr>
<th>Faculty of Graduate Studies Regulation</th>
<th>Supplemental Regulation</th>
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<tr>
<td><strong>Provisional Admission to the PhD:</strong> Students nearing completion of the Master’s degree may be accepted provisionally to the PhD program for a 12 month period (commencing with the first registration in the PhD program). Further registration in the PhD program is contingent upon completion of all requirements of the Master’s degree within the 12 months.</td>
<td>60.</td>
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<tr>
<td><strong>Selection Committee:</strong> Upon receipt of an application, the head of the major department will appoint a selection committee of at least three persons to evaluate the student’s qualifications and report on his/her suitability for PhD study. In making admission decisions, departments may also consider such things as the availability of facilities and financial assistance. If acceptance is recommended by the selection committee and approved by the head of the department and the Dean of Graduate Studies, the Faculty of Graduate Studies sends a letter of acceptance to the applicant.</td>
<td>61. Admission is subject to the availability of an advisor with demonstrated scholarship in an applicant’s proposed area of dissertation research. If the Faculty lacks the required expertise in the proposed area of dissertation research, applicants who meet minimum criteria entry requirements may have an opportunity to change their proposed area of research. 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 to evaluate each applicant’s qualifications and report on his/her suitability for PhD studies. Acceptance is subject to approval by the PhD Program 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 to the Faculty of Graduate Studies.</td>
</tr>
<tr>
<td><strong>Student's Advisor/Co-Advisor:</strong> Every PhD student must have an advisor, appointed by the Department head, whose duties will be to advise the student on a program and courses, direct research, and supervise thesis work. The advisor must be a member of the Faculty of Graduate Studies, be active in research, have expertise in the proposed area of dissertation research, and hold a PhD or equivalent. In special circumstances, an advisor and co-advisor, upon approval of the department head may advise a student. The co-advisor must be a member of the Faculty of Graduate Studies. It is the responsibility of the Department head to determine whether faculty members meet these criteria, and to report on equivalency as necessary. The student’s advisor also acts as a channel of communication to the student’s advisory committee, the major department, and the Faculty of Graduate Studies. Usually the student and the advisor choose to work together by mutual agreement. In departments where the choice of thesis topic area is postponed for some time after entry into the program, the Department head or the selection committee shall appoint a faculty member to advise the student as to the rules and regulations and on a program and course requirements in the interim period not to exceed eighteen months before a permanent advisor is chosen. *Note: When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements). The co-advisors will usually be identified together at the beginning of a student’s program. However, in some circumstances the need for a co-advisor may arise mid-way through a student’s program. In all instances the Faculty of Graduate Studies must be informed of the co-assignment. Both co-advisors’ signatures are required on all documents where the advisor’s signature is required.</td>
<td>62. The appointment of an advisor for a student with expertise related to the student’s program of study is a requirement of the selection process. Nevertheless, students may change advisors during their course of study subject to approval by the doctoral program coordinator. Such changes will be at the student’s initiative and are subject to the consent of an alternate advisor. Any changes regarding advisors should normally occur within the student’s first two terms of study. In circumstances where an originally assigned advisor cannot complete advising responsibilities as assigned, it is the responsibility of the doctoral coordinator, in consultation with the student, to ensure the availability of a new advisor. It is the advisor’s responsibility to advise the student on a program and courses, direct research and supervise thesis work. The advisor must be a member of the Faculty of Graduate Studies, be active in research, have expertise in the area related to the student’s focus of study and hold a PhD or equivalent. The student’s advisor is the Chair of the Student’s Advisory Committee, and acts as a channel of</td>
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<tr>
<td>Faculty of Graduate Studies Regulation</td>
<td>Supplemental Regulation</td>
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<tr>
<td><strong>Program Of Study:</strong>&lt;br&gt;As soon as possible but no later than 24 months after a student has commenced the program, the student’s program of study, which includes information about the minimum time for completion of the degree, course work to be taken, foreign language requirement, and the research area in which the thesis will be done, should be forwarded to the Faculty of Graduate Studies. The program of study and any changes thereto must be approved by the student’s advisor, and the advisory committee and the head of the major department. The approval of the student’s advisor and the head of the major department are sufficient for registration.</td>
<td>communication to the student’s advisory committee, the Faculty of Social Work and the Faculty of Graduate Studies.</td>
</tr>
<tr>
<td><strong>Advisory Committee:</strong>&lt;br&gt;The Head of the major department is responsible for the establishment of an advisory committee for each PhD student. The advisory committee must consist of a minimum of three members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the major department and one of whom must hold a primary appointment outside the major department. Committees may include one guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. The membership of the committee, including the advisor, as well as any changes to it, must be approved by the Dean of Graduate Studies. The advisor is the Chair of the advisory committee. Responsibilities of the committee are to approve the program of study and thesis proposal and to exercise general supervision over the student’s work throughout the PhD program. The committee should meet with the student periodically (and must meet with the student at least once a year) to review the student’s progress and to report this progress to the Faculty of Graduate Studies (through the Head of the major department). (In the situation where a PhD Advisory Committee or responsible individual(s) would not normally be established until the candidacy exam is completed then at least one responsible individual will meet with the student.) If there is evidence of unsatisfactory performance, the student may be required to withdraw.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Program Requirements:</strong>&lt;br&gt;All students must complete one of the following programs of study for the PhD degree (unless otherwise specified in the approved departmental supplemental regulations):&lt;br&gt;Where admission to the PhD is directly from a Master’s Degree, a minimum of 12 credit hours at the 700/7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 700/7000 level must be at the 300/3000 level or above. For those students who hold a Master’s degree, a maximum of 24 credit hours of course work is allowed toward the PhD program.*</td>
<td>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 committee, other than the advisor, are not required to serve as members of the Candidacy Examination Committee. 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.</td>
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<tr>
<td><strong>Course Requirements</strong>&lt;br&gt;Students must complete 27 credit hours of approved 7000-level course work beyond the MSW degree. <strong>Course Requirements include:</strong>&lt;br&gt;Social Work core courses (6 credit hours): SWRK 8010-Perspectives on Knowledge for</td>
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*Note: Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

