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 department/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. Individual departments/units may have additional regulations that supplement these general regulations. All such supplementary procedures and regulations must be approved as specified by the By-Laws of the Faculty of Graduate Studies, be published and available to students, and kept on file in the Faculty of Graduate Studies Office.

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

PREFACE

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

Definitions

The “Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies” shall be taken to mean the Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies or designate.

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

1.1 Application and Admission Procedures

The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies, via the online application system. Applicants should...
contact the department/unit to which they are applying for the procedures and requirements of that department/unit. Contact information for each unit can be found at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html.

1.1.1 Process:

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

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

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

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

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

The following are the deadlines for receipt by the Faculty of Graduate Studies of recommendations from departments/units.

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date Canadian/US</th>
<th>International</th>
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<tbody>
<tr>
<td>FALL</td>
<td>September</td>
<td>July 1</td>
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<td>April 1</td>
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<td>WINTER</td>
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<tr>
<td>SUMMER</td>
<td>May</td>
<td>March 1</td>
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<tr>
<td></td>
<td></td>
<td>December 1</td>
</tr>
</tbody>
</table>

IMPORTANT: These are not application deadlines. Applicants are required to submit the application and documentation to the Faculty of Graduate Studies to meet the application deadline in place for a particular department/unit. Applicants are advised to confirm the deadline of the department/unit to which the application is being made; deadlines can be found on the application program page at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html.

1.1.3 Application Fee

A $100.00 (CDN) non-refundable fee must accompany admission applications from all Canadian, Permanent Resident, and International applicants.

1.1.4 Transcripts

Unofficial copies of transcripts and final degree certificates are acceptable for initial
assessment and provisional admission purposes.

Upon admission to the Faculty of Graduate Studies, applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the Faculty of Graduate Studies within one (1) month of the date on the admission letter. Applicants will be placed on hold, which prevents registration until all admission requirements have been submitted. All transcripts must arrive in sealed, university-stamped envelopes sent directly from the issuing institution(s) and be accompanied by official and literal English translations (where applicable, see 1.1.5). For international degrees or where the transcripts does not or will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required.

1.1.5 Transcripts: International

Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal English 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. For international degrees or where the transcript does not or will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required.

1.1.6 Transcripts: University of Manitoba

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

1.1.7 Proficiency in English

A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a secondary school diploma and/or university degree from Canada or one of the countries listed on the English Language Proficiency Test Exemption List (see 1.1.8). The Faculty of Graduate Studies requires a passing, acceptable English Language Test score in order to offer admission. Please note: In all cases, test scores older than two (2) years (from the time of completing the test) are invalid.

Thresholds required for successful completion are indicated in parentheses.

- University of Michigan English Language Examination Assessment Battery (MELAB) (80%)
- Test of English as a Foreign Language (TOEFL)– Internet based -iBT (86; minimum score of 20 in each of reading, writing, listening and speaking categories)
- Canadian Test of English for Scholars and Teachers (CanTEST) (band 4.5 in listening and reading and band 4.0 in writing and oral interview)
- International English Language Testing System (IELTS) (6.5)
- Academic English Program for University and College Entrance (AEPUCE) (65%)
- Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset)
- PTE Academic (61% overall)
### Note:

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

#### 1.1.8 English Language Proficiency Test Exemption List

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

#### 1.1.9 Letters of Recommendation

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

Generally, two (2) Letters of Recommendation must be submitted to the Faculty of Graduate Studies. For the number of recommendation letters necessary, applicants should review their specific Program webpage at [http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html](http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html).

- **Pre-M.S.W. and M.S.W. programs:** Two reference forms for letters of recommendation are required.
- **PhD program:** Three letters of recommendation are required.

#### 1.1.10 Admission Tests

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

#### 1.1.11 Entrance Requirements

The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a 3.0 Grade Point Average (GPA) or equivalent in the last two (2) previous years of full time university study (60 credit hours).

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

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.

**The Faculty of Social Work Educational Equity Initiative:**

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

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

Definitions of Educational Equity Priority Groups:

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

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

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

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

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

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

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

Eligibility consideration for M.S.W. and Pre-M.S.W. programs under the Educational Equity Initiative for applicants with less than 3.0
adjusted Grade Point Average:

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

- Special consideration applications will be scored identically to other applications on their non-academic components: paid and unpaid work experience (see section 3 below for more information).

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

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

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

1.1.12 Eligibility of University of Manitoba Staff Members

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

1.2 Registration Procedures
### 1.2.1 Registration

Pre-Master’s students are not normally allowed to register in 7000-level courses or above, with the exception of GRAD 7500, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate.

Undergraduate students may be permitted to register in 7000-level courses or above on recommendation of the department/unit offering the graduate course, subject to the conditions listed below:

- Undergraduate students must obtain permission from the department/unit head and course instructor before registering for a graduate course.
- Only undergraduate students completing an undergraduate degree at the University of Manitoba are eligible to enroll in a graduate course.
- Undergraduate students are not eligible for admission to any graduate course that is cross-listed with an undergraduate course, or that is scheduled to be taught at the same time and location as an undergraduate class.
- Undergraduate students will only be eligible to receive graduate-level credit for a course designated as 7000-level or above if at least 75% of the students registered in the course are graduate students.
- Undergraduate students who complete a graduate course are not guaranteed admission to a graduate program.

On admission to a graduate program at the University of Manitoba, application may be made to the Faculty of Graduate Studies to apply any previously completed graduate courses toward meeting program requirements, subject to the restrictions listed below:

- No more than 50% of the coursework required in a graduate program may be imported.
- Only courses in which a C+ grade or higher, or the minimum grade required by the program to which the course would be applied, is achieved are eligible to be considered to be used toward may be applied to meeting the requirements of any graduate program.
- Any graduate course completed by an undergraduate student may subsequently be applied to a graduate program only if it has not been used toward completion of any other degree program.
- Any graduate course completed by an undergraduate student for which a passing grade has been obtained (i.e., C+ or higher) may not be repeated should the student later gain admission to a graduate program.
- Courses completed more than seven (7) years prior to the date of awarding a degree may not normally be used for credit towards the degree (see section 4.7.2 Lapse of Credit of Courses).

All graduate students must initially register in the term specified in their letter of acceptance as specified in the Academic Schedule of the Graduate Calendar. Any student not registering by the registration deadline for the term specified in their letter of offer will be required to re-apply for admission. In exceptional circumstances and with prior approval from the department/unit, a student may defer registration for up to one (1) 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/unit, for up to one (1) year following acceptance.

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

All newly admitted and returning graduate Social Work students are required to register on the University of Manitoba web-site. In-person registration is not permitted for Social Work; graduate students are eligible to register by Aurora Student.

### Steps to Register:

1. 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;
2. Contact your Pre-Master’s Advisor or your M.S.W. or Ph.D. program Faculty Advisor to discuss and/or review your program of studies;
3. Obtain written approval of your program of studies from your Advisor. Any changes to your program must be approved by your Advisor. It is advisable to determine your program well in advance of registration.

For **Pre-Master’s Students**, if you have completed your Pre-Master’s program and are intending to submit an application to the M.S.W. program, you may do so provided you have:

i. met all program requirements;
ii. maintained a cumulative Grade Point Average of B (3.0);
iii. completed an online application form and paid the application fee;
iv. completed a transfer survey form which is sent by the Student Services and Admissions/Advising Office.

The application and application fee are to be submitted on-line directly to the Faculty of Graduate Studies, and the transfer survey is to be submitted directly to the Graduate Programs Student Advisor by January 15 of the year you intend to transfer to the M.S.W. program. Once you are notified of your admission to the M.S.W. program, and you have accepted the offer of admission, you will be able to register for M.S.W. courses.

4. Once having met with your Advisor to select and approve the courses you require, familiarize yourself with Aurora Student prior to your scheduled initial registration access date. Please refer to the Aurora Student on the University website to determine your Initial Access Time to register.
5. Register by using the University of Manitoba web-site: www.umanitoba.ca click on Aurora Student.
department/unit must be obtained from the outside department/unit.

The approval or denial of admission and registration to two (2) programs rests with the Dean of the Faculty of Graduate Studies in consultation with the department/unit concerned. The approval/denial must be submitted to the Faculty of Graduate Studies prior to the student's admission/registration on the "Concurrent Curriculum Permission" form (http://intranet.umanitoba.ca/student/records/2323.html).

Where a student does register in two (2) programs, it is important to note that dual registration may affect funding, and that completing a graduate program as a part-time student will affect eligibility for The University of Manitoba Graduate Fellowship (UMGF) and may limit other funding possibilities.

6. Identify fee assessment on Aurora Student.
7. Pay fees or arrange to pay fees. Registration is complete.
If you have only your thesis or course based specialization (SWRK 7180/SWRK 7190) to complete, you still must register.

1.2.2 Re-Registration

All students must re-register in all Fall, Winter, and Summer terms of their program until a degree is obtained. Failure to re-register will result in the student being discontinued from their graduate program. A student who has been discontinued and would like to be considered for continuation in a program must apply for re-admission, which is not guaranteed. The re-registration requirement does not apply to occasional students, visiting students, Pre-Master's students or students on an Exceptional or Parental Leave of Absence (please refer to “Leave of Absence”, Section 8 of this Guide).

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

1.2.3 Registration Revisions

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

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

1.2.4 Advisor Student Guidelines

All students in thesis/practicum programs, in consultation with their advisor/co-advisor, are required to complete the Advisor Student Guidelines as soon as possible after registration but no later than at the time of submission of the first Progress Report. If a student does not have an advisor/co-advisor at this time, the interim advisor will be required to complete the Advisor Student Guidelines. The Advisor Student Guidelines is to be completed again if there is a change in advisor/co-advisor. The Advisor Student Guidelines form is available through JUMP only.

1.2.5. Western Deans’ Agreement

For returning students, ensure that you and your Faculty Advisor have filled out and signed the Faculty of Graduate Studies Progress Report form and for students in a thesis route, Advisor Student Agreement. Students who have not completed these forms will be blocked from registering for the following year by the Faculty of Graduate Studies.
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. A list of the participating Universities can be found at http://wcdgs.ca.

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

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

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

1.2.5.4 Students will qualify for the fee waiver if they:

a) present the “Authorization Form: Western Deans’ Agreement” signed by the Dean or designate and the department/unit Head or advisor/co-advisor of a participating Western institution at least one (1) month prior to the start of term, specifying the courses to be taken for credit toward a graduate degree program at their home institution;

b) are in good standing in a graduate program at the home institution;

c) do not owe tuition and/or fees at the home institution.

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

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

1.2.5.7 Students must have the Authorization Form approved by the relevant department/unit Head and the Faculty of Graduate Studies at the host institution at least one (1) month prior to the commencement of the course(s) requested. The fee waiver is not available retroactively.

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

1.2.5.9 Students must send confirmation of registration and notice of any change to the Registrar’s Office of the home institution at the time of registration or course
1.2.5.10 Students may not claim fee waivers under the terms of this Agreement for a period of more than twelve (12) months in total.

