Welcome to the Department of Community Health Sciences Graduate Education Program

The Department of Community Health Sciences (CHS) in the Max Rady College of Medicine, Rady Faculty of Health Sciences at the University of Manitoba is a productive and innovative department with a national reputation for excellence in research, teaching, and service. We are a leading department in terms of research grants and career awards in the Faculty of Medicine and the University of Manitoba. We are responsible for large teaching programs for medical undergraduates, Public Health and Preventive Medicine residents, and graduate students. We provide expert technical and professional services to governments and community organizations with significant impact on public health practice and health policy in the Province of Manitoba and beyond.

This handbook includes up-to-date information about the Department and its graduate programs, departmental faculty, how to apply for admission, academic requirements for graduate program completion, and student resources available in the Department, the Max Rady College of Medicine, the Faculty of Graduate Studies, and the University of Manitoba. As such, this handbook is intended to be a resource for both faculty and students. It is hoped that the two will work together throughout our program, leading to a beneficial and positive experience for all.

Sincerely,

Michelle Driedger, Ph.D.
Director, Graduate Program
Department of Community Health Sciences
University of Manitoba
COMMUNITY HEALTH SCIENCES
CONTACT INFORMATION

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Winnipeg, Manitoba, Canada
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Dr. Michelle Driedger, Director of Graduate Program

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This handbook summarizes some of the main features and requirements for the CHS graduate programs of study. Students should always seek out the complete details in the Faculty of Graduate Studies regulatory documents and the Departmental Supplemental Regulations
https://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html
If any discrepancies exist between the information in this document and the full regulations, the latter shall prevail.
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The Department

History and Context
The Department of Community Health Sciences (DCHS) was created in 1987 through the merging of the Department of Social and Preventive Medicine and the Division of Community and Northern Medicine.

The Department of Social and Preventive Medicine had existed as a small department within the medical school since the 1950s but had no full-time faculty members until the mid-1960s. Its first full-time Head, the late Dr. David Fish, was appointed in 1973. He began the recruitment of research scholars and scientists supported by career awards and lay the groundwork for the Department of Social and Preventive Medicine to become a research-intensive department. A parallel development during the 1970s was the establishment and growth of the Northern Medical Unit (NMU) under the leadership of the late Dr. Jack Hildes. The NMU provided medical services to Aboriginal communities in the Keewatin region of the North West Territories and Northern Manitoba. It was due to Dr. Hildes’ foresight and energy that the University of Manitoba became an international leader in Aboriginal health care.

Dr. Hildes held the title of Associate Dean responsible for the Division of Community Medicine, which incorporated the NMU, the community medicine residency program and also undergraduate teaching in family and community medicine. It changed its name to the Division of Community and Northern Medicine in 1984.

The creation of DCHS in 1987 recognized the confluence of interests and activities between the two units and aimed to create a well-rounded department excelling in all three areas of teaching, research and service. Dr. Brian Postl became the first Head of the new department, a post he held until 1993. He was succeeded by Dr. Michael Moffatt, who served from 1993 to 1998, Dr. Kue Young from 1998 to 2002, Dr. John O'Neil from 2002 to 2007, Dr. Lawrence Elliott from 2007 to 2008, Dr. Sharon Macdonald from 2008 to 2012, and Dr. Stephen Moses from 2012 to the present.

Community Health Sciences is one of the departments in the UM Max Rady College of Medicine. The Max Rady College of Medicine is comprised of 22 academic departments. Each department is involved to varying degrees in teaching, research, service and clinical activities. More information about the University of Manitoba and the Max Rady College of Medicine and their resources can be found on their websites.

As part of the University of Manitoba’s Academic Structure Initiative (ASI), the Department of Family Social Sciences, Faculty of Human Ecology and the Department of Community Health Sciences, Rady Faculty of Health Sciences recommended the merger of their departments. Their proposal was approved by Senate, in principle, and recommended to the Board of Governors and approved on June 24, 2014.
By bringing together the Departments of Family Social Sciences and Community Health Sciences, the University of Manitoba strengthens its leadership role in teaching, research and outreach in family and population health research and education. The joining of these two departments will strengthen and enhance their respective missions, creating an innovative and unique emphasis on family and population health.

**Department Mission Statement**
The activities of the Department of Community Health Sciences are a reflection of the following mission statement and goals.

*To create, preserve and communicate knowledge with respect to the health of populations and thereby contribute to the physical, psychological, cultural, social and economic well-being of the people of Manitoba, Canada and the world.*

To fulfill its mission, the Department of Community Health Sciences strives to:
- provide the highest quality education, employing a population-based approach to health and health care.
- play a leadership role in ensuring that all undergraduate teaching in the College has a population health and critical appraisal perspective and preventive focus where appropriate.
- enhance student success by fostering an environment conducive to intellectual growth.
- conduct original scholarship and applied research in the area of population health of the highest quality as judged by international standards.
- serve the community by making its expertise available and where appropriate by providing exemplary service models to individuals, communities, institutions and governments to the fullest extent.