Social Work supplemental regulations approved by FGS March 19 2012
Where admission to the PhD is directly from an Honours Bachelor Degree or equivalent, a minimum of 24 credit hours plus a thesis is required. The coursework must include a minimum of 18 credit hours at the 700/7000 level or higher with the balance of the coursework at the 300/3000 level or above. For those students who do not hold a Masters degree, a maximum of 48 credit hours of course work is allowed toward the PhD program.*

*Unless professional accreditation requirements and supplemental regulations indicate otherwise.

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

<table>
<thead>
<tr>
<th>Social Work (3)</th>
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<tbody>
<tr>
<td>SWRK 8020- Development of the Social Work Profession (3)</td>
</tr>
<tr>
<td>Research Courses (12 credit hours):</td>
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<tr>
<td>SWRK 8030- Advanced Qualitative Research in Social Work (6)</td>
</tr>
<tr>
<td>SWRK 8040- Advanced Quantitative Research in Social Work (6)</td>
</tr>
<tr>
<td>Teaching Requirement (3 credit hours):</td>
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<tr>
<td>Seminar in Post-Secondary Instruction (EDUB 7416) (3) OR An alternative requirement that addresses teaching (3 credit hours)</td>
</tr>
<tr>
<td>Electives (6 credit hours):</td>
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<tr>
<td>One elective in the student’s area of specialization (3)</td>
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<tr>
<td>One additional elective (3)</td>
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</tbody>
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Language Reading Requirements:
Some departments specify a language requirement for the PhD degree. Students are advised to check departmental supplemental regulations regarding this requirement.

| Social Work does not have a foreign language requirement. |

Advance Credit:
Advance credit for courses completed prior to admission to a PhD program will be considered on an individual basis. The student’s major department makes the request to the Faculty of Graduate Studies by completion of the “Recommendation for Advance Credit (Transfer of Courses)” form.