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

### 1.3 Course Classifications

#### 1.3.1 General Classifications

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

**“X” Auxiliary course:** Course is not a major requirement of the program but is required/recommended by the student’s advisor/co-advisor.* Extra courses that are not part of the Master’s or Ph.D. program but which are specified and required/recommended by the student’s advisor/co-advisor, may be classified as “X” (Auxiliary) and the grade will not be included in the degree GPA which appears on the transcript. However, “X” course grades may be used in the calculation of the GPA for continuation in the program and a minimum grade requirement may be required for “X” coursework by the department/unit. (Please consult the individual department/unit’s supplemental regulations.) Additionally, “X” courses are used in the calculation of the GPA for the purposes of Admission and Awards. (The University of Manitoba Graduate Fellowship [UMGF] and International Graduate Student Scholarship [IGSS] use “X” courses in the calculation of the GPA.) The student’s advisor/co-advisor and department/unit Head must determine if there is a valid need for the registration in courses under the “X” classification. A maximum of twelve (12) credit hours under the “X” course classification is permitted while registered in a given program.

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

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

* **Notes:** Students are not permitted to audit a course and take the same course for credit at a later date.

Changes in course classifications are regarded as course/program changes and may not be made without approval (refer to [1.2.3 Registration Revision](#) section of this Guide) or after the deadline dates for course changes as indicated in the Academic Schedule of the Calendar.

#### 1.3.2 Continuing Courses (CO)

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

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

**Note:**

A “CO” will normally not be permitted longer than twelve (12) months. In exceptional circumstances, where a “CO” grade is requested for a second twelve (12) months, at the time the “CO” grade is submitted, the instructor and department/unit Head must also submit the “Recommendation for Continuing Status of a Course” form stating the reason for the “CO” and the deadline by which the course must be completed.

### 1.3.3 Incomplete Courses

Students who are unable to complete the term work prescribed in a course may apply to the instructor prior to the end of term for consideration of a grade classification of “Incomplete”. It is understood that the student is to write the final examination if one is scheduled for the course. A “Time Extension for Completion of Term Work” form must be completed.

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

Normally, the following maximum extensions are allowed:

- August 1st for courses terminated in April
- December 1st for courses terminated in August
- April 1st for courses terminated in December

If a final grade is not reported within one (1) month of the extension deadline, the Incomplete (I) classification will be dropped and the grade will remain as awarded. Normally, 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.

### 1.3.4 Cross-Listed Courses

Cross-listed courses are defined as courses taught at the same time and in the same location.

The regulations below place limits on the extent to which cross-listed courses may be used to meet graduate program requirements.

1. In order to receive credit for any 7000-level course that is cross-listed with a 3000- or 4000-level undergraduate course, the 7000-level course must have a distinct syllabus, and the course content and evaluation methods must be at the graduate-level.
2. Graduate students will not receive credit toward meeting program requirements for any 7000-level course cross-listed with a 1000- or 2000-level undergraduate course unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate.

3. Graduate students will not receive credit toward meeting program requirements for any 7000-level course cross-listed with a previously completed course.

1.4 Student Status/Categories of Students

1.4.1 Full-Time And Part-Time Students

Graduate students are admitted as full-time students. Graduate student status is not determined by the number of credit hours taken per term. Therefore, students who spend much of the time in a laboratory or library engaged in research or writing a thesis/practicum, or who spend part of the academic year engaged in research elsewhere, are regarded as full-time students.

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

Declaration of full/part time status must be made prior to the end of the registration revision period in the Fall and/or Winter terms and within one (1) month of the start of the Summer term. Part-time students may revert to full-time but will not be permitted to return to part-time studies.

For every full year (12 months) a Master’s student is declared as part time they will receive an additional four (4) months in time to complete their program. For every two (2) years (24 months) a Master’s student is declared as part time they will receive an additional year (12 months) in time to complete their program. For every two (2) years (24 months) a Ph.D. student is declared as part time they will receive an additional four (4) months in time to complete their program. Retroactive status changes will not be made.

1.4.2 Pre-Master’s Or Qualifying Students

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

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

1.4.3 Occasional Students

A student wishing to take graduate courses with no intention of applying them toward an advanced degree at the University of Manitoba is classified as an occasional student. Occasional students must meet the same degree and grade point average requirements as full-time students.

Occasional Students in the Pre-M.S.W. Program:

Applicants who hold a 4-year degree in a...
entrance requirements as regular graduate students and must write final examinations in the courses taken (unless audited), but will not receive credit toward a degree. In special circumstances, an occasional student may apply for permission to proceed to a degree program and also apply for transfer, for credit, of courses previously taken in the “occasional” category.

Note:

1. Transfer of courses from the “occasional” category to a degree program is not automatic: request for advance credit must be made within the first year of a degree program on the “Advance Credit – Transfer of Credit” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

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 (1) academic year (September 1 - August 31) without reapplication.

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

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-M.S.W. Occasional students.

Admissions requirements to apply as Pre-M.S.W. Occasional students include:

- 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’s program, they will be calculated into the Grade Point Average as part of the last 60 credit hours;
- 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.

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

- a 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’s program they will be calculated into the Grade Point Average as part of the last 60 credit hours;
- recommendation of admission from the Dean of the Faculty of Social Work;
- approval of the Dean, Faculty of Graduate Studies.

Social Work courses available to Pre-M.S.W. Occasional students:

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

The maximum number of credit hours (CH) permitted is 6 (CH) plus SWRK 3100 (3 CH)

Occasional Students in the M.S.W. 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 M.S.W. Occasional students.
### Social Work (M.S.W. & Ph.D.) Supplemental Regulations approved & effective Sept.1, 2019

**Admissions requirements to apply as M.S.W.**

Occasional students include:

- possession of a B.SW., M.S.W., Ph.D. in Social Work at point of application from an accredited university which is recognized by the University of Manitoba;
- 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's program, they will be calculated into the Grade Point Average as part of the last 60 credit hours.

**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 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's program they will be calculated into the Grade Point Average as part of the last 60 credit hours;
- recommendation of admission from the Dean of the Faculty of Social Work;
- approval of the Dean, Faculty of Graduate Studies.

**Social Work courses available to M.S.W.**

Occasional students:

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

The maximum number of credit hours (CH) permitted is 6 (CH) plus SWRK 6010 (3 CH) or SWRK 6070 (3 CH).

All occasional and non-social work students are required to abide by the same pre/co-requisite policy that applies to Social Work students.

All occasional students register online using the Aurora Student system.
M.S.W. students are given priority in registration and space allocation.

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

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

**Occasional Students in the Ph.D. Program:**

Applicants who hold a Master’s degree at the point of application from an accredited university which is recognized by the University of Manitoba may apply as Ph.D. Occasional students.

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

1. Applicants who do not hold a prior degree in social work:
   - must have a Master’s degree;
   - must have a minimum of 3.0 Grade Point Average of 3.0 (B) in the last 60 credit hours of University study; and
   - must have permission of the instructor of any Ph.D. level course in social work in which they wish to enrol.

2. Applicants who hold a prior degree in social work:
   - must have a Master’s degree; and
   - must have a minimum of 3.0 Grade Point Average of 3.0 (B) in the last 60 credit hours of University study.

**Social Work courses available to Ph.D. Occasional students:**

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

### 1.4.4 Joint Masters (With the University of Winnipeg)

The University of Manitoba and the University of Winnipeg offer four (4) joint Master’s programs: History, Religion, Public Administration, and Peace and Conflict Studies. The University of Manitoba, Faculty of Graduate Studies is responsible for the administration of the joint programs, and students must complete the regular University of Manitoba application and registration forms. Students taking Pre-Master’s qualifying work for these programs register at the university where the
### 1.4.5 Visiting Students

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

**Note:**

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

2. Registration in the visiting student category can be for no more than one (1) academic year (September 1 - August 31) without reapplication.

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

### 1.5. Student Accessibility

See Student Accessibility Procedure: [http://umanitoba.ca/admin/governance/governing_documents/students/accessibility.html](http://umanitoba.ca/admin/governance/governing_documents/students/accessibility.html)

### SECTION 2: Academic Performance - General

#### 2.1 General Note

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

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

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

Decisions regarding student status and/or progress in the graduate program are made by the Graduate Standings Committee.

The Chair of the Graduate Standings Committee will forward the recommendation of the Faculty of Social Work to the Dean of the Faculty of Graduate Studies.
The department/unit must notify the student of the deficiency and of its recommendation.

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

**Note:**

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

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

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

Recommendations of departments/units will supersede student requests for voluntary withdrawal.

### 2.2 BONAFIDE ACADEMIC REQUIREMENTS (BFAR)

The following Bona Fide Academic Requirements (BFAR) represent the core academic requirements a graduate student must acquire in order to gain, and demonstrate acquisition of, essential knowledge and skills. Students must also meet additional requirements that may be specified for their program.

Students must meet requirements as outlined in both BFARs and Supplementary Regulation documents as approved by Senate.

Unless otherwise indicated, students may elect to complete any/all of the following requirements with or without appropriate and authorized assistive technology/aids. Students must consult Student Accessibility Services (SAS) regarding authorization for these procedures.

<table>
<thead>
<tr>
<th>BFAR Statement</th>
<th>Taught</th>
<th>Assessed</th>
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<tbody>
<tr>
<td>Student must successfully complete a co-operative experience or practicum, if required by their program.</td>
<td>Master’s <strong>GRAD 7030</strong></td>
<td><strong>GRAD 7030</strong></td>
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<tr>
<td>Student must successfully complete a comprehensive exam, project, studio exhibition, or equivalent, as required by their program and determined by the assigned examining committee.</td>
<td><strong>GRAD 7010</strong></td>
<td><strong>GRAD 7010</strong></td>
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<td><strong>GRAD 7050</strong></td>
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<td><strong>GRAD 7200</strong></td>
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<td>Examining/Adjudication Committee</td>
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<tr>
<td>Student must produce a recorded/published thesis commensurate with degree being sought.</td>
<td>Master's Doctoral <strong>GRAD 7000</strong></td>
<td><strong>GRAD 7000</strong></td>
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<td><strong>GRAD 8000</strong></td>
<td><strong>GRAD 8000</strong></td>
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<tr>
<td>Student must successfully defend their thesis (where required), as determined by the assigned examining committee.</td>
<td>Master's Doctoral <strong>GRAD 7000</strong></td>
<td><strong>GRAD 7000</strong></td>
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<td><strong>GRAD 8000</strong></td>
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<tr>
<td>Student in doctoral program must complete a candidacy exam (or equivalent) as required by their program and determined by the assigned examining committee.</td>
<td>GRAD 8010</td>
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<tr>
<td>Student must demonstrate knowledge of the University of Manitoba’s policy on academic integrity, plagiarism, and cheating.</td>
<td>GRAD 7500</td>
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</tr>
<tr>
<td>Student must conduct research in a safe and ethical manner, referring to their respective ethics board and supervisor(s) to ensure respect is maintained for: human dignity and/or animal welfare; vulnerable persons; informed consent; justice and diversity; confidentiality and privacy; beneficence and non-maleficence in the work that they conduct</td>
<td>GRAD 7300</td>
<td></td>
</tr>
<tr>
<td>Student must complete coursework as required by their program.</td>
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</tbody>
</table>

Individual unit BFARs available at: [http://umanitoba.ca/graduate_studies/](http://umanitoba.ca/graduate_studies/)

### 2.3 Academic Performance

Student progress shall be reported **at least** annually, (but not to exceed once every four months), to the Faculty of Graduate Studies on the “Progress Report” form ([http://umanitoba.ca/faculties/graduate_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)).

Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two (2) consecutive “in need of improvement” or an “unsatisfactory” rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.