**Organization of the Department**
The Department offices are located at the Bannatyne Campus of the University of Manitoba, in the Pathology Building (770 Bannatyne Avenue) and the Medical Services Building (750 Bannatyne Avenue). Departmental Units and Centres are housed in these buildings as well as the adjoining Brodie Centre (727 McDermot Avenue). A [map of the Bannatyne Campus](#) is available online. The main administrative office for the Department and its mailing address is:

Department of Community Health Sciences  
University of Manitoba  
S113-750 Bannatyne Avenue  
Winnipeg, Manitoba, Canada R3E 0W3

The Department Head administers the department through a number of committees. Student representatives attend meetings of these committees to provide the students’ perspective to issues under discussion.
**Departmental Committees**

**Department Council** - All full-time and part-time faculty of Community Health Sciences are members of the Department Council. The council meets every second month to discuss issues affecting the whole department.

**Executive Committee** - In addition to the Department Head and the Associate Department Head, the Directors of Units and Centres within the Department, the Executive Committee consists of six faculty, who are elected for a two year term. The Executive Committee is an advisory committee to the Department Head. The Committee meets every second month, alternating with the Department Council meetings.

**Graduate Program Committee** - This committee consists of the Director of the Graduate program, Department Head, Director of the Public Health and Preventive Medicine Residency Program, Director of the Master’s of Public Health Program, four full-time and two part-time faculty members, a graduate student representative, and a Public Health and Preventive Medicine resident. The full-time and part-time members are elected for three-year terms. Committee activities focus primarily on course scheduling, monitoring student progress, and selection of students for acceptance into the program.

**Faculty**

The Department of Community Health Sciences has 47 full-time faculty as well as over 100 part-time members who are adjunct or cross-appointed to CHS. [Department full-time faculty](#), their interests and biographies are provided on the CHS website. In addition there is a [contact listing with keyword information for all, full-time and part-time faculty](#).

**Education Programs**

The Department of Community Health Sciences is very involved in the educational endeavours of the Max Rady College of Medicine, at all levels. In particular, the Department provides teaching and mentorship in Community Health Sciences to undergraduate medical students, graduate students, Public Health and Preventive Medicine Residents, and Post-Doctoral Fellows. Descriptions of our [educational programs](#) in these areas are provided.

Our [Graduate Program](#) offers a broad, multidisciplinary training at the Diploma, Master’s and Doctoral levels in the concepts and methods of the population-based health sciences and their application in the practice of population health, public health and preventive medicine. The department participates in all four years of the undergraduate medical curriculum. Complete information on the program is available at [Undergraduate Medical Education Program](#). A list of specific courses, sessions and clerkships is outlined on the Community Health Sciences website. The [Public Health and Preventive Medicine Residency Program](#) is a four-year medical specialty program accredited by the Royal College of Physicians and Surgeons of Canada. Application to the program can be made through the [Canadian Residency Matching Service](#) or, in some instances, through the Faculty of Medicine’s re-entry process.
The Graduate Program

History and Objectives
The Graduate Program is one of four educational programs of the Department of Community Health Sciences. The Graduate Program is under the supervision of a Director, who reports to the Department Head. As is the practice in most graduate programs in Canada, there is a dual reporting relationship from the Department Head to the Deans of the Faculty of Graduate Studies and of the Rady Faculty of Health Sciences.

The first Director of the Graduate Program in Community Health Sciences was Dr. David Fish, formerly Head of the Department of Social and Preventive Medicine. He shepherded the program through its formative years from 1989 to 1992. Dr. Fish was succeeded by Drs. Joseph and Patricia Kaufert (1992 - 1994), Dr. Linda Garro (1994 - 1997), Dr. Kue Young (1997 - 1999), Dr. Thomas Hassard (2000 - 2002, 2004), Dr. Robert Tate (2003, 2005 to 2012), Dr. Evelyn Forget (2012-2014), Dr. Verena Menec (2014 to 2017) and Dr. Michelle Driedger (2017 to present).

The graduate program has grown rapidly since its formal inauguration in 1989 with 14 MSc and 3 PhD students. The thesis based MSc and PhD degrees were offered in 1989; the first two graduates of the program received their MSc degrees in 1992 and the first PhDs graduated in 1994. A Diploma in Population Health (one year course-based degree) began in 2000, and a public health practice-oriented Master’s of Public Health (MPH) was introduced in 2006.

At any one time, there are some 100 full-time, part-time and occasional students in the program, making CHS one of the largest graduate studies programs in the Max Rady College of Medicine.

The diversity of interests of our students is reflected through the titles of their thesis projects. A listing of MSc and PhD thesis and MPH field placement titles of students graduating from Community Health Sciences over the past ten years is available to highlight this range of topics.