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

Transfer Credit:
Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba, but all such courses must be approved for transfer to the program of study by the major department and the Faculty of Graduate Studies before the student may register for them. This permission is granted in the form of a Letter of Permission which may be obtained by making application to the Registrar’s Office.

Transfer credit (courses taken at other universities while registered in a program at the University of Manitoba) is to be granted as follows: For PhD students transfer credit must not exceed 50% of the minimum credit hours of coursework required.

Note:
Students seeking a PhD degree from The University of Manitoba must complete at least 50% of their required program coursework at The University of Manitoba.

Minimum Time Limit:
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<tr>
<th>Faculty of Graduate Studies Regulation</th>
<th>Supplemental Regulation</th>
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<tbody>
<tr>
<td>The minimum time requirement for the program of study for the degree will normally be two years of study beyond the level of the Master’s degree, or three years beyond the level of a Bachelor’s degree. The student may be permitted to spend one of these years in an approved program of research or study elsewhere. Such permission must be approved by the Dean of Graduate Studies on the recommendation of the student’s advisory committee.</td>
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<tr>
<td><strong>Maximum Time Limit:</strong></td>
<td>70.</td>
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<tr>
<td>A student’s candidature shall lapse if he/she fails to complete the degree within seven years following initial registration in the PhD program. For those students who transfer from the Master’s to the PhD, years spent in the Master’s program are counted as years in the PhD program. Recommendations for extensions of time to complete the degree will be considered on an individual basis and must be approved by the Dean of Graduate Studies.</td>
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<tr>
<td>Note: A student who has not completed the degree requirements within the time limit or within the time limit of the extension (see also sections “Extension of Time to Complete Program of Study” and “Leave of Absence”) will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be “Required to withdraw: Time to complete program expired”.</td>
<td></td>
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<tr>
<td><strong>Residence Requirement:</strong></td>
<td>71.</td>
</tr>
<tr>
<td>Two residence periods at the University of Manitoba devoted to full-time graduate study, subsequent to admission into the PhD Program, are required of all students. (For the purposes of the Residence Requirement one residence period is Fall Term, Winter Term or Summer term(May – August) combined.) The student shall be geographically available to visit the campus regularly during these residence periods.</td>
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<tr>
<td>Note: The purpose of the residency is to ensure that PhD students have an opportunity to work within the stimulating environment provided by contact with a cohort of dedicated peers and professors in a chosen field of study, and also to enhance the breadth and depth of their graduate experience by being part of a broader university culture.</td>
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<tr>
<td>Note: Students may not retain the status of full-time while employed full-time without prior permission of the Dean of the Faculty of Graduate Studies and recommendation from the major department.</td>
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<tr>
<td><strong>Lapse Of Credit Of Courses:</strong></td>
<td>72.</td>
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<tr>
<td>Courses completed more than eight years prior to the date of awarding of a degree may not normally be used for credit toward that degree.</td>
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<tr>
<td><strong>Academic Performance:</strong></td>
<td>73.</td>
</tr>
<tr>
<td>Student progress shall be reported at least annually to the Faculty of Graduate Studies on the “Progress Report Form”. Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation by the Department head, upon receiving input from the advisory committee, to the Dean of Graduate Studies.</td>
<td></td>
</tr>
<tr>
<td><strong>Performance in course-work:</strong></td>
<td>74.</td>
</tr>
<tr>
<td>A minimum degree grade point average of 3.0 with no grade below C+ must be maintained for continuance in the PhD program. Students who fail to maintain this standing will be required to withdraw unless the Dean of Graduate Studies approves a departmental remedial recommendation (refer to the section: Academic Performance – General).</td>
<td></td>
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<tr>
<td><strong>Performance not related to course work:</strong></td>
<td>75.</td>
</tr>
<tr>
<td>Students may also be required to withdraw from their PhD program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, such things as unsatisfactory attendance and lack of progress in research and/or thesis. The student’s advisory committee will make a recommendation for required withdrawal to the Department head. The Department head will then recommend to the Dean of the Faculty of Graduate Studies that the student be required to withdraw for reasons of unsatisfactory academic performance.</td>
<td></td>
</tr>
<tr>
<td><strong>Course or Program Changes:</strong></td>
<td>76.</td>
</tr>
<tr>
<td>Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor and/or advisory committee and Department head. Withdrawal from courses or changes of course category without such approval will result in the</td>
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</table>

Note: Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)
student being required to withdraw from the Faculty of Graduate Studies.