### 2.4 Performance in Coursework

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

A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. In the event that a substitute course is used for remediation, then this must be at the same or higher level as the failed course (e.g., at the graduate level for a failed graduate-level course). Each failed course may be repeated or replaced only once, to a maximum of six (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. Students

**NEW 2019/20!** Remediation of a failed course with a substitute course must be at the same level or higher (e.g. at the 7000 or 8000 level for a failed 7000 or 8000 level course)

Decisions regarding student status and/or progress in the graduate program are made by the Graduate Standings Committee.

The Chair of the Graduate Standings Committee will forward the recommendation of the Faculty of Social Work to the Dean of the Faculty of Graduate Studies.
receiving a grade of C or less in more than six (6) credit hours of coursework are normally required to withdraw, unless otherwise stated in the department/unit’s supplemental regulations.

Graduate students are not permitted to repeat a previously passed course.

**Note:**

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

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

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

### 2.5 Mandatory Academic Integrity Course

All students, including those in a Pre-Master's program, are required to successfully complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within their first term of initial registration.

**Notes:**

Students who successfully complete GRAD 7500 Academic Integrity Tutorial at the Master's level are not normally required to repeat the course at the Ph.D. level so long as no more than one (1) term separates one graduate degree program from another graduate degree program.

Failure to complete this course will result in suspension of registration privileges and a grade of “F/NP” being assigned to the course which may lead to being “Required to withdraw” from the graduate program.

Students on an exceptional/parental/regular leave of absence must register in GRAD 7500 upon return from leave if it has not already been completed.

Visiting and Occasional students are not expected to complete GRAD 7500. For further information see GRAD 7500 FAQ: [http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html](http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html).

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

#### 3.1 Admission and Program Requirements

Graduates of bachelor degree programs with a minimum grade point average (GPA) of 3.0 in the last two (2) 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/Units may specify higher or additional criteria. Admission to a Pre-Master's program does not guarantee future admission to a Master’s program. As the pre-Master’s program of study is intended to bring a student's background up to the equivalent of the required four (4)-year degree,

**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...
departments/units should assign to students, as part of their Pre-Master’s program of study, an appropriate number of applicable upper level (3000 or 4000) undergraduate courses. Pre-Master's students are not normally allowed to register in 7000-level courses or above, with the exception of GRAD 7500, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate.

- 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 section 1.1.11 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.

The program is offered on a part-time basis. Students have a maximum of three years to complete the program.

**Coursework:**

Thirty-three credit hours (CH) of course work are required for the Pre-M.S.W. program. Course Requirements are:

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

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

**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.

Courses Available for Challenge for Credit for Pre-M.S.W. students:

- SWRK 3100 Systematic Inquiry in Social Work (3 CH)

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-M.S.W. program of the Faculty of Social Work at the University of Manitoba.

Procedures for challenge for credit:

- A student must inform the Pre-M.S.W. 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.

- 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 Office 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.

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

- 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.

Equivalency Policy:

Guidelines for the Granting of Equivalency Credit:

- Pre-M.S.W. 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-
M.S.W. advisor.

- 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.

- Students will be advised to provide the Faculty
  with descriptive and evaluative information
  related to courses they have completed. Information should include:
  - Course outlines, assignments and
    bibliographies;
  - Evaluative feedback;
  - Students who are refused social work
    equivalency may initiate a challenge for
    credit (applicable to SWRK 3100 only).

Waiver of Field Practice Requirement – Pre-
M.S.W. Program:

Criteria to Judge Requests for Waivers of Field
requirement in the Pre-Master’s Program:

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.

The Criteria

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

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

- Such credited time will have included
  continuing education or professional
  development hours in accordance with the
  current requirement for ongoing certification by
  MIRSW. (40 hours); AND
• If the student is intending to enter the Direct Practice with Groups, Networks, and Communities Cluster or Leadership, Management and Policy Cluster, at least 2 of the 3 credited years should be related to policy, program planning or community development. If such is not the case, then a field placement in one of these areas is indicated; OR

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

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

**Process for Waiver of Field Practice Requirement:**

• 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.

• The Pre-M.S.W. advisor shall receive the student's and the supporting documentation, and will make the final determination after receiving appropriate advice.

**If you have completed your Pre-Master's program and are intending to enter the M.S.W. program, you may do so provided you have:**

  i. met all program requirements;
  
  ii. maintained a cumulative Grade Point Average of B (3.0);
  
  iii. completed an online application form and paid the application fee;
  
  iv. completed a transfer form which is available from the Student Services and Admissions/Advising Office.

The application and application fee are to be submitted on-line directly to the Faculty of Graduate Studies, and the transfer survey is to be submitted directly to the Graduate Programs Student Advisor by January 15 of the year you intend to transfer to the M.S.W. program. Once you are notified of your admission to the M.S.W. program you will be able to register for M.S.W. courses.
3.2 Academic Performance

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

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

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

3.2.4. Students deficient in six (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 (1) supplemental examination in each course (when permitted by the department/unit’s supplemental regulations), to repeat the courses, or to take equivalent substitute courses.

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

A student may be permitted to repeat the Pre-Master’s year only once, and to remove deficiencies in grades by writing a supplemental examination or repeating courses only one (1) time for each course to a maximum of nine (9) credit hours of coursework.

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 (1) year is required to complete the course requirements.

A summary of all action taken administratively is to be reported to the Faculty of Graduate Studies Executive Committee.

SECTION 4: General Regulations: Master’s

4.1 General

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

- Thesis/practicum-based;
- Course-based;
- Comprehensive Exam;
- Project;
- Accredited Professional.

### 4.2 Diploma Programs

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

### 4.3 Admission

#### 4.3.1 General Criteria

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

- Graduates of four (4)-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from:
  - Canadian institutions empowered by law to grant degrees; or
  - Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.

- Graduates from first-cycle Bologna compliant degrees.

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

All students applying for a Master’s degree program must have attained a minimum GPA of 3.0 in the last two (2) 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.

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

#### 4.3.2 Pre-Master’s Programs

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

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**M.S.W. Program:**

**Eligibility Requirements:**

- Possession of a B.S.W. degree (convocated) 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 B.S.W. 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 section 1.1.11 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.
3). The Pre-Master’s program of study is intended to bring a student’s background up to the equivalent of the required 4-year degree in the major department/unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master’s program.

4.4 Program Requirements

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

4.4.1 Thesis/Practicum Route

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

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

Students may take the M.S.W. program on a full-time or part-time basis. There is a four-year time limit to complete the M.S.W. program on a full-time basis and a six-year time limit to complete the M.S.W. program on a part-time basis.

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

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

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

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

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

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

COURSE REQUIREMENTS

Core Courses:
- SWRK 7600 Critical Perspectives and Social Work (3 CH);
- SWRK 7610 Social Work as a Profession (3 CH);
- SWRK 7620 Paradigms, Methodologies, and Methods for Social Work Research (3 CH).

Clusters
Direct Practice with Individuals and Families:
- SWRK 7630 Advanced Social Work Practice with Individuals and Families (3 CH);
- SWRK 7640 Application and Critique of Theory and Research in Social Work Practice with Individuals and Families (3 CH);
- SWRK 7300 Clinical Evaluation of Social Work Interventions (3 CH).

Direct Practice with Groups, Networks, and Communities:
- SWRK 7650 Advanced Social Work Practice with Groups (3 CH);
- SWRK 7660 Social Work Perspectives on Practice with Networks, Neighbourhoods, and Communities (3 CH);

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

Research Cluster
- SWRK 6010 Data Analysis for Social Work Research OR EQUIVALENT (3)
- SWRK 6070 Qualitative Research in Social Work OR EQUIVALENT (3)

Indigenous Practice
- SWRK 7750 Indigeneity, Power, Privilege, and Social Work (3)
- SWRK 7780 Social Work, Social Challenges, and
Indigenous Peoples (3)
SWRK 7810 Anti-Colonial Social Work (3)

**STUDENTS ADMITTED PRIOR TO 2014**

1. Students admitted to the M.S.W. 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 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:**

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

**Elective Courses (9 credit hours may be selected from the following):**
- SWRK 7390 Advanced Social Work Practice Seminar (3 CH);
- SWRK 7230 Problem Seminar (3 CH);
- SWRK 7220 Selected Topics in Social Work (3 CH)
- SWRK 7280 Readings in Social Work and Social Welfare Research (3 CH)
- courses in the Social Services Administration Stream OR another department.

**Thesis**

**OR**

Course-based option: SWRK 7180 Advanced Field Practice (0 CH) and SWRK 7190 Integrating Theory and Research in Advanced Field Practice (3 CH).

**Social Services Administration Stream:**

**Core Courses:**
- SWRK 6010 Data Analysis for Social Work Research (3 CH) or SWRK 6070 Qualitative Research for Social Work (3 CH);
- SWRK 7310 Social Services Administration Practice (6 CH);
### Elective Courses

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.

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):

- Consult the Undergraduate and Graduate Calendars for course offerings and

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SWRK 7400</td>
<td>Theoretical Foundations for Social Services Administration</td>
<td>3 CH</td>
</tr>
<tr>
<td>SWRK 7420</td>
<td>Theoretical Foundations of Social Policy Analysis, Planning and Evaluation</td>
<td>3 CH</td>
</tr>
<tr>
<td>SWRK 7430</td>
<td>Evaluation Research on Social Work Practice</td>
<td>3 CH</td>
</tr>
<tr>
<td>SWRK 7440</td>
<td>Policy Analysis in Social Work Practice</td>
<td>3 CH</td>
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<tr>
<td>SWRK 7220</td>
<td>Selected Topics in Social Work</td>
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</tr>
<tr>
<td>SWRK 7230</td>
<td>Problem Seminar</td>
<td>3 CH</td>
</tr>
<tr>
<td>SWRK 7240</td>
<td>Theoretical Foundations of Social Policy Analysis, Planning and Evaluation</td>
<td>3 CH</td>
</tr>
<tr>
<td>SWRK 7310</td>
<td>Social Service Administration Practice</td>
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<tr>
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<td>Qualitative Research in Social Work</td>
<td>3 CH</td>
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<tr>
<td>SWRK 7180</td>
<td>Advanced Field Practice</td>
<td>0 CH</td>
</tr>
<tr>
<td>SWRK 7190</td>
<td>Integrating Theory and Research in Advanced Field Practice</td>
<td>3 CH</td>
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</tbody>
</table>
Contact the appropriate faculty or department directly to determine when and if the course is being offered in the current year; and

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

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

**Thesis 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.

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 (i.e.: an agency-based supervisor) may be established but it is not required.

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

The advisor is responsible for recommending a thesis 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.

It is the role of the thesis committee to:

- Approve the student’s thesis proposal;
- Monitor and evaluate the student’s progress regarding his/her thesis;
- Examine the completed thesis report.
- Generally advise and assist the student in the process of completing the thesis and to clarify for the student in which way it will perform this function.

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

A minimum of twenty-four (24) credit hours of coursework and comprehensive examination(s) is required. The minimum must include at least eighteen (18) credit hours at the 7000 level or above with the balance of the coursework at the 3000 level or above. A maximum of forty-eight (48) credit hours of coursework is allowed unless

The credit hour requirement in the course-based option is 27 credit hours.
<table>
<thead>
<tr>
<th><strong>Social Work (M.S.W. &amp; Ph.D.) Supplemental Regulations approved &amp; effective Sept.1, 2019</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>FGS Supplemental Regulations template updated Spring 2019</strong></td>
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</tbody>
</table>

| **a department/unit's supplemental regulations indicate otherwise.** |

### 4.4.3 Accredited Professional Route

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

### 4.4.4 Language Reading Requirements

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

Social Work does not have a foreign language requirement.