The Graduate Program is one of the major means by which the Department translates its mission into reality. As currently stated, the objectives of the Graduate Program are to:

1. prepare individuals for both applied and research positions in government and health institutions;
2. prepare individuals through the PhD program for teaching and research careers in universities;
3. generate and disseminate new knowledge in the field of community health sciences.
Graduate Degree Programs in the Department

The Department of Community Health Sciences offers four Graduate Degree Programs:

- Doctor of Philosophy (PhD)
- Master’s of Science (MSc)
- Master’s of Public Health (MPH)

Our Graduate Program offers broad, multidisciplinary training at the Master’s and Doctoral levels in the concepts and methods of the population-based health sciences and their application in the practice of population health, public health and preventive medicine. In addition to training in the core areas of epidemiology, biostatistics and the social sciences as applied to health (anthropology, economics, sociology and political science), students have an opportunity to obtain advanced training in internationally recognized research programs conducted by specialized units within the department such as the Manitoba Centre for Health Policy, Centre for Global Public Health, Ongomiiizwin Indigenous Institute of Health and Healing (formerly known as the Northern Medical Unit and the Manitoba First Nations Centre for Aboriginal Health Research). As a result, our graduate students have the opportunity to access both internationally regarded researchers and award winning teachers.

A listing of graduate courses offered in the Department is available. Courses are scheduled so that all courses will offered over a two year cycle. Courses offered in the coming term are posted on the Department website.

- The Doctor of Philosophy (Ph.D.) program is designed to produce individuals who will teach in the community health sciences, train other researchers, design and execute major research projects, and serve as senior advisors and consultants in the area of health care policy and planning.

- Our two master’s programs, the Master of Science (M.Sc.) and Master of Public Health (M.P.H.) degrees, are intended to satisfy the demand of local, regional, provincial and federal health departments for trained community health professionals. Both Master’s level programs provide core training in epidemiology, public health, health policy planning, and health administration. The M.Sc. program has a research focus requiring completion of a thesis while the M.P.H. program has a field-placement / practicum integrating applied public health concepts.

Students in Community Health Sciences can enroll either full-time or part-time. Students wishing to enroll as part-time or transfer to part-time status should complete the “Request for Part-Time Status” form, which needs to be approved by their Advisor and the Department Head prior to registration.

According to FGS regulations, an MSc degree must be completed within four years and a doctoral degree within six academic years. In exceptional circumstances, students may apply for an extension. This involves completing a “Request for Extension of Time to Complete
**Program of Study** form outlining the reason for the request, with supporting signatures from the student’s Advisor and the Graduate Program Director. This should be done well in advance of the anticipated completion deadline, and there is no guarantee that the extension will be approved by the Faculty.

**The Faculty of Graduate Studies and Governing Regulations**

All Graduate Programs at the University of Manitoba operate under rules established by the Faculty of Graduate Studies (FGS). All students and faculty are responsible for understanding the policies, regulations, and guidelines of the University of Manitoba, FGS, as well as the Department program of study. FGS publishes a [Graduate Calendar](#) outlining regulations governing all graduate programs. Students should review this publication.

The Graduate Program in CHS is also governed by the [Department of Community Health Sciences Supplemental Regulations](#). The FGS regulations and guidelines should be read in conjunction with the Department of Community Health Sciences Supplemental Regulations, which describe any additions to or deviations from the Faculty of Graduate Studies regulations that are specific to graduate studies in Community Health Sciences. Students are responsible for reviewing these Supplemental Regulations as they proceed through their program.

**Graduate Program Committee**

The Graduate Program Committee is a standing committee in the Department. The Committee consists of the following voting members:

- Committee chair: Director of Graduate Studies Program, DCHS
- Department Head, DCHS
- Director, Public Health and Preventive Medicine Residency Program
- 4 members-at-large representing full-time faculty members of DCHS
- 2 members of part-time/adjunct faculty
- 1 representative selected by graduate students in DCHS
- 1 representative selected by Public Health and Preventive Medicine residents in DCHS

Full time and part-time faculty are elected for a three year term, with elections staggered so that two new members are elected each year.

The Committee meets at least once per term. Its responsibilities are:

- **To determine policies relating to the graduate program, e.g. admissions criteria, course requirements, theses, course transfers/waivers, scholarships/fellowships, student support services, and other relevant matters;**
- **To plan and review graduate studies curriculum;**
- **To approve new courses and changes to existing courses;**
- **To review and select applicants to the graduate programs.**
The entire committee convenes as the Admission Committee, to consider applications to the program. From time to time, special subcommittees are struck to examine specific issues or undertake special tasks, e.g., curriculum change, planning for external reviews.

Within the Max Rady College of Medicine, there is a Committee of Graduate Studies consisting of the Directors or representatives of the various College of Medicine graduate programs and chaired by the Assistant Dean (Graduate Studies). Course proposals and changes to Graduate Program regulations are channeled through the Faculty of Graduate Studies to the University Senate for approval.