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

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

**Candidacy Examination:**
While the format and content of the Candidacy Exam will vary from unit to unit, the purposes of the Candidacy Exam in doctoral programs is to determine the student's competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analysing, synthesizing, and communicating ideas about that material in depth.

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

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

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

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

4. The Dean of Graduate Studies must be informed whether the candidate has passed or failed the candidacy examination (on the “Report on PhD Candidacy Examination” form).

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

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

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

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

**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 Co-ordinator. One member of the committee shall be the student's 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.

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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
Social Work supplemental regulations approved by FGS March 19 2012
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<th>Supplemental Regulation</th>
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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.

### 5.1 Thesis Regulations: PhD

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

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

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

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

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

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

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

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

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

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

### 5.2 Thesis Examination Procedures

**Final Examination For The PhD Degree:**

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

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

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

**Note:**

A candidate has the right to an examination of the thesis if he/she believes it is ready for examination.

A thesis may not be formally submitted for examination more than twice.

### Formation of the Examining Committee

**University of Manitoba (Internal) Examiners:**

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

**External examiner:**

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

**Note:**

The external examiner should: hold a PhD; hold an appointment with a recognized university or be a recognized scholar in their field; have no affiliation with the student or the advisor. The external must be considered at arm’s length to the department and the University of Manitoba. While the definition of “arm’s length” is left to the discretion of the department, be advised that justification may be required by the Faculty of Graduate Studies for this selection.
**Changes in the examining committee:**
The Dean of Graduate Studies must also approve changes in the membership of the examining committee. No changes shall be made in the examining committee after the thesis is distributed by the Faculty of Graduate Studies to the committee for examination.

*Note:*
Should the thesis not be submitted for examination within 12 months after the appointment of the examining committee, the committee appointment will lapse and a new appointment shall be necessary.

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

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

**Responsibilities of the Examiners**

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

1. The thesis represents a distinct contribution to the candidate's field of research and it is acceptable as it stands (or with minor revisions to either content, structure, or writing style. (The thesis has **not** received final approval, but the candidate **may proceed** to their oral examination).

2. The thesis has merit since it makes a contribution to the candidate’s field; however, there are research-related concerns that have the potential to be dispelled in the oral examination. The structure and writing are acceptable or require only minor revisions. (The thesis has **not** received final approval, but the candidate **may proceed** to their oral examination).

3. The thesis has some merit, but it is not acceptable in its current state since it requires major revisions to one or more of its core components, viz., research content, structure, and writing style. (The candidate has **failed** attempt and cannot proceed to the oral examination.)

4. The thesis is unacceptable with respect to its core components, viz., research content, structure, and writing style. (The candidate has **failed** attempt and cannot proceed to the oral examination.)

*Note:*
1. The placing of the thesis into category (1) or (2) above does not mean that the thesis has received final approval.

2. The placing of the thesis into either category (3) or (4) constitutes a failure.

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

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

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

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

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

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

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

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

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

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

**Requirements Prior to Oral Examination**

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

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

Biographical Data – outstanding points in career, awards, etc.

List of degrees obtained – where and when

List of the student’s publications

The exact title of the thesis

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

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An abstract of the thesis (not more than 350 words)

List of the student’s publications

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

### Notice of Examination:
Except in the case of a closed examination and provided the information is received in sufficient time to meet publication deadlines, a notice of the student’s oral examination will be posted on The University of Manitoba website. In addition, memoranda will be distributed by the Faculty of Graduate Studies Office to all members of the department concerned. Note that students and faculty members who are not members of the examining committee are invited and encouraged to attend oral examinations but are not permitted to participate in the formal questioning.