### 4.4.5 Advanced Credit

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

- Application for advance credit must be made within the first year of the program (see section 4.7.2 Lapse of Credit of Courses)
- No more than 50% of the required coursework for the program can be achieved using advance credit.
- A course may not be used for credit toward more than one (1) degree, diploma, or certificate.
- The student must register at The University of Manitoba for at least two (2) terms within a single academic year and must also complete the thesis/practicum/project/comprehensive exam at The University of Manitoba.

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

### 4.4.6 Transfer Credit

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

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

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar’s Office ([http://umanitoba.ca/student/records/leave_return/710.html](http://umanitoba.ca/student/records/leave_return/710.html)); an original transcript and
### 4.4.7 Time in Program

The minimum time for students in the Master’s program is equivalent to two (2) terms. Completion of most programs requires more than this and students should check department/unit supplemental regulations regarding specific requirements.

The maximum time allowed for the completion of the Master’s degree is four (4) years for students declared as full-time and six (6) years for students declared as part-time (see section 1.4.1 for information on calculating maximum time for students). Individual department/units and/or programs may have specified minimum and maximum time limits, and students should periodically check department/unit supplemental regulations regarding these specific requirements.

Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies using the “Time Extension Request” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) at least three (3), but no more than four (4), months prior to expiration of the respective maximum time limit.

A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be “Required to withdraw”.

### 4.5 Student’s Advisor/Co-Advisor

#### 4.5.1 Student’s Advisor

Each student should have an advisor upon entry into the program, and must have one assigned no later than one (1) term following registration. The advisor must:

- hold an appointment in the student's department/unit;
- be a member of the Faculty of Graduate Studies*;
- hold at least a Master's degree or equivalent**;
- be active in research;
- have expertise in a discipline related to the student's program.

*([http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html](http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html))

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

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 M.S.W. students. Faculty advisors are matched with students during the admission process. The advisor must approve the student's initial course plan and any changes that are made during the student's program of study.

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

The student may find that s/he wants to change advisors after a contract has been made with the faculty advisor. This can be done after the student
individual basis.

In department/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the department/unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
</table>

**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:

- 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;

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

- The advisor assists the student in selecting electives that best support and enrich her/his 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 M.S.W. program, approval of the advisor is required. Excluding courses taken during the Pre-M.S.W. 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;

- A Progress Report form must be completed by the student and the advisor by the end of May every year. This form must be submitted to the Faculty of Graduate Studies by June 1 of each year. Failure to do so will prevent students from registering.
4.5.2 Student’s Co-advisor

In special circumstances, upon approval of the Head of the department/unit, an advisor and a maximum of one (1) co-advisor may advise a student. The co-advisor must:

- be a member of the Faculty of Graduate Studies*;
- hold a Master’s or equivalent**;
- be active in research;
- have expertise in a discipline related to the student’s program;

*(http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)

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

The co-advisor may be identified either at the beginning of, or mid-way through, a student’s program. In all instances, the Faculty of Graduate Studies must be informed of, and approve, the co-advisor arrangement.

When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One (1) advisor must be identified as the primary advisor; however, both the advisor and co-advisor’s signatures are required on all documents where the advisor’s signature is required.

NEW 2019-20! The student’s co-advisor no longer needs to be a member of the unit offering the program

- The advisor acts as the Chair of the student's thesis committee. If the student chooses the specialized course-based option, the advisor is the faculty coordinator for the Advanced Field Practice course and teaches the Integrating Theory & Research in Advanced Field Practice course as a tutorial;
- When an advisor leaves the Faculty or will be absent for a considerable period of time, s/he will be responsible for finding a suitable replacement or substitute, and will advise the Chair of the Graduate Program Committee of her/his absence;
- The Chair of the Graduate Program Committee is responsible for ensuring that the student has an advisor;
- The advisor may teach a tutorial through the “Selected Topics” course, but is not required to do so;
- The advisor acts as a link to the Graduate Program Committee regarding situations in which the student is not maintaining sufficient grades.
4.5.3 Student's Advisor/Co-advisor

A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit.

The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If a student does not have an advisor/co-advisor, then the interim advisor will be required to complete the Advisor Student Guidelines. The advisor/co-advisor and the student are required to approve the agreement. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the department/unit Head, Graduate Chair, or the Dean of the Faculty of Graduate Studies. The Advisor Student Guidelines is to be completed again if there is a change in advisor/co-advisor or when a co-advisor is added mid-way through the student’s program.

Should, during the student’s program, the relationship between the student and advisor/co-advisor significantly deteriorate, the matter should be referred to the department/unit Head, Graduate Chair, or the Dean of the Faculty of Graduate Studies. It is the responsibility of the unit offering the program in which the student is studying to arrange an alternate advisor if this is appropriate and necessary.

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

4.6 Advisory Committee

4.6.1 Thesis/Practicum Route

Advisory committees are selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during his/her research program. The advisory committee must consist of a minimum of three (3) members (including the advisor/co-advisor), at least two (2) of whom must be members of the Faculty of Graduate Studies (http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html). All examiners must be deemed qualified by the department/unit Head and be willing to serve. It is expected, under normal circumstances, that Advisory Committee members will possess at least a Master's degree or equivalent. Advisory committees may include one (1) non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.

A student who also holds an appointment at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit. Graduate students, Post-Doctoral fellows, and Research Assistants or Associates may not serve on graduate student advisory committees.

The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee. Disclosure is required if two or more committee members are in a personal relationship.

Additional specifications, if any, regarding the advisory committee are found in the department/unit supplemental regulations and students should consult these.

NEW 2019-20! There is no longer a requirement for an "internal-external" advisory committee member

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, and a third member that the advisor and Dean or designate deem qualified 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 her/his thesis proposal.

Students in the course-based specialization option are not required to have an Advisory Committee.
### 4.6.2 Course-based or Comprehensive Examination Route

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

### 4.6.3 Accredited professional programs

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

### 4.7 Courses and Performance

#### 4.7.1 Course or Program Changes

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

#### 4.7.2 Lapse of Credit of Courses

Courses completed more than seven (7) years prior to the date of awarding of a degree may not normally be used for credit toward that degree. A Department or Unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case by case basis, must be accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content.

Courses completed more than ten (10) years prior to the date of awarding of a degree can not be used for credit toward that degree.

In the event that course-work is no longer considered current, students must take additional course-work (as recommended by the Department/Unit Head, or designate, and as approved by the Dean of the Faculty of Graduate Studies) to meet the minimum credit hour requirements for their program.

#### 4.7.3 Academic Performance

Student progress shall be reported at least annually (but no more than once every four (4) months) 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 Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two (2) consecutive “in need of improvement” ratings or one (1) “unsatisfactory” rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.

### 4.7.4 Performance in Coursework

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

### 4.7.5 Performance not related to Coursework

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

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

### 4.8 Requirements for Graduation

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

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

### 4.8.1 Thesis/Practicum Route

#### 4.8.1.1 Thesis vs. Practicum

Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum. The thesis or practicum will normally be written in English unless the student is studying in a

Students in the thesis route must submit a written proposal to their Thesis Committee. This proposal should present the rationale underlying their proposed study, cite relevant literature to support their research intent, and provide a planned methodology for the thesis research. Students will
A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual department/units have specific requirements for graduation and students should consult department/unit supplemental regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research.

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

4.8.1.2 Examining Committee

The advisor/co-advisor will recommend an examining committee to the department/unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the “Master’s Thesis/Practicum Title and Appointment of Examiners” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). This form must be approved by the Dean of the Faculty of Graduate Studies at least two (2) weeks prior to the distribution of the thesis.

Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the department/unit’s supplemental regulations. The examining committee must consist of a minimum of three (3) members (including the advisor/co-advisor), at least two (2) of whom must be members of the Faculty of Graduate Studies. All examiners must be deemed qualified by the department/unit Head and be willing to serve. It is expected that, under normal circumstances, Examination Committee members will have a Master’s degree or equivalent. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual department/units establish specific requirements for examination and students should consult department/unit supplemental regulations for specific requirements.

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

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

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

Note that in the case of an advisor and co-advisor, both together have a single vote.
### 4.8.1.3 Oral Examination

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

All members of the examining committee are required to be present at the examination. Under exceptional circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one (1) member may participate electronically. Under no circumstances can the student or the Advisor/Co-advisor participate electronically. No recording devices will be permitted. The oral examination must be held at either the University of Manitoba Fort Garry or Bannatyne campus, or the St. Boniface Research Centre during normal business hours.

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

The oral examination will normally be held in English unless the student is studying in a program at the Université de Saint-Boniface, or departmental/unit supplemental regulations allow a different language to be used.

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

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

The judgment of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms “approved” or “not approved” on the “Thesis/Practicum Final Report” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Each examiner must indicate his/her opinion by his/her signature. If two (2) or more examiners do not approve the thesis, then the student is deemed to have failed the defence.

### 4.8.1.4 Failure

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

<table>
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<tr>
<th>Each student is required to make an open oral defence of her/his thesis following its distribution to the Examining Committee. Normally, the oral defence should occur within one month of its distribution to the committee. If the written thesis report is deemed unacceptable, the student shall be advised against making an oral defence. Notwithstanding this provision, the student has the right to examination of the thesis if s/he believes it is ready for examination. The defence is undertaken in the following manner:</th>
</tr>
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<tbody>
<tr>
<td>1. The thesis is presented to a meeting open to the faculty and graduate students of the Faculty of Social Work as well as members of the University and community. The oral examination is chaired by the student’s thesis advisor;</td>
</tr>
<tr>
<td>2. 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 Examining 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;</td>
</tr>
<tr>
<td>3. The Examining 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;</td>
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<tr>
<td>4. The Examining Committee then meets in camera with the student to discuss any changes that may be required before the thesis is finally accepted;</td>
</tr>
<tr>
<td>5. If the presentation and defence of the thesis is failed on two separate, a recommendation will be forwarded to the Faculty of Graduate Studies who will require the student to withdraw from the program.</td>
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</tbody>
</table>
A student will be required to withdraw when the thesis/practicum has been rejected twice at the stage where:

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

The examining process should be completed within one (1) month of distribution of the thesis/practicum to the examining committee.

### 4.8.2 Course-based/Comprehensive Examination Route

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

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

#### The Specialization Course-Based Option:

On June 30, 2004 the Senate of the University of Manitoba approved a new course based route to completion of the M.S.W. program. Two courses were designed by the faculty to replace the practicum route to completion of the M.S.W. program. SWRK 7180 Advanced Field Practice (0 CH) and SWRK 7190 Integrating Theory and Research in Advanced Field Practice (3 CH)

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

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 M.S.W. For those students taking the advanced placement route to completing the M.S.W., 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 must be completed prior to or concurrently with SWRK 7180 and SWRK 7190.

Students completing the M.S.W. 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 course-based option must complete 24 credit hours of courses, plus SWRK 7180 and SWRK 7190 totaling 27 hours of course work.

Course SWRK 7190 will be taken concurrently with SWRK 7180, although SWRK 7180 will normally be completed prior to SWRK 7190. SWRK 7190 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.
### 4.9 Style and Format

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

### 4.10 Deadlines for Graduation

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

### 4.11 Details for Submission of the Final Copy

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

- One digital version submitted as an e-thesis/practicum at the MSpace website ([http://mspace.lib.umanitoba.ca/xmlui/login](http://mspace.lib.umanitoba.ca/xmlui/login));
- Thesis/Practicum final report;
- Copyright License Declaration form (located within MSpace).