**Applying to the Graduate Program**

The graduate program welcomes students from a wide variety of academic and professional backgrounds. Admissions to the program are considered at a special meeting of the Graduate Studies Committee, usually in early in February for enrolment in September.

Prospective students often have questions pertaining to receiving credit for courses taken in other programs at University of Manitoba, or courses completed at other universities. Core or elective courses that have already been successfully completed with a grade of “B” or better, but have not been credited to an already awarded degree, may be considered for transfer for credit into our graduate degree program. Course equivalency will be determined by the Instructor of the CHS course and approved by the Director of the Graduate Program. Such courses can be considered for elective credit only if they are deemed pertinent and complementary to the student’s program of study. A course cannot be counted towards a degree at University of Manitoba if it has been taken more than seven years (eight years if admitted prior to September 2013) before the award of the degree in question.

There are different admission requirements for each of our degree programs. General information is provided below; more specific information is provided in the context of each of the programs in Community Health Sciences.

**Academic Performance for Admission**

The Admissions committee reviews all applications and selects students, taking into account grade point averages in undergraduate degrees and letters of recommendation. Standards established by the FGS require a minimum grade point average of 3.0 based on the last 60 credit hours of courses completed. Applicants who completed their undergraduate program outside Canada will be assessed by the Faculty of Graduate Studies which has up-to-date information on programs around the world.

Every year, the department receives many more applications for admission than we can accommodate. As a consequence, an application that just meets minimum standards is very unlikely to be successful.
The Department recognizes that a number of prospective students may have taken their undergraduate work some years earlier and their subsequent work experience will be considered along with their academic record.

Admission requirements for each of the four departmental programs are provided below as part of the description of each program.

**Roles and Responsibilities for Faculty and Students**

The Faculty of Graduate Studies has developed a document that advisors and students must complete: “Advisor Student Guidelines: Thesis/Practicum Programs” found in JUMP. The document is designed to provide a framework for discussion between advisors and graduate students registered in a thesis or practicum program and to establish guidelines to govern their relationship.

The Faculty of Medicine has also prepared a document entitled: “Guidelines for Conduct in Teacher-Learner Relationships”, which students should review.

**Questions and Assistance**

During the time students are with the Department, they may require assistance with various aspects of their studies. Contact information is provided at the front of the Handbook. Depending on the types of questions or assistance required, there are various personnel that students can approach:

- For *general* matters, students might find answers from their fellow classmates.
- For *administrative* matters, such as course registration, etc., students should contact Theresa Kennedy, the Administrative Assistant for the Graduate Program in Room S111, 750 Bannatyne Avenue.
- For *academic* matters such as choice of courses, organizing timelines for the program of study, guidance regarding making award applications etc., students should contact their Advisor. The Graduate Program Director is also available if clarification is needed or there are any unresolved issues.
- For *awards* matters please know that the Faculty of Graduate Studies has a team of awards assistants, each with their own portfolio of awards they are responsible for. At the department level you may contact Theresa Kennedy.
- For *personal* matters in relation to their studies, students should approach their Advisor, the Graduate Program Director or the Department Head. The University also offers numerous resources to assist with a broad range of issues (see the final section of this Handbook). A full range of services is outlined in the University of Manitoba Student Guide.
- Members of the Department of Community Health Sciences Student Council and senior students can also provide valuable information to students as they proceed through their graduate program.
Doctor of Philosophy (PhD) Program

Admission Requirements
Admission to the Department requires a thesis-based Master's degree in community health sciences or public health with content equivalent to that offered by the department, or a master’s degree in the basic medical sciences, biological or social sciences. Students who completed a research-based Master’s degree but did not write a thesis may also be eligible for admission to the PhD program. Such applications will be evaluated for eligibility by the CHS Graduate Studies Admission Committee. Students from professional Master’s programs are not eligible to apply, except in exceptional circumstances (i.e. an extensive publication and research background) as evaluated by the CHS Graduate Studies Admission Committee.

Selection Criteria
In recommending students for admission to the Faculty of Graduate Studies, the Department will emphasize past academic performance, evidence of research experience and potential, the extent to which an applicant has formulated the specific area of research in which he/she wishes to work, and whether the applicant’s research interests are congruent with the current research resources and priorities of the members of the Department. Prior to admission to the Ph.D. program, a member of the Department of CHS must agree to serve as that student’s Advisor and provide written confirmation through a letter of support. The Faculty of Graduate Studies and Department have established criteria for College of Medicine faculty eligible to serve as Ph.D. Advisor.

Students and faculty who are not sure as to who can serve as advisor to PhD students should consult the FGS and CHS regulations. If questions remain, the Graduate Program Office can be contacted for further information.