### Oral Examination:
A student must pass an oral examination on the subject of the thesis and matters relating thereto before he/she may obtain the PhD degree. An oral examination committee consisting of not fewer than four persons shall conduct the examination. One of these shall be the Dean of Graduate Studies or his/her representative who shall be Chair. The other members shall normally be the thesis examiners.

### Format of the Examination:
The first part of the oral examination shall consist of an oral presentation by the candidate to include 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 candidate by the examination committee, that is normally about one and one-half hours but in no case longer than two hours.

The Chair may exercise discretion in inviting questions from guests.

### Procedures For The Conduct Of The Examination:
Before the candidate and guests are admitted to the examination room, the Chair should discuss the examination procedures with the examiners.

The Chair will introduce the candidate and request him/her to give a concise (25 to 30 minutes) oral presentation of the thesis to include a summary of the problems studied, the results and the conclusions.

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. Normally, the question period should not exceed one and one-half hours.

It is the responsibility of the Chair to pose questions raised by the external examiner (if not in attendance).

The Chair may exercise his/her discretion in allowing questions from guests following completion of the formal examination.

*Note:* Once assuming the role of Chair, s/he foregoes the right to comment on the merits of the thesis whether or not s/he is an expert in the field.

### Decision of the committee:
Following completion of the formal examination, the candidate and spectators are required to withdraw from the examination room. The examiners will consider their report and will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the thesis. The committee may exercise its discretion on such matters as who must approve the required revisions, time limits for completion, the necessity for a second oral examination, and any other such matters. It shall be the responsibility of a designated member of the oral examination committee (normally the advisor) to ensure that all such revisions are completed before the copies of the unbound thesis are submitted to the Faculty of Graduate Studies Office for binding. The candidate will be recommended for the PhD degree when the
thesis, accompanied by a signed statement from the advisor that the required revisions are completed, is submitted to the Faculty of Graduate Studies, providing all other degree requirements have been satisfied.

### Report of the committee:
The final judgment of the examiners on the thesis and the oral examination shall be reported to the Dean of Graduate Studies in the terms 'approved' or 'not approved'. An approved verdict must be unanimous, and each examiner must indicate, by his/her signature, concurrence with the verdict. In the case of a failure for the thesis at the PhD level a detailed written report will be prepared by the Chair and made available to the candidate and also submitted to the Faculty of Graduate Studies.

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

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

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

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

2. To provide a copy of the abstract for Dissertation Abstracts International and to authorize publication of the abstract in that publication. The forms and conditions pertaining to these license agreements are available at the Faculty of Graduate Studies Office. This and other related regulations may give rise to important questions of law and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreement. Signing the license agreements is normally done after the contents of the thesis have been delineated and the importance of copyright and/or patents fully comprehended. Publication in the above manner does not preclude further publication of the thesis or any part of it in a journal or in a book. In this case, acknowledgement should be made that the work was originally part of a thesis at The University of Manitoba.

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

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

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

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

### SECTION 6: Policy Of Withholding Theses Pending Patent Applications
In 1970 the Board of Governors and Senate approved a policy on accepting research grants from outside agencies. This policy defined the right of agencies to defer release of information and thus ensure freedom of publications for research findings of University personnel.

Occasionally, the University may also wish to restrict the release of a thesis pending patent application. This policy statement parallels the previous one in that it defines the right of the University to defer the release of a thesis and thus ensures freedom of publication for the research findings of a graduate student.

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

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

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

**Regulations Concerning Release Of A Thesis During Application And Negotiation For Patents:**

The Dean of Graduate Studies will receive the approved thesis and copies of it as required by the Faculty regulations. On written joint request of the advisor and the student, the Dean will keep the thesis and copies of it in his/her office for a period up to one year.

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

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

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

The student must complete the ‘request for extension form’ and submit it to his/her major department for recommendation to the Faculty of Graduate Studies at least four months prior to the deadline date for completion of program requirements.

**SECTION 8: Leave Of Absence**

**Regular Leave:**

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

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

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

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

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

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

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

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

Graduate Student Vacation Entitlement:
Students are entitled to three weeks vacation throughout a 12-month period.