### 4.12 Publication and Circulation of Thesis/Practicum

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

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

The thesis release form, including the copyright declaration/infringement form, must be completed on MSpace. This and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully understood and appreciated.
Publication in the above manner does not preclude further publication of the thesis or practicum report or any part of it in a journal or in a book. In such cases, an acknowledgement that the work was originally part of a thesis/practicum at The University of Manitoba should be included.

Notes:

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

**Restriction of Thesis/Practicum for Publication** – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one (1) year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

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

### SECTION 5: Doctor of Philosophy General Regulations

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

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

### 5.1 Admission

#### 5.1.1 General criteria

Normally, the completion of a Master’s degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two (2) previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program.

**Note:** This is the minimum requirement of the Faculty of Graduate Studies and department/units may have higher standards and additional criteria. However, the criteria for admissions into the Ph.D. program are more stringent than for Master’s programs; therefore, the completion of a Master’s program does not guarantee

### Ph.D. Program:

**Eligibility Requirements:**

Master of Social Work degree, or equivalent, from an accredited degree-granting university, with a minimum grade point average of 3.0 (B) (as defined by the University of Manitoba).

Minimum research competency in both qualitative and quantitative methods equivalent to the level required for the Masters of Social Work degree from the University of Manitoba, with a minimum grade of 3.0 (B) within the last 10 years. A student
admission into the Ph.D. program. Some department/units require completion of a thesis-based Master’s program prior to admission to a Ph.D. program.

not meeting this entrance requirement can be recommended for conditional admission with the stipulation that the student take the necessary course or courses. The course or courses will be an additional requirement beyond the 24 credit hours required for the program.

Evidence of educational and professional experience that will indicate a capacity to undertake research-oriented post-graduate work. Applicants will be asked to submit a curriculum vitae.

The candidate is required to submit a two page summary of their proposal for the PhD program which includes:

1. Rationale for the proposed research
2. Research questions
3. A concise literature review of the topic
4. Proposed methodology for the research
5. Outline a plan to complete the research

The proposal should be clear enough that a potential faculty advisor can be identified and, in addition, the applicant must present a letter (email confirmation is acceptable) of an agreement with a proposed advisor who agrees to serve as the advisor.

Selection of students for admission is based on the recommendations of a Selection Committee of a minimum of three persons appointed by the Ph.D. 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 Ph.D. studies. Acceptance is subject to approval by the Ph.D. Program Committee and the Graduate Programs Committee; however, the Graduate Programs Committee may delegate this responsibility to the Ph.D. Program Committee. Selection decisions made by the Faculty of Social Work are presented as recommendations that must be approved by the Faculty of Graduate Studies.

5.1.2 Direct Admission from the Bachelor’s Honours or equivalent

With special recommendation of the department/unit concerned, applicants with an honours Bachelor’s degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study).

Note: This is the minimum requirement of the Faculty of Graduate Studies and department/units may have higher standards and additional criteria. Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual department/unit’s approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for three (3) years. A minimum of 18 credit hours at the 7000 level or higher is required. Any further coursework beyond the minimum 18
credit hours at the 7000 level must be at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.

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<tr>
<th>5.1.3 Transfer from the Master’s to the Ph.D. program</th>
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<tr>
<td>Students who have not completed a Master’s program may transfer to the Ph.D. program within the same department/unit upon the recommendation by the Head of the department/unit to the Faculty of Graduate Studies. The recommendation should be made within sixteen (16) months or four (4) terms (including Summer term) from the start of the Master’s program. The coursework completed and time spent in the Master’s program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual department/unit’s approved supplemental regulations specify otherwise. A minimum of 18 credit hours at the 7000 level or higher is required. Any further coursework beyond the minimum 18 credit hours at the 7000 level must be at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.</td>
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</table>

The request to transfer from a Master’s to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one (1) month prior to the term for which the student intends to commence the Ph.D. program. The following are required when making the request:

- must indicate a request for transfer on the online Application for Admission;
- If the transfer is made within one (1) year, no additional application fee will be required;

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

Where a student with a Master’s degree or equivalent is initially admitted and registered in a Master’s program, that student may be transferred to the Ph.D. program within the same department/unit on the recommendation of the student’s advisor/co-advisor and Head of the department/unit, provided that follow up transfer recommendation occurs within 12 months of the initial registration in the Master’s program. In such a case, the application fee is waived and fees assessed towards the Master’s program will be deducted from the full two (2) years of Ph.D. program fees. Transfers later than 12 months must pay an application fee and their fees will be assessed as a three (3) year Ph.D. Where a student holds a Master’s degree that would be sufficient for admission to the Ph.D. program, students must complete at least 12 credit hours of coursework, unless the individual department/unit’s approved supplemental regulations specify otherwise.

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<tr>
<th>5.1.4 Provisional Admission to the Ph.D.</th>
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| Students nearing the completion of the Master’s degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master’s degree within the 12 months. Students must maintain continuous registration in their Master’s program until its completion. Students will require assistance from the department/unit and the Faculty of Graduate Studies to complete dual registration on the “Concurrent
Curriculum Permission form (http://intranet.umanitoba.ca/student/records/2323.html) in the Master’s and Ph.D. program simultaneously.

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<tr>
<th>5.1.5 Students with Disabilities</th>
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<tr>
<td>See Accommodation Policy for Students with Disabilities: <a href="http://umanitoba.ca/admin/governance/governing_documents/students/281.html">http://umanitoba.ca/admin/governance/governing_documents/students/281.html</a></td>
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<tr>
<th>5.2 Student’s Advisor, Co-advisor and Advisory Committee</th>
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<tr>
<td>5.2.1 Student’s Advisor</td>
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<tr>
<td>Every Ph.D. student must have an advisor, appointed by the Head of the department/unit. The advisor is responsible for supervising the student’s graduate program. The advisor is the student’s first point of contact at the University of Manitoba, and therefore should be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/unit. In this capacity, the advisor assists the student in planning the graduate program, and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic department/unit, the Faculty of Graduate Studies, the university, and external funding agencies. The advisor provides counsel for all aspects of the graduate program, and stays informed of the student’s scholarly activities and progress. The student’s advisor also acts as a channel of communication to the student’s advisory committee, the department/unit and the Faculty of Graduate Studies.</td>
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<tr>
<td>The advisor must:</td>
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<tr>
<td>• hold an appointment in the student's department/unit;</td>
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<tr>
<td>• be a member of the Faculty of Graduate Studies*;</td>
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<tr>
<td>• hold a Ph.D. or equivalent**;</td>
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<tr>
<td>• be active in research; and</td>
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<tr>
<td>• have expertise in a discipline related to the student's program.</td>
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<tr>
<td>*<a href="http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html">http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html</a></td>
</tr>
<tr>
<td>**Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case by case basis and assessed by the potential advisor’s demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not equivalent to a Ph.D.</td>
</tr>
<tr>
<td>Usually the student and the advisor choose to work together by mutual agreement. In department/units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the department/unit or the selection committee shall appoint a faculty member to advise the student as to the rules and regulations and on a program and course requirements. This interim period must not exceed eighteen (18) months after entry in to the program before a permanent advisor is chosen.</td>
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<tr>
<th>5.2.2 Student's Co-advisor</th>
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<td>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 Ph.D. or equivalent.</td>
</tr>
<tr>
<td>The student’s advisor is the Chair of the Student’s Advisory Committee, and acts as a channel of communication to the student's Advisory Committee, the Faculty of Social Work and the Faculty of Graduate Studies.</td>
</tr>
<tr>
<td>Students may change advisors based on agreement of a new advisor and approval of the Ph.D. Coordinator. The new advisor must have established expertise in the area of the student’s specialization. The student must request the change after discussion with the advisor of record, and complete the prescribed form, which must be signed by the advisor of record, the proposed advisor, the Ph.D. Coordinator and the student. If the proposed change is approved, a revised Program of study and appointment of Advisory Committee form from the Faculty of Graduate Studies must be completed and submitted.</td>
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**NEW 2019-20!** The student’s co-advisor no longer needs to be a member of the unit offering the
In special circumstances, upon approval of the Head of the department/unit, an advisor and a maximum of one (1) co-advisor may advise a student. The co-advisor must:
- be a member of the Faculty of Graduate Studies*;
- hold a Ph.D. or equivalent**;
- be active in research; and
- have expertise in a discipline related to the student’s program;

*(http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)

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

The co-advisor may be identified either at the beginning of, or mid-way through, a student’s program. In all instances, the Faculty of Graduate Studies must be informed of, and approve, the co-advisor arrangement.

When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One (1) advisor must be identified as the primary advisor; however, both the advisor and co-advisor’s signatures are required on all documents where the advisor’s signature is required.

5.2.3 Student’s Advisor/Co-advisor

A student who also holds an appointment at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit.

The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If a student does not have an advisor/co-advisor the interim advisor will be required to complete the Advisor Student Guidelines. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the department/unit Graduate Chair, the Head of the department/unit, or the Dean of the Faculty of Graduate Studies. The Advisor Student Guidelines is to be completed again if there is a change in advisor/co-advisor or when a co-advisor is added mid-way through the student’s program.

Should, during the student’s program, the relationship between the student and advisor significantly deteriorate, the matter should be referred sequentially to the department/unit Graduate Chair, the Head of the department/unit, then to the Dean of the Faculty of Graduate Studies. It is the responsibility of the unit offering the program in which the student is studying to arrange an alternate advisor if this is appropriate and necessary.

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

5.2.4 Advisory Committee

NEW 2019-20! There is no longer a requirement for an “internal-external” advisory committee

Social Work (M.S.W. & Ph.D.) Supplemental Regulations approved & effective Sept.1, 2019
FGS Supplemental Regulations template updated Spring 2019
The Head of the department/unit is responsible for the establishment of an advisory committee for each Ph.D. student. Advisory committees are selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during his/her program. The advisory committee must consist of a minimum of three (3) members all of whom must be members of the Faculty of Graduate Studies (http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html). Advisory committees may, in addition, include one (1) non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.

It is expected that Advisory Committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Graduate students, Post-Doctoral Fellows, and Research Assistants or Associates may not serve on graduate student advisory committees. A student who also holds an appointment at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies on the “Program of Study and Appointment of Advisory Committee” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Disclosure is required if two or more committee members are in a personal relationship. The advisor/co-advisor is the Chair of the advisory committee. Advisory committee meetings must be held at least annually, and are not intended to take the place of meetings between the student and advisor/co-advisor which should occur with much greater frequency than the advisory committee meetings.

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<tr>
<th>5.3 Program of Study</th>
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As soon as possible, but no later than 24 months after a student has commenced their program, the student’s program of study should be registered with the Faculty of Graduate Studies on the “Program of Study and Appointment of Advisory Committee” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) and should include:

- information about the minimum or expected time for completion of the degree;
- coursework to be taken along with course classification (“S”, “X”, “A” or “O”);
- any foreign language requirement;

As soon as possible following admission, but no later than the Winter term following admission, the advisor and student are required to complete the Ph.D. 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 Ph.D. Program of Study and Appointment of Advisory Committee form shall be completed, and then re-submitted later when the
• the research area in which the thesis will be written.

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

Advisory Committee is selected.  

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

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

5.4 Program Requirements  

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

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

*Unless professional accreditation requirements and/or the department/unit's supplemental regulations indicate otherwise.  

Students must complete 24 credit hours of approved 7000 level courses or higher.  