Structure of the Program
The general regulations established by the Faculty of Graduate Studies (FGS) govern the PhD degree program in Community Health Sciences (CHS). In addition, there is a set of Supplemental Regulations specific to the Department. Students and faculty have the responsibility to be aware of both sets of regulations.

The PhD in Community Health Sciences requires completion of 18 credit hours of courses, the candidacy examination, preparation and approval of a thesis proposal, and researching, writing and defending a thesis/dissertation. Students who do not have an MSc in Community Health Sciences from University of Manitoba and are entering the program from other backgrounds must also take the four required courses for the MSc course, which may be credited towards PhD electives with the Advisor’s approval.
Full-time PhD students entering the program with an MSc in Community Health Sciences should plan to complete their coursework in the first year (two terms). Those entering from different backgrounds may take a bit longer to complete all requirements.

The candidacy examination will be scheduled to be written three times each year and should be undertaken within six months of completion of course work. Students passing their candidacy examination can then proceed to develop their thesis proposal. After the proposal is approved and ethics approval obtained, students can initiate their research and write and defend their thesis.

Students are expected to attend all sessions of the courses in which they are registered. Students are also expected to attend regularly scheduled events, such as the Department Colloquium series, which is held on Fridays, as well as other students’ thesis presentations.

According to FGS regulations, a Doctoral degree must be completed within six academic years. Certain forms must be completed at various stages in the student’s program.

The following template was developed to assist PhD students in working through their program milestones and keeping track of the necessary forms.
### Ph.D. Program Timeline and Forms

<table>
<thead>
<tr>
<th>Activity</th>
<th>By when?</th>
<th>Form to be completed and handed in to CHS Graduate Program Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection of a thesis advisor</td>
<td>PhD students must have a thesis advisor identified at the time they apply for admission to CHS.</td>
<td></td>
</tr>
<tr>
<td>Selection of coursework (program of study)</td>
<td>Students should consult with their thesis advisor before selecting courses. Students and Advisors should review the courses periodically to ensure that all requirements are met.</td>
<td></td>
</tr>
<tr>
<td>Selection of a thesis advisory Committee</td>
<td>Within the first year of studies.</td>
<td>PhD Program of Study and Appointment of Examiners</td>
</tr>
<tr>
<td>Completion of coursework</td>
<td>In order to complete their PhD in a timely manner, full-time students should aim to finish course work within the first academic year.</td>
<td></td>
</tr>
<tr>
<td>Annual evaluations</td>
<td>Available April and due at FGS annually June 1st. Advisors are encouraged to submit progress report forms at other times of the year as well. The advisor 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.</td>
<td>Progress Report Form</td>
</tr>
<tr>
<td>Candidacy examination</td>
<td>The candidacy exam should be written within 6 months of completion of course work. Given that there are only 3 candidacy exams sittings per year, students and their advisors, and thesis committee members should carefully plan the timing of the exam.</td>
<td>Ph.D. Candidacy Examination form</td>
</tr>
<tr>
<td>PhD proposal defense</td>
<td>The proposal defense should occur during the term following completion of the candidacy examination. The proposal must be submitted to the Director of the Graduate Program and approved before it goes to defense.</td>
<td>Proposal presentation and approval</td>
</tr>
</tbody>
</table>

See [PhD Proposal Defense Guide for Students and Advisors](#) for steps on what to do in order to schedule the proposal defense.
<table>
<thead>
<tr>
<th>Obtain ethics approval (and other approvals if applicable)</th>
<th>After the thesis proposal defense.</th>
<th>HREB Approval website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct research and write up thesis</td>
<td>Students should anticipate several rounds of revisions before the thesis can go to defense.</td>
<td></td>
</tr>
<tr>
<td>Process re Examination of the Written Thesis</td>
<td>Approval to Proceed to Examination: Support of the candidate’s advisor/co-advisor, advisory committee and department/unit is required before the thesis is eligible for examination, by way of submitting a completed “Approval to Proceed form. See FGS supplemental regulations 5.11.6. This form will be submitted at the time the student submits their thesis for distribution. The Dean of the Faculty of Graduate Studies will request the examiners to give, within four (4) weeks of the distribution of the thesis, a detailed written report of the thesis. In scheduling a final thesis defense, students and advisors should also be aware of the Faculty of Graduate Studies deadlines that need to be met in order to go to convocation. <a href="http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html">http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html</a></td>
<td>Approval to Proceed form</td>
</tr>
<tr>
<td>Schedule final thesis defense</td>
<td>The final thesis defense can be scheduled once all internal committee members and the external examiner have indicated that the thesis can proceed to defense. See <a href="http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html">PhD Guide to making arrangements for my Final Oral Examination / Post Defense details</a> for steps on what to do in order to schedule the final thesis defense.</td>
<td></td>
</tr>
<tr>
<td>Final PhD thesis defense</td>
<td>FGS designates a Chair for the defense and provides forms to be completed by the Chair.</td>
<td></td>
</tr>
<tr>
<td>Make revisions as required by thesis advisory committee and have revisions approved by advisor (and committee, if applicable).</td>
<td>As soon as possible after thesis defense. Students and Advisors should be aware of the Faculty of Graduate Studies deadlines that need to be met in order to go to convocation. <a href="http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html">http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html</a></td>
<td>A hard copy of the final thesis document must be provided to the CHS Graduate Program Office.</td>
</tr>
<tr>
<td>Submission of thesis to Faculty of Graduate Studies</td>
<td>The candidate will be recommended for the Ph.D. degree upon receipt by the Faculty of Graduate Studies of favourable reports by the thesis examining committee, a corrected copy of the electronic version of the thesis submitted to MSpace, final approval and release forms and providing all other degree requirements have been satisfied.</td>
<td></td>
</tr>
</tbody>
</table>