SECTION 9: Appeals – Procedures And Guidelines

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

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

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

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

These student appeals should be directed to the Dean of the Faculty of Graduate Studies within the appropriate timelines. A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals (see University of Manitoba Governing Documents: Students: Policy: Academic Appeals Procedures and Guidelines)

**Consideration of an Academic Appeal**

The hearing panel shall consider an appeal:
Only if the grounds for the appeal stem from an examining committee or departmental action and only after an appeal has been heard by the body responsible for appeals in the department concerned (unless the action being appealed is one taken by the Faculty of Graduate Studies). This is understood to include decisions taken by individuals or committees acting in the name of a department of the Faculty of Graduate Studies and also to the supplementary regulations pertinent to a department’s operation which have been approved by the Faculty of Graduate Studies;
If there is some evidence that a department or faculty regulation has been unfairly or improperly applied;
There is apparent conflict between Faculty of Graduate Studies’ policy and a department regulation; and/or
Other circumstances that warrant special consideration.

**Note:**
It shall be the responsibility of the appellant to indicate clearly and specifically the grounds warranting consideration of the appeal.
When a hearing panel determines that there are insufficient grounds to proceed with an appeal hearing it shall report its reasons to the Dean of Graduate Studies.

**Academic Appeal Deadlines:**

**General:**
An appeal of action taken by any department or administrative unit, committee, administrator or faculty member within the Faculty of Graduate Studies must be sent by the student to the Dean of Graduate Studies within 15 working days of the date when the student was informed in writing of the action to be appealed.

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 department responsible for the course within 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 department shall consider the appeal and provide a decision within 15 working days.

**Appeals To Senate:**
As per the University of Manitoba Governing Documents: Students: Policy: Appeals Procedures and Guidelines (Procedures: 4.), "Appeals to the Senate Committee on Appeals shall be filed

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

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with the University Secretary within twenty (20) working days after the mailing of the notice of decision from which the appeal is made. The Chair of the Senate Committee on Appeals shall have discretion to extend this deadline if he/she determines that there are special circumstances which justify or excuse the delay.”

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

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

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

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

Appeal Of Violation/Penalty:
As per section 2.7.2 of the University of Manitoba Governing Documents: Students: Procedures:

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Student Discipline

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

(a) The finding of facts;
(b) The disposition determined by the disciplinary authority; or
(c) Both (a) and (b).

Limitations on Appeal Rights:

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

A further limitation is that the Faculty of Graduate Studies rules and regulations, established to uphold the academic rigour of the University of Manitoba, are generally not subject to appeal unless an appeal route is otherwise stipulated. In situations where no appeal route is available, a student may make a written request to the Dean.

Procedures

Academic:

All appeals shall be submitted in written form to the Dean of Graduate Studies. The Dean may, on consideration, attempt first to reach an informal solution. If that is judged by the Dean to be inappropriate or unfeasible, a hearing panel will be formed. Hearings shall be held in closed session unless at least one party requests an open hearing and all parties to the appeal agree to the request.

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

The appellant shall receive, through the Dean of Graduate Studies, the response of the department at least one week prior to the date set for the hearing of the appeal. Notices of the hearing shall be sent by the Dean of Graduate Studies to the individuals affected, giving the specific time and place for a hearing.

All documentation that the hearing panel will consider shall be made available through the Dean of Graduate Studies Office to both the student and the Department Head in advance of the meeting. No additional materials may be presented at the time of the hearing. In the case where a request is made to submit additional materials, the Chair shall postpone the hearing and allow no more than ten working days for the other party to respond to the new materials.

Each petitioner and appropriate Department head (or delegate) shall have the right to appear before the hearing panel and to call witnesses that he/she wishes to appear before the panel. It is the responsibility of the party calling witnesses to ensure that the witnesses are informed of the date and time of the hearing. The Dean of Graduate Studies shall be notified not less than four working days prior to the hearing of the names of all witnesses that are to be called.