Course requirements include:  
• SWRK 8010 Perspectives on Knowledge for Social Work (3 CH);  
• SWRK 8100 Social Work Past and Present: Trends, Institutions and Practices (3 CH).  
• Research Courses (9 CH)  
• Specialization-Focused Courses (9 Credit hours)  

Courses selected by the student in consultation with her or his advisory committee serve to establish expertise in a particular area of specialization defined as a field of policy, theory, practice or practice method. The main criterion for selection is the appropriateness of the methodologies covered in selected courses for the area of specialization being pursued. It is strongly recommended that courses focusing on both quantitative and qualitative methodologies be included. The course selection must be approved by the Ph.D. Program Committee.
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<tr>
<th>5.4.1 Language Reading Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some department/units specify a language requirement for the Ph.D. degree. Students are advised to check department/unit supplemental regulations regarding this requirement.</td>
</tr>
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<tr>
<th>5.4.2 Advance Credit</th>
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<tbody>
<tr>
<td>Advance credit for courses completed prior to admission to a Ph.D. program will be considered on a case-by-case basis. The student's department/unit makes the request to the Faculty of Graduate Studies by completing the “Advance Credit - Transfer of Courses” form <a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>.</td>
</tr>
<tr>
<td>- Application for advance credit must be made within the first year of the program (see section 5.4.4 Lapse of Credit of Courses)</td>
</tr>
<tr>
<td>- No more than 50% of the required coursework for the program can be achieved using advance credit.</td>
</tr>
<tr>
<td>- A course may not be used for credit toward more than one degree, diploma or certificate.</td>
</tr>
<tr>
<td>- The student must register at the University of Manitoba for at least two consecutive terms and must also complete the thesis and candidacy examination at the University of Manitoba. Regardless of the extent of advanced credit received, all students are required to pay applicable program fees.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>5.4.3 Transfer Credit</th>
</tr>
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<tbody>
<tr>
<td>Courses within a program of study may be taken elsewhere and transferred for credit at the University of Manitoba. All such courses:</td>
</tr>
<tr>
<td>- must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them;</td>
</tr>
<tr>
<td>- are considered on an individual basis;</td>
</tr>
<tr>
<td>- cannot be used for credit towards another degree;</td>
</tr>
<tr>
<td>- may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.</td>
</tr>
<tr>
<td>Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; <a href="http://umanitoba.ca/student/records/leave_return/710.html">http://umanitoba.ca/student/records/leave_return/710.html</a> an original transcript, and course equivalency must be provided.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5.4.4 Lapse of Credit of Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses completed more than seven (7) years prior to the date of awarding of a</td>
</tr>
</tbody>
</table>

Social Work (M.S.W. & Ph.D.) Supplemental Regulations approved & effective Sept.1, 2019
FGS Supplemental Regulations template updated Spring 2019
degree may not normally be used for credit toward that degree.

The department/unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case-by-case basis, must be accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content.

Courses completed more than ten (10) years prior to the date of awarding of a degree cannot be used for credit toward that degree.

In the event that course-work is no longer considered current, students must take additional course-work (as recommended by the department/unit Head, or designate, and as approved by the Dean of the Faculty of Graduate Studies) to meet the minimum credit hour requirements for their program.

5.5 Time Limits

5.5.1 Minimum Time Limit

The minimum time requirement for the program of study for a Ph.D. degree will normally be two (2) years of study beyond the level of the Master’s degree, or three (3) years beyond the level of a Bachelor’s degree. The student may be permitted to spend one (1) of these years in an approved program of research or study elsewhere. Such permission must be approved by the Dean of the Faculty of Graduate Studies on the recommendation of the student’s advisory committee.

5.5.2 Maximum Time Limit

A student’s candidature shall lapse if he/she fails to complete the degree within six (6) years following initial registration in the Ph.D. program. For those students who transfer from the Master’s to the Ph.D., years spent in the Master’s program are counted as years in the Ph.D. program.

Ph.D. students who are declared as part-time will receive an additional four (4) months in time to complete their program for every two (2) years (24 months) they are declared as part time (see section 1.4.1) to a maximum of seven (7) years. Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted using the "Time Extension Request" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) to the Dean of the Faculty of Graduate Studies at least three (3), but no more than four (4), months prior to expiration of the respective maximum time limit.

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

5.6 Academic Performance

Student progress shall be reported at least annually (but no more than once every four (4) months) to the Faculty of Graduate Studies on the “Progress Report” form.

See section 2.1
Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two (2) consecutive “in need of improvement” or an “unsatisfactory” rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.

### 5.6.1 Performance in Coursework

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

### 5.6.2 Performance Not Related to Coursework

Students may be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, unsatisfactory attendance and lack of progress in research and/or thesis preparation. Unacceptable performance must be reported to the Faculty of Graduate Studies on the “Progress Report” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the department/unit Head to the Dean of the Faculty of Graduate Studies.

### 5.7 Academic Requirement for Graduation

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

### 5.8 Candidacy Examination

The candidacy examination is an absolute requirement of the Faculty of Graduate Studies and, as such, cannot be waived under any circumstances. However, the format and content of the candidacy exam varies from unit to unit. The purpose 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, analyzing, synthesizing, and communicating ideas about that material in depth.

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

The format of the candidacy examination in Social Work is initiated after the student has successfully completed all required course work and consists of two components:

1. a major paper that assesses the student’s mastery of a major topic; and
2. an oral examination of the topic covered in the paper.

A Candidacy Examination Committee that may differ in composition from the student’s advisory committee is appointed to approve and evaluate the Candidacy exam. The advisor, who serves as one member of the examination committee, may recommend members of the examination committee.
The examination is conducted according to a procedure established by the department/unit and approved by the Programs and Guidelines Committee of the Faculty of Graduate Studies. Please see the department/unit supplemental regulations for the format and composition of the examination committee for the candidacy examination. The candidacy examination must be held at The University of Manitoba.

This examination, which must be independent from the thesis proposal, may be oral, written, or both and may cover subjects relevant to the general area of the candidate's research. The structure of the exam must be made known to the student well in advance of the exam. In the case where there is a required oral component, the student must be physically present.

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

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

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

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

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.

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.

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.

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 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.

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.

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.

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.

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.

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.

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.

A pass decision of the examiners must be unanimous.

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

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

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

Assessment Criteria for the Candidacy Paper:

- Logical development and presentation of relevant aspects of the topic;
- Selection and use of relevant literature from a variety of knowledge areas and methods of research;
- Critical analysis of relevant theories and research studies;
- Articulation of an extended, revised or new conceptualization of the topic which integrates issues identified in the analysis of theories and research;
- Quality and organization of writing;
- Reference to social work literature.

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

Assessment Criteria for the Candidacy Oral:

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

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

The thesis proposal must outline the research to be undertaken by the student. Normally the thesis proposal will include the following:

- an overview chapter outlining the study, its contribution to knowledge development and a rationale for the study;
- a comprehensive review of the literature pertaining to the topic under study including a review of related research and theories;
- a detailed description of the research design, data collection procedures, and approach to analysis.

Copies of the proposal are distributed to members of the Advisory Committee following feedback from the advisor on initial drafts of the proposal.

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

5.10 Thesis

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

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

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

5.11 Thesis Examination Procedures
The final examination for the Ph.D. degree proceeds in two (2) stages:

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

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

The candidate’s advisor (and, if appropriate, co-advisor) is considered to be a voting member of the examining committee. All voting members of the advisory committee are expected to serve on the examining committee; any exceptions must be approved in advance by the Dean of the Faculty of Graduate Studies. All examiners must be members of the Faculty of Graduate Studies (http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html). It is expected that Examining Committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Note that in the case of an advisor and co-advisor, both together have a single vote on the examining committee.

5.11.2 Formation of the Examining Committee - External Examiner

The candidate’s advisor/co-advisor, in consultation with the advisory committee, will recommend the names of three (3) distinguished scholars from outside The University of Manitoba with particular experience in the field of the thesis research and significant Ph.D. student advisory/examination experience to serve as the external examiner to the Dean of the Faculty of Graduate Studies for approval via the Thesis Submission Portal on JUMP. The recommendations should, if possible, include a brief CV of each of the prospective external examiners and a short statement detailing the rationale behind the recommendations, the prospective external examiners’ qualifications, including a current list of his/her scholarly publications and research activities and, importantly, their experience with graduate student education. No contact should be made with any of the prospective external examiners. If any of the recommended examiners does not meet the following criteria, specified below, a detailed explanation should be included with the rationale for the recommendation.

The external examiner must:

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

The external examiner must not:

- have acted as an external examiner for a student of the same Ph.D. advisor within the previous two (2) years;

NEW 2019-20! There is no longer a requirement for an "internal-external" examining committee member
• have been associated with the candidate at any time or in any significant way in the past five (5) years, present or reasonably foreseeable future (advisor/co-advisor, colleague, teacher, co-author of published material, family member etc.); or
• be associated with the candidate’s advisor/co-advisor in any of the following ways:
  o former student;
  o research advisor/co-advisor;
  o research collaborator within the last five (5) years;
  o co-author of published material within the last five (5) years;

The Dean of the Faculty of Graduate Studies will choose the external examiner from the list provided by the candidate’s advisor/co-advisor and will make the formal invitation to the external examiner. The Dean of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until their report has been submitted.

5.11.3 Changes in the Examining Committee

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

5.11.4 Distribution of the Thesis for Examination

Ph.D. candidates must submit their thesis for distribution electronically through JUMP. Consult this link for pertinent instructions:

It is the responsibility of the Faculty of Graduate Studies to distribute the electronic version of the thesis to all examiners. The Faculty of Graduate Studies shall attempt to ensure that the thesis is distributed to examiners as soon as possible after the submission of all required documentation. The Faculty of Graduate Studies website (umanitoba.ca/faculties/graduate_studies/deadlines/index.html) should be consulted regarding dates by which theses must be submitted.

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

5.11.5 Responsibilities of the Examiners

In general, the examiners are responsible for:

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

Notes:

1. Any potential breach of academic integrity should be reported to the Dean of the Faculty of Graduate Studies for investigation by the Vice President (Research and International).

2. Submission of previously published, peer-reviewed material in the thesis does not preclude its critical examination, either as a written document being reviewed by examiners or at the thesis defence.

5.11.6 Process

Examination of the Written Thesis

Support of the candidate's advisor/co-advisors, advisory committee, and department/unit is required before the thesis is eligible for examination. Such support must be provided to the Faculty of Graduate Studies through submission by the Department/Unit Head of a completed "Approval to Proceed to Examination" form. The thesis will be eligible for distribution to examiners only once this form is approved and an external examiner is secured by Faculty of Graduate Studies.

The Dean of the Faculty of Graduate Studies will request the examiners to give, within three (3) weeks of the distribution of the thesis, a detailed written report of the thesis.

The examiners will be asked to place the thesis into one of the following categories:

1. The thesis represents a distinct contribution to the candidate’s field of research and is acceptable as it stands. Minor revisions to content, structure, or writing style may be required. The thesis may proceed to oral examination.

2. The thesis has merit and makes a contribution to the candidate's field; however, there are research-related concerns that have the potential to be addressed in the oral defence. The structure and writing style are acceptable or require only minor revisions. The thesis may proceed to oral examination.

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

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

The candidate’s advisor (and, if appropriate, co-advisor) may also wish to submit a report.