Note: Further information can be found in the Graduate Student Handbook or on the Faculty of Graduate Studies (FGS) website. [http://umanitoba.ca/faculties/graduate_studies/](http://umanitoba.ca/faculties/graduate_studies/).

A detailed listing of FGS and CHS regulations is available at: [http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html](http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html)
**PhD Thesis Advisor**

As part of the application process, PhD students will have identified a potential research area and approached a CHS faculty member working in the research area who has agreed to serve as the Doctoral Advisor. The Advisor should act as research “mentor”, guiding and supporting the student through his/her doctoral studies, including selection of elective courses that would be most relevant for the proposed thesis topic, preparations for the candidacy examination, refining the thesis topic and thesis proposal, and preparing the thesis. The Advisor is the student’s departmental “contact person”, and will also be responsible for signing off on various administrative documents.

The Advisor will normally be a full time or geographic full time member of the Department of Community Health Sciences and eligible for membership in the Faculty of Graduate Studies. The Graduate Program Committee has criteria based on research and supervisory experience to determine eligibility of a Faculty member to serve as a Ph.D. Advisor.

In special circumstances, an Advisor and Co-advisor may advise a student, with the Graduate Director’s approval. The Advisor and Co-advisor must be members of FGS. When an Advisor and Co-advisor are assigned, together they fulfill the role of the Advisor (i.e., neither can simultaneously fulfill any other advisory or examining committee membership requirements). The Advisor and Co-advisor will act as one person on the committee, and cast a single vote. A Co-advisor will usually be identified at the beginning of a student’s program. However, in some circumstances, the need for a Co-advisor may arise mid-way through a student’s program. FGS must be informed of the co-assignment, and both Co-advisor’s signatures are required on all documents requiring an Advisor’s signature.

The Faculty of Graduate Studies' document entitled “Advisor – Student Guidelines” sets out, in more detail, individual responsibilities for the Advisor and graduate student, as well as other “partners” in the graduate education process.

**Advisory Committee**

In collaboration with their Thesis Advisor, students must select two other committee members who are members of the Faculty of Graduate Studies at the University of Manitoba, one of whom must be from Community Health Sciences (internal committee member) and one of whom must be from a department other than Community Health Sciences (external committee member).

Students can choose to have more than three members on their committee, but large committees should be justified by the research needs of the project. It is possible to have a “community expert” on the committee; the community expert will be identified as a “guest” committee member.
Students must have their Thesis Committee in place during their second term, prior to the candidacy examination. The student and their Advisor should record the committee members’ names on a PhD Program of Study and Appointment of Examiners form, which is signed by all committee members and is sent to the Graduate Program Assistant and then to FGS.

**Progress through the Program**

Students should discuss their program timelines with their Advisor and provide an indication of their proposed thesis title and coursework on the PhD Program of Study and Appointment of Examiners form. The form does not have to be submitted on admission to the program but should be completed when committee members are in place. Each student’s program of study, including course selections, is approved by the CHS Graduate Program Director yearly.

Progress Reports are completed on a regular basis (at least once a year), so that students’ progress through the program can be monitored and any problems addressed. The Progress Report form reviews the student’s progress during the past year, classifies it as satisfactory or otherwise, and plans goals for the coming year. The form is usually distributed by the CHS Graduate Office to Advisors in mid-April. Once completed, the form must be signed by the Advisor and student and sent, by the deadline specified, to the CHS Graduate Director, who forwards it to the Faculty of Graduate Studies. Students cannot enroll in the next year of their program unless this process is completed and satisfactory progress is confirmed. After completion of all courses, students must register for their thesis (with its own course number) and must register every term until their thesis is completed.

**PhD Course Requirements**

The first goal for doctoral students is to complete their course requirements. There are “pre-requisite courses” which may or may not be required, depending on the student’s background, Master’s degree and training. The second are the “formal course requirements” which all doctoral students must complete (both required courses and elective courses). As with all graduate programs at the University of Manitoba, students cannot have a grade of less than C+ in any of their courses and their Grade Point Average must be maintained at least 3.0.