The student shall be notified by the Dean of Graduate Studies of the right to appear in person or to be represented by the Student Advocate or a fellow student or other full-time member of the University community not receiving payment for appearing, or working for legal aid. In addition, if the student wishes, one member of his/her immediate family, and a lawyer, may be present, but only as observers who do not participate. At least four working days prior to the hearing, the Dean of Graduate Studies must be notified of any persons to be accompanying the appellant.

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

All members of a hearing panel shall participate in all of the deliberations essential for the determination of the matter in dispute. If, in the course of hearing an appeal, a member is not present at the commencement of the hearing or a member cannot continue, the panel may elect

Note:

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to proceed in the absence of that member. If more than one member is not present at the commencement or cannot continue, the hearing panel must adjourn.

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

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

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

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

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

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

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

Other Appeals

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

Admission Appeals:

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

Assistance with Appeals:
The Office of Student Advocacy, 519 University Centre, provides information and assistance to students regarding all appeal processes.

Faculty of Social Work Appeal Procedures

Procedures as outlined below apply to all the Graduate Programs.

Appeals of grades are heard by the Faculty of Social Work Appeals Committee, hereinafter referred to as the Committee.

Terms of Reference of Faculty of Social Work Appeals Committee

1. In the name of the Faculty of Social Work Council, to hear and determine appeals of final and term work grades assigned by instructors in any course listed in the BSW or Graduate Program curriculum in the relevant Social Work sections of the Graduate Calendar.

2. The Committee has no authority to hear an appeal of a course offered in another School or Faculty, or to hear an appeal of a decision of the Faculty of Social Work Committee on Standings.

3. The Committee shall report periodically, but at least once a year, to the Faculty of Social Work Council. Such reports shall include the number and type of appeals heard and their disposition.
Composition and Selection of the Committee

1. The Appeals Committee shall be a Standing Committee of Faculty Council, and shall consist of two members one of whom shall be appointed annually for a period of two years. Normally, the member who is serving his/her second year shall act as Chair. Appointment to the Appeals Committee shall be made by the Dean of the Faculty of Social Work in accordance with methodology approved by Faculty Council. All members of an Appeal Committee which review a grade concerning a graduate student must hold an appointment with the Faculty of Graduate Studies.

2. The Committee will appoint an additional member of faculty on each appeal and that member shall have voting power.
   a) If neither of the two standing members is a representative of the stream in which the student is appealing his or her grade, then the Committee shall assure that the appointed member shall be from the appropriate stream.

3. 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.

4. The Dean of the Faculty of Social Work, 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.

Procedures for Students in Launching an Appeal

1. Before filing a formal appeal, students are encouraged to consult with the instructor of the course in question to see if any remedy exists at that level.

2. A student may enter an appeal for one or more final or term course grades through the Registrar. Applications must be made within twenty-one calendar days following the posting of student histories (i.e. grades) by the Registrar’s Office. On payment of the prescribed fee, such appeals shall be forwarded to the Dean of the Faculty of Social Work. The Committee will not hear an appeal filed beyond the deadline unless the student can show cause, and the Committee is satisfied that such
### Action By Committee Chair

1. Upon receiving the written appeal, the Chair will first consult with the appellant around the question of possible remedy at the instructor level.
   - a) If the appellant seeks such alternative remedy, further action by the Chair will be held in abeyance until such time as the appellant reports the result to the Chair.
   - b) The Chair may, without prejudice, facilitate the process in 14.5.1(a) by assisting in contacting the instructor.
2. If the student declines the offer in 14.5.1 or if subsequent to further consultation with the instructor, the student still seeks remedy through an appeal hearing, the Chair will gather the relevant documentation for review.
3. The Chair of the Committee will write to the student informing him/her of the receipt of the formal appeal. The letter will address the following issues:
   - a) Advise the student of the deadline for the Faculty's response to Student Records, which is 60 days from the date of the receipt of the appeal.
   - b) Forward a copy of the Faculty's Appeals Procedure, making special note of the fact that the student has a right to appear before the Committee.
   - c) Request the student to forward to the Committee, within 7 days of receiving the letter, all materials relevant to the review (assignments, exams, tape recordings, etc.) as well as the grading procedures provided by the Professor.
   - d) Request the student to respond in writing as to what, if anything, they did regarding a review of the grade prior to launching the formal appeal (e.g. did they attempt to ask for a re-read by the professor).
   - e) Request the student to inform the Committee if they wish to appear before it.
4. The Chair will write to the Professor and include a copy of the letter sent to student.
   - a) The Professor will be asked for copies of any or all assignments in his/her possession as well as a copy of grading guidelines.