If none or one (the dissenting voice) of the Internal examiners fails the thesis (i.e. places it in categories 3 or 4 above), then the thesis may still proceed to oral defence if a passing grade is received from the External examiner. If two or more members of the Internal examining committee fail the thesis (i.e. places the thesis in categories 3
If the External examiner passes the thesis (i.e., places the thesis in category 1 or 2 above), then the student can proceed to oral examination so long as not more than 1 of the Internal examiners fails the thesis (i.e., places the thesis in category 3 or 4 above). If the External examiner fails the thesis (i.e., places the thesis in category 3 or 4 above), then the candidate fails the examination.

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

In the event of a first failure, the candidate may, on support of their home department/unit, be allowed to have the thesis evaluated a second time. In this case, the Department/Unit Head shall convene a meeting of the Internal examiners of the examining committee and the student’s advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard. In normal circumstances, this will involve additional scholarly work that the Department/Unit Head will describe, in writing, to the advisor/co- advisor, the candidate, and the Dean of the Faculty of Graduate Studies.

Support of the candidate's advisor/co-advisors, examining committee, and department/unit is required before the thesis is eligible for re-examination. Such support must be provided to the Faculty of Graduate Studies through submission by the Department/Unit head of a new completed “Approval to Proceed to Examination” form, accompanied by a detailed summary of the changes made to improve the thesis. The thesis will be eligible for second distribution only once this is received by Faculty of Graduate Studies.

Two failures at any combination of written review and/or oral examination stage will normally result in the candidate being withdrawn from the Faculty of Graduate Studies.

Reports

The Dean of the Faculty of Graduate Studies shall provide electronic copies of all reports to each of the advisor/co-advisor, examiners, and Head of the department/unit. In the event of a failure, hard copies will be sent to each of the advisor/co-advisor, examiners, and Head of the department/unit instead of an electronic copy.

5.12 The Oral Examination

5.12.1 Scheduling

Departments/units cannot proceed with scheduling the oral examination prior to receiving the approved Internal and External examiners report from the Faculty of Graduate Studies. The examination must be held at The University of Manitoba normally during regular business hours. It is the responsibility of the unit to ensure that all room booking arrangements are made and appropriate facilities meet minimum standards expected for a Ph.D. defence. In addition, the candidate must submit, in electronic format biographical information and an abstract of the thesis to the Faculty of Graduate Studies at least two (2) weeks in advance of the date of the oral examination.
5.12.2 Attendance

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

The attendance of the external examiner in person at the candidate’s oral examination is encouraged. If the external examiner will not be present in person, then his/her participation electronically is expected. If the external examiner cannot participate electronically, he/she will be asked to provide questions in advance. These questions will be read to the candidate at the defence by the Chair.

All internal members of the examining committee are required to be present at the defence, unless exceptional circumstances prevent this. Under such circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one (1) internal member may participate electronically. Consequently, no more than one (1) internal member and the External examiner may participate electronically.

The candidate must be present in person for the examination.

Normally, the oral examination shall be open to all members of The University of Manitoba community and the general public. In exceptional cases the final oral examination may be closed; for example, when the results of the thesis research must be kept confidential for a period of time. In such cases, the examination committee and Head of the unit shall request prior approval in writing from the Dean of the Faculty of Graduate Studies. If approved, the final oral examination shall be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies or designate.

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

5.12.3 Format of the Examination

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

5.12.4 Procedures for the Conduct of the Examination

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

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

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

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

### 5.12.5 Decision of the Committee:

Following completion of the formal examination, the candidate and audience must leave the examination room. The decision of the examining committee will be based both on the content of the thesis and on the candidate's ability to defend it. The performance of the candidate at the oral examination may reveal problems of comprehension or explanation, and the examining committee may require revisions be made to the written thesis to address these problems prior to granting final approval.

The judgement of the examiners shall be reported by the Chair to the Faculty of Graduate Studies in the qualitative terms “pass” or “fail” on the “Final Examination of the Ph.D. Thesis” form.

- **Pass**: the candidate has satisfactorily presented the thesis rationale, methodology, findings, and conclusions to the general satisfaction of the examining committee. Notwithstanding this, stylistic, grammatical, and content revisions to the thesis may be required. Normally, the advisor/co-advisor is charged with ensuring that any revisions are satisfactorily completed. Under some circumstances, the entire examining committee may wish to ensure any required revisions are completed satisfactorily. Regardless, those examiners in agreement must indicate, by their signatures, concurrence with the passing grade.

- **Fail**: the candidate has failed to adequately orally present the thesis rationale, methodology, findings, and/or conclusions, or to satisfactorily respond to questions posed related to the thesis. Failure may also arise because of defects in conception, methodology, or context. Those examiners in agreement must indicate, by his/her signature, concurrence with the failing grade.

If either the external examiner or two (2) or more internal examiners indicate a failure, then the candidate fails the examination. In this case, the Chair must submit a copy of the report, including written detailed reasons for the decision, to the candidate, all members of the examining committee, and the Dean of the Faculty of Graduate Studies.

In the case of a first failure of the oral defence, the candidate may, on support of their home department/unit, be allowed to have the thesis evaluated a second time. In this case, the Department/Unit Head shall convene a meeting of the Internal members of the examining committee and the student’s advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard. In normal circumstances this will involve additional scholarly work which the Department/Unit Head will describe, in writing, to the advisor/co-advisor, the candidate, and the Dean of the Faculty of Graduate Studies.

Support of the candidate's advisor/co-advisor, advisory committee, and department/unit is required before the thesis is eligible for re-examination. Such support must be provided to the Faculty of Graduate Studies through submission by the Department/Unit Head of a new completed "Approval to Proceed to Examination" form, accompanied by a detailed summary of the changes made to improve the thesis, if any. The thesis will be eligible for second distribution to Internal and External examiners only once this is received by FGS.
Candidates whose thesis is failed twice at the written review and/or oral examination stage will normally be withdrawn from the Faculty of Graduate Studies.

5.13 Graduation

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


Restriction of Theses for Publication – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one (1) year after the submission of the digital version of a thesis to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

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

5.14 Student Withdrawal

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

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

SECTION 6: Policy of Withholding Thesis Pending Patent Applications Content or Manuscript Submission

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

This situation may arise in the two (2) circumstances defined below, both of which are governed by the same set of regulations:

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

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

### Regulations Concerning Release of a Thesis during Application and Negotiation for Patents

The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor/co-advisor and the student, the Dean will retain the thesis for a period up to one (1) year.

### Regulations Concerning Release of Thesis Pending Manuscript Submission

The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor and the student, the Dean will retain the thesis for a period up to one (1) year.

In exceptional cases, not covered by the regulation concerning patents, where adequate causes can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate studies restrict access for a period up to one (1) year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

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

All requests for extensions will normally be dealt with administratively and reported, in summary form, to the Executive Committee of Graduate Studies for information. The student must complete the “Time Extension Request” form ([http://umanitoba.ca/faculties/graduate_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)) and submit it to their major department/unit for recommendation to the Faculty of Graduate Studies at least three (3), but no more than four (4), months prior to expiration of the respective maximum time limit. Requests for an extension are reviewed by the Faculty of Graduate Studies on a case by case basis.

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

The normal time granted for extensions is four (4) to eight (8) months. More than one (1) extension period may be granted, however the total approved for all extensions will not normally exceed one (1) year.

## Section 8: Leaves of Absence

### For International Graduate Students:

To determine how applying for a Leave of Absence may affect your immigration status with Immigration, Refugees and Citizenship Canada, please consult with an International Student Advisor at the International Centre ([http://umanitoba.ca/international/](http://umanitoba.ca/international/)) prior to completing your Leave of Absence.
### 8.1 Regular Leave

A regular leave is intended to allow students to meet responsibilities/plans related to family, travel or employment and circumstances not covered by the parental or exceptional leaves. At the student’s request, the Head of the department/unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted a leave of absence for a period of time not to exceed one (1) year. While on a regular leave of absence, a student is not expected to be actively engaged in their program of study or thesis research work. A student on a regular leave of absence is required to maintain continuous registration. A student on a regular leave of absence will not be assessed program fees, if any are owing, during the period of the leave; however, the appropriate continuing fee will be assessed.* Any program fees deferred as a result of a regular leave will be assessed when the student returns from leave. A regular leave of absence status does not extend time limits as outlined in Faculty of Graduate Studies regulations.

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

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

### 8.2 Exceptional Leave

In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), at the request of the student the Head of the department/unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted an exceptional leave of absence for a period of time not to exceed one (1) year. Supplemental documentation should support the requested dates of the leave. Exceptional leaves must correspond with the start and end of (an) academic term(s). While on an exceptional leave of absence, a student is not permitted to be engaged in their program of study or thesis research work, and would not be required to maintain continuous registration or pay tuition fees. In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave is not intended to cover circumstances related to travel, employment or financial concerns.

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

#### 8.2.1 Fees

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

### 8.3 Parental Leave

A graduate student who is expecting a child or who has primary responsibility for the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request for a parental leave should be made through application with your department/unit.
the department/unit, to the Faculty of Graduate Studies for a period of time not to exceed one (1) year. Supplemental documentation should support the requested dates of the leave. Parental leaves must correspond with the start and end of (an) academic term(s). While on leave of absence for parental reasons, a student is not permitted to be engaged in their program of study or thesis research work. The leave period is not included in the time period allowed for completion of the degree.

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

### 8.3.1 Fees

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

All applications for Leaves of Absence must be submitted on the "Leave of Absence" form available at: [http://umanitoba.ca/faculties/graduate_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

### 8.4 Awards and Leave of Absence

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

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

### 8.5 Graduate Student Vacation Entitlement

Students are entitled to 21 calendar days of vacation over a twelve (12) month period.

- For the purposes of calculating vacation entitlement, the academic year means the period from September 1 to August 31.
- Vacation entitlement will be prorated for the portion of the year in which a student is registered.
- Any vacation time taken during an official closure of the University is not included as part of the 21 calendar day vacation entitlement. In addition, attendance at academic conferences shall not be considered vacation time.
- Student vacation requests should have minimal impact on the student's research, coursework, and other obligations to the University. Any requests provided ahead of time and within these guidelines will not be unreasonably denied.
- Should a conflict arise between a student's vacation request and a supervisor's expectations, the Department/Unit Head (or designate) shall make a final determination.

### SECTION 9: Appeals – Procedures and Guidelines

**NEW 2019-20** Additional details concerning vacation entitlement

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

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

Students are referred to the appeals section of the University of Manitoba Governing Documents (http://umanitoba.ca/admin/governance/governing_documents/index.html) for further details.

For students registered in Joint Master’s Programs (University of Manitoba and University of Winnipeg) there is a different process for handling academic and disciplinary appeals than for University of Manitoba students in regular programs (not Joint Programs). This process is outlined in the Joint Master’s Program Governing Documents available at http://umanitoba.ca/faculties/graduate_studies/media/JMP_Regulations2017.pdf.

Faculty of Social Work Appeals Committee

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

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

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

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

A third Faculty member shall be appointed by the Dean as the Faculty Content Specialist for the course that is under appeal. This member shall have knowledge of the course content, having either instructed the course or contributed to the development of the course content.

Should the appeal be made regarding a grade assigned by one of the standing members of the Appeals Committee, that member shall step down and the Dean shall appoint an alternative to hear that appeal only.

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

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

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

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

This Committee is the only appeal body within the Faculty, and its decision is final within the context of the Faculty.