**Prerequisite Courses for Students without an MSc in Community Health Sciences**

The following 12 hours of core MSc courses must be completed by all students, either prior to entry into the doctoral program or once accepted to the program. These courses may count towards the PhD requirement of 12 elective credit hours.

3 Core MSc courses plus 1 Methods course:

- CHSC 7320 Organization and Financing of the Canadian Health Care System
- CHSC 7520 Principles of Epidemiology
- CHSC 7820 Biostatistics for Community Health Sciences, OR
  CHSC 7810 Biostatistics for Health and Human Sciences, OR
  CHSC 7738 Qualitative Research Methods in Community Health Sciences
- CHSC 7860 Methods and Concepts for Community Health Science
Students who feel they already have the skill sets being taught in a particular prerequisite course should approach the instructor of the course with appropriate documentation (outline, transcripts, etc.). If the instructor feels that that the skill sets have been covered in the course, they will notify the Graduate Program Director and the student would then be exempted from this particular pre-requisite.

**Formal Course Requirements: Doctor of Philosophy (PhD) (18 credit hours)**

PhD students are required to take 18 credit hours at the 7000 or 8000 level as their formal course requirement. This consists of a Senior Seminar course, one methods course from the list below, and four electives, as follows:

**Core PhD course**
- CHSC 8600  Senior Seminar in Community Health Sciences

**One (1) Methods course from the following list of CHS courses:**
- CHSC 7540  Advanced Epidemiology
- CHSC 7740  Advanced Qualitative Methods in Community Health Sciences
- CHSC 7830  Advanced Biostatistics for Community Health Sciences

**12 credit hours of Elective Courses**  (any other courses offered at the 7000 level)
The course program will vary from student to student and will depend on their research interests and the program of study as agreed to by the student's Advisory Committee. Please see course list posted on the Department website. Students may select courses at the 7000 or 8000 level offered by other departments, as long as they are approved by their advisor and the Graduate Program Director as pertinent to the student’s program of study.

**Completion of Academic Integrity Tutorial**
The Faculty of Graduate Studies requires that all graduate students must register for and complete GRAD 7500 Academic Integrity Tutorial. This is a zero (0) credit-hour course intended to introduce students to their basic responsibilities regarding academic integrity and to the resources available to them.

The Faculty of Graduate Studies also requires that all graduate students are required to complete GRAD 7300 Research Integrity Online Course. This is a zero (0) credit-hour course which must be completed prior to applying to any ethics boards which are appropriate to the student’s research or within the student’s first year, whichever comes first.

**Candidacy Examination**
All PhD students at the University of Manitoba must pass a candidacy exam. The nature of the exam varies from one department to another. The candidacy examination in CHS tests the student’s ability to integrate knowledge drawn from diverse areas within community health sciences. The examination is set by the Candidacy Examination Committee involving 3-4 CHS
faculty members, who are selected by the Graduate Program Director to ensure expertise covering the specialty areas of the students who are writing the examination.

CHS candidacy examinations can be written at three specified times throughout the year (February, June, and October). Examination dates are posted in the Department and on the CHS website. PhD students must inform the CHS Graduate Office of their intent to write the exam at least two months prior to a particular exam sitting. The candidacy examination should be written within six months of completion of the PhD course requirements. PhD students must register for the candidacy examination, which is administratively treated as a course by FGS and has its own unique course number.

The candidacy examination consists of two parts:

Part I: A closed-book, common examination that focuses on methods. The methods examination will be written in three hours the morning of a particular sitting. Students can choose to answer questions related to qualitative OR quantitative methods. Students must notify the Graduate Program Director as to which type of methods they choose to write on at least one month prior to the examination. Once the Graduate Program Director has been informed of the student’s choice of methods, the student cannot reverse the decision. The methods examination will be developed and graded on a pass/fail basis by the Candidacy Examination Committee.

Part II: A take-home examination developed for each student individually, focusing on theory in the area of the student’s proposed thesis. The theory examination will be developed by a student’s PhD thesis committee and will be sent to the Candidacy Examination Committee for approval at least two weeks prior to the examination. Students will receive the exam immediately upon completing the methods examination (the morning of the candidacy exam sitting). They will have seven (7) days to write the theory examination, starting the day following the methods exam. The answers to the theory exam will typically be approximately 20 pages in length, double-spaced typed pages (not counting the references).

A student may contact a member of the Candidacy Examination Committee the day they receive the exam to request clarification of questions. Except for this optional contact to clarify questions, the student is expected to work alone. The student is free to use any library or other written sources available, but must not consult faculty or other students in preparing answers. This means that faculty members and other students must not discuss, read, edit, type, or proof answers or drafts of answers to the theory examination. If a student is ill during the 7-day examination period, an extension of the deadline may be obtained from the Graduate Program Director upon receipt of a physician’s note. With this exception, failure to meet the deadline will constitute automatic failure of the examination. Answers will be given to the Graduate Program Director and will be graded on a pass/fail basis by the student’s PhD thesis committee and at least one member of the Candidacy Examination Committee.