### Guidelines and Procedures for Appeal Hearing

1. The Committee Chair, after consultation with the Appellant, shall establish a time and place for the hearing.
2. The Committee Chair shall inform the student two weeks prior to the hearing, in writing, of the time and place of the hearing, the nature of the hearing including the evidence, which is known at that time, to be used in considering the cause is sufficiently compelling to waive the deadline.
3. The Committee Chair shall inform the Professor in writing, two weeks prior to the hearing, of the time and place of the hearing, the nature of the hearing, including the evidence, known at that time, to be used in considering the appeal.

4. The Appellant shall have the right to make a presentation in person, with or without the assistance of an Advocate. The Advocate may be an individual from among the faculty, staff or student body of the Faculty, or the University Advocate, chosen by the Appellant to assist in presenting his or her case. The Advocate shall have no voting privileges, or be party to the deliberations of the Committee except in those areas where the Appellant would normally be involved.

5. a) The Advocate may not receive payment for appearing nor be working for Legal Aid.
   b) In addition, should the student wish, one member of his/her immediate family, or a lawyer if desired, may be present, but as an observer only. These persons do not participate in the hearing.
   c. The student must inform the Committee seven (7) days prior to the hearing as to whether s/he will be accompanied by anyone and who the person(s) will be.

a) The instructor in the course being appealed will have the right to appear before the Committee. S/he will represent himself/herself in the deliberations unless it is not practically possible, whereupon s/he may appoint a substitute such as the Chair of the Stream, the Dean, or the co-instructor. The timing of the appearance will be at the discretion of the Committee. Instructors will not have a vote or be a party to the Committee deliberations. The Committee may call upon any others, including other instructors, who it believes have a contribution to make in its gathering of information.

b) The Committee and/or the instructor will reserve the right to have legal counsel present should the student take up his/her option for same.

What May be Introduced into the Hearing?

1. With regard to the substantive nature of the appeal all documents submitted by the instructor, the student, and any additional qualified instructors whose advice has been sought by the Committee will be available at the hearing.

2. Where a student is questioning the procedures of the grading process, any material and documentation submitted may be considered as evidence in the hearing.

Disposition

1. A majority vote of the Committee will determine the final decision.
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<th>Faculty of Graduate Studies Regulation</th>
<th>Supplemental Regulation</th>
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<td>2. The grade may be raised or remain as is, but may not be lowered as a result of the review or hearing.</td>
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<td>3. The Appeal Committee shall inform the student, the instructor, the Dean, the faculty of Graduate Studies and the Student Records Office of its decision in writing. The decision shall be accompanied by a general statement or rationale.</td>
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<td>4. All the material in connection with this appeal shall be held by the Faculty or the instructor for six months after the expiration of the appeal period following which they will be returned to the person who submitted it. All other material in the deliberations will be destroyed to ensure confidentiality.</td>
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<td>5. The student has the right to appeal the decision of the Faculty of Social Work’s Appeal Committee to the Faculty of Graduate Studies and a student who wishes to do so should direct the appeal to the Dean of Graduate Studies. A decision of the Appeal Panel of the Faculty of Graduate Studies is appealable only to the Senate Committee on Appeal.</td>
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<td>6. Should the student launch an appeal as described in Section 14.8.5 all the material in connection with this appeal shall be held in the Faculty and may be made available to the Faculty of Graduate Studies Appeal Panel and to the Senate Appeals Committee.</td>
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<td>7. Following final disposition all material not returned to the person who submitted it, will be destroyed to ensure confidentiality.</td>
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Note: Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)