**Procedures for Students Launching an Appeal**

**Appeals of Grades Received for Term Work**

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

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

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

**Appeal of Final Grades**

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

If the consultation between the student and instructor does not result in an outcome that is satisfactory to the student, the student may make application for a formal appeal of the final grade. Applications must be made on the “Final Grade Appeal” form available at the Registrar’s Office, 400 University Centre or online. On payment of the prescribed fee, the appeal will be forwarded to
A student wishing to make an appeal of a final grade received in a first term course must do so within 15 working days of the first day of classes of the second term. For second term and full term courses, the appeal must be made within 15 working days following the Victoria Day holiday. The fee which is charged for each appealed term work grade will be refunded for any grade which is changed as a result of the appeal.

**Graduate Student Appeals**

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

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

**Action by Committee Chair**

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

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

- Advise the student of the deadline for the Faculty’s response to the Dean which is 15 working days from the date of the receipt of the appeal;
- After consulting with the student, establish a time and place for the hearing, and confirm the information in writing to the student (email notification is acceptable) of the date, time, and location of the appeal hearing at least one week prior to the scheduled meeting;
- Include a copy of the Faculty’s Appeal Procedures, highlighting the provision that the student has the right to appear before the Dean of the Faculty of Social Work.
committee, as well as their right to be accompanied by a representative from Student Advocacy and Accessibility;

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

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

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

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

Guidelines and Procedures for the Appeal Hearing

At the commencement of the appeal hearing, the Chairperson will:

- Identify the case: Date, time, and provide notice that the meeting will be recorded;

- Introduce the student, the faculty member whose decision is being appealed, the accompanying support person, and the members of the Committee;

- Briefly outline the decision being appealed and remedy sought;

- Ensure that the proceedings are recorded.

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

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

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

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

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

**Disposition**

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

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

The Decision of the Appeals Committee will be provided to the Registrar’s office within 30 days of submission. The Chair is responsible for the completion and signing of decision form to be returned to the Registrars’ office.

All the material in connection with this appeal shall be held by the Dean’s office for six months after the expiration of the appeal period, at which point it will be destroyed. Should the student launch a further appeal, all material in connection with this appeal shall be made available to the Senate Committee on Appeals.

See section 9.5.4.1 for appeals beyond the unit.

**Responsibility to Faculty Council**

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

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

**9.2 Definitions**

- “Appellant” – the graduate student appealing a decision affecting the student’s own admission to, academic standing in, awards from or disciplinary action by a department/unit or the Faculty of Graduate Studies;
- “Appeal Panel” – a panel convened from the members of the Faculty of
Graduate Studies Appeals Committee by the Executive Committee of the Faculty of Graduate Studies empowered to deal with appeals stemming from decisions of departments/units or the Faculty of Graduate Studies, or individuals designated to make such decisions;

- “Unit” – the department/unit council, or appeal body, whose decision is being appealed. This is understood to include decisions taken by individuals or committees acting in the name of the department/unit and also to the supplementary regulations pertinent to a department/unit’s operation which have been approved by the Faculty of Graduate Studies;
- “Respondent” – a representative of the department/unit or the Faculty of Graduate Studies designated by the department/unit Head/Dean of the Faculty of Graduate Studies to represent the department/unit or Faculty of Graduate Studies.

### 9.3 Types of Appeal

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

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

In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Faculty of Graduate Studies Appeal Panel is appealable only to the Senate Committee on Appeals or the University Discipline Committee, as appropriate. In all cases an appellant shall have the option of being registered in, and undertaking the responsibilities of, their program, until such time as they have exhausted the university appeal process or the appellant decides not to appeal further, whichever comes first.

### 9.4 Admission Appeals


### 9.5 Academic Appeals

#### 9.5.1 Composition

Faculty members or students are disqualified from participating on an Appeals Panel if they:

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

**Note:** All members of an Appeal Panel shall participate in all of the deliberations.
essential for the determination of the matter in dispute. If, in the course of hearing an appeal, a member is not present at the commencement of the hearing or a member cannot continue, the Panel may elect to proceed in the absence of that member. If more than one (1) member is not present at the commencement or cannot continue, the Appeal Panel must adjourn.

### 9.5.2 Consideration

Appeal Panels will consider appeals:

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

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

### 9.5.3 Grounds for an Academic Appeal

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

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

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

### 9.5.4 Academic Appeal Deadlines

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

An appeal of action taken by any department/unit, committee, administrator or faculty member within the Faculty of Graduate Studies must be submitted in writing by the

<table>
<thead>
<tr>
<th>There are two avenues of appeal available to students within the Faculty of Social Work.</th>
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<tbody>
<tr>
<td><strong>Appeal of a Grade:</strong></td>
</tr>
<tr>
<td>If a student has reason to believe that a mistake</td>
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</tbody>
</table>
appellant to the Dean of the Faculty of Graduate Studies within fifteen (15) working days of the date from the date that the appellant was informed in writing of the action to be appealed.

has been made in the assessment of a grade assigned in a course taken within the Faculty of Social Work, the student should, in the first instance attempt to resolve the issue with the course instructor.

If there is no satisfactory resolution at this level, and the student wishes to take further action, an appeal will be heard by the Appeals Committee of the Faculty of Social Work, upon notification from Student Records that a formal appeal has been filed. Appeals may also be heard if a failure is assigned in the Candidacy examination. The Appeals Procedures of the Graduate Programs of the Faculty of Social Work are described in Section 9.1.

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

**Appeal Against a Decision of the Graduate Standings Committee:**

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

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

<table>
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<th>9.5.4.2 Appeals to Senate:</th>
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<tbody>
<tr>
<td>As per the University of Manitoba Governing Documents: Students: Policy: Appeals Procedures <a href="http://umanitoba.ca/admin/governance/media/Senate_Committee_on_Appeals_Proc">http://umanitoba.ca/admin/governance/media/Senate_Committee_on_Appeals_Proc</a></td>
</tr>
</tbody>
</table>
9.5.5 Academic Appeals Process

9.5.5.1 Documentation

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

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

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

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

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

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

9.5.5.2 Hearing

The appellant and respondent shall have the right to appear before the Appeal Panel and to call witnesses that he/she wishes to appear before the panel. It is the responsibility of the party calling witnesses to ensure that the witnesses are informed of the date and time of the hearing. The Dean of the Faculty of Graduate Studies shall be notified not less than four (4) working days prior to the hearing of the names of all witnesses that are to be called and shall inform the other party.

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

In addition, if the appellant wishes, one (1) member of their immediate family, and a
lawyer, may be present, but only as observers who do not participate. The Dean of the Faculty of Graduate Studies must be notified of any persons to be accompanying the appellant at least four (4) working days prior to the hearing.

Hearings shall be held in closed session unless at least one (1) party requests an open hearing and all parties to the appeal agree to the request. During the hearing, the appellant or the respondent may request a change in the open or closed nature of the hearing, at which time the Appeal Panel shall determine its procedures.

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

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

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

When an Appeal Panel determines that there are insufficient grounds or that it lacks the jurisdiction to proceed with an appeal hearing, it shall report its reasons to the Dean of the Faculty of Graduate Studies.

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

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

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

9.5.5.3 Disposition

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

9.6 Discipline Appeals

The specific jurisdiction of each of the Disciplinary Authorities is outlined in:
Table 1: Jurisdiction of Disciplinary Authorities for Student Academic Misconduct

Table 2: Jurisdiction of Disciplinary Authorities for Student Non-Academic Misconduct

Table 3: Disciplinary Actions and Disciplinary Authorities
(http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html)

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

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

9.6.1 Discipline Appeal Deadlines

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

9.6.2 Appeal of Disciplinary Action

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:
Student Discipline Appeal Procedure
(http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html)

The student shall clearly indicate in the notice of appeal whether they are appealing the decision on:
(a) the finding of facts;
(b) the disposition determined by the disciplinary authority; or
(c) both (a) and (b).

9.7 Fee Appeals

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

9.8 Term Work Appeals:

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/unit responsible for the course within ten (10) working days after the grades for term work have been communicated to students. Following receipt of the appropriate appeal form and evidence of payment of the refundable appeal fee, the department/unit shall consider the appeal and provide a decision within fifteen (15) working days. Please refer to http://umanitoba.ca/student/records/grades/690.html
9.9 Grade Appeals

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

9.10 Assistance with Appeals

The Office of Student Advocacy, 520 University Centre, [http://umanitoba.ca/student/advocacy/](http://umanitoba.ca/student/advocacy/), provides information and assistance to students regarding all appeal processes. It is strongly recommended that students contact the Office of Student Advocacy to assist them with any appeal they are considering.

### APPENDIX 1: Thesis/Practicum Types

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

- Regular style; or
- Manuscript/grouped manuscript style

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

### 1.0 Regular Style

#### 1.1 Prefatory Pages

##### 1.1.1 Title Page

The title page should contain the following information:

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

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

##### 1.1.2 Abstract

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

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

1.1.4 Dedication

A single page pertaining to a dedication is allowed.

1.1.5 Table of Contents

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

1.1.6 List of Tables

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

1.1.7 List of Figures

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

1.1.8 List of Copyrighted Material

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

1.2 Format

1.2.1 Styles

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

- American Psychological Association, Publication Manual of the American Psychological Association;
- Kate L. Turabian, A Manual for Writers of Term Papers, Theses and
<table>
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<th>Dissertations;</th>
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<tr>
<td>• The Modern Language Association of America, MLA Handbook for Writers of Research Papers; and</td>
</tr>
<tr>
<td>• University of Chicago Press, The Chicago Manual of Style;</td>
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Students should always use the latest edition available. If there is a conflict between the instructions in this booklet and the style manual chosen, the former should be followed.

### 1.2.2 Spelling

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

### 1.2.3 Format

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

### 1.2.4 Margins

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

### 1.2.5 Page Numbers

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

### 1.3 Footnotes, References and Appendices

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

### 1.4 Figures, Illustrations, Photographs and Design Drawings

#### 1.4.1 Illustrative Material

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

### 1.4.2 Layout of Tables and Figures

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

### 1.5 Additional Materials

#### 1.5.1 Consent and Access to Information Forms

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

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

#### 1.5.2 Use of Copyrighted Material

If the thesis/practicum includes copyrighted material (images or more than a reasonable extract (according to the Copyright Act) of another person’s work), permission must be obtained from the copyright holder. A “Sample Permission Letter” is available on the Copyright Office website ([http://umanitoba.ca/copyright/copyright_basics.html](http://umanitoba.ca/copyright/copyright_basics.html)). In some cases, copyright holders prefer to use their own permission forms and/or will provide their permission electronically. Both of these are acceptable by the Faculty of Graduate Studies.

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

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

Subsequently, information on where the reader can locate the image or text should be included, such as the URL, title of book/journal, volume and issue number, page number, publisher, and date of publication. A description of the purpose or significance of the text or image should be provided.

For further information on copyright see: [http://umanitoba.ca/admin/wp_admin/ofp/copyright/index.html](http://umanitoba.ca/admin/wp_admin/ofp/copyright/index.html)
2.0 Manuscript/Grouped Manuscript Style

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

Publication, or acceptance for publication, of research results prior to the presentation of the thesis/practicum does not supersede the evaluation of the work by the examination committee (i.e. does not guarantee that the thesis/practicum will be found acceptable). Examiners may specify revisions regardless of the publication status. The thesis/practicum must follow the same prefatory information (1.1), spelling, formatting margin requirements, page numbering (1.2), footnotes and appendices (1.3), figures, illustrations photographs and drawings (1.4) and any additional material (1.5) as those outlined above.

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

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

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

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