To pass the candidacy exam, the student must pass both the methods and theory components. The pass/fail grade must be unanimous for both components. If a student fails the theory component, but passes the methods component, the candidacy exam will be deemed failed,
but the student will only be required to repeat the theory component. If a student fails the methods component, but passes the theory component, the candidacy exam will also be deemed a fail, but the student will be required to repeat the methods component of the candidacy exam only. Students will be notified by the Graduate Program Director of the decision no later than two weeks after the theory exam has been handed in. A second attempt at the examination must involve new questions and will normally occur at the next sitting of the exam. A student who fails the candidacy exam twice will be required to withdraw from the PhD program, as per FGS regulations.

**PhD Thesis Proposal**

The thesis is governed by the regulations of the Faculty of Graduate Studies (FGS) and the Department Supplemental Regulations, which outline requirements for the thesis proposal, thesis format, and committee makeup for both the thesis proposal and thesis examination. Students are responsible for ensuring they meet all departmental, FGS, and University regulations and requirements.

The [FGS website](#) covers important details that need to be considered such as thesis specifications, duplication and binding, copyright ownership, submission and distribution of the thesis, academic dishonesty/plagiarism, and timelines for completion. The website also provides a number of forms that students must complete at various stages of the process.

The type of thesis may vary. The following are acceptable in Community Health Sciences:

- A complete research project including primary data collection
- A complete research project including secondary data analysis
- A series of related research papers in an area of research
- Theoretical and methodological analyses
- Topics in community health policy.

The thesis proposal should be prepared by the student in collaboration with their Advisor and the other members of the Advisory Committee, and approved by a Thesis Proposal Examination Committee in the first term (within six months) following completion of the candidacy examination.

The proposal should provide a clear definition of the problem or issue to be addressed, a review of the pertinent literature, a description of the methods to be used, the data to be gathered or analyzed, and potential contributions to the field. This is a very important document that provides a road-map for the thesis process, and helps to address problems at the planning stage rather than later phases of the research.

The PhD thesis proposal should be approximately 25 pages in length, not including appendices and references. The department has set out a template for the structure of the PhD proposal in the case of a traditional thesis. It is not prescriptive, but provides a list of key elements. Advisors
might also be able to provide examples of successful PhD proposals that have been approved recently in the Department.
# PhD Thesis Proposal Structure

| Number of Pages | • Approximately 25 pages (1.5 spacing), not including the title page, references, or appendices.  
|                 | • CIHR style. |
| Title           | • Title Page including e-mail addresses of student and supervisor |
| Introduction    | • Problem Statement |
| Review of Literature | • Critical review of the theoretical and research literature.  
|                 | • Outline a framework, based on literature, for analyzing the problem and questions. |
| Objectives/Research Questions/Hypotheses | • A statement of study objectives  
|                 | • Hypotheses/research questions |
| Methods         | • The type of research design  
|                 | • The reasons for selecting it, including merits and limitations  
|                 | • Sources of data, primary or secondary data collection  
|                 | • Data management and analysis  
|                 | • Control of variables  
|                 | • It should be clear how each data item collected is going to be used and how data will be analyzed to satisfy each of the objectives. |
| Ethics          | • Ethical considerations |
| Feasibility Issues | • Discuss potential problems (e.g., access to data) and solutions |
| Value to field/Knowledge Added | • Implications of the study  
|                 | • Indicate how the proposed study will move knowledge forward in this area. |
| Knowledge Translation | • Knowledge Translation |
| Appendices      | • Time line  
|                 | • Budget outlining anticipated expenses and sources of funds.  
|                 | • Data collection forms.  
|                 | • Consent forms as applicable  
|                 | • Attach complete Literature Review (?). |
| Supervisory Committee members | |
| Signatures      | |
Examination of the PhD Thesis Proposal

The Faculty of Graduate Studies requires all PhD students to publicly present their proposal before it is approved. When the student, Advisor and Committee are ready to proceed with the thesis proposal examination, the CHS Graduate Office must be notified and sent information required to advertise the examination according to the timeline indicated within the document entitled, PhD Guide for Making Arrangements for my Proposal Defense. The PhD Thesis Proposal Examination Committee will consist of the student’s Thesis Advisory Committee.

The advisor is responsible for selecting a non-voting chair for the proposal defense. The name of the chair should be communicated to the Graduate Office two weeks in advance of the defense. The student and Advisor are responsible for circulating the thesis proposal to the Examination Committee and non-voting Chair no later than two weeks in advance of the thesis proposal examination. Students must also prepare a one page abstract of the proposal and forward it electronically to the department’s Graduate Office. It will then be circulated to all faculty of the Department of Community Health Sciences, for their information and review. See PhD Proposal Defense Guide for Students and Advisors for steps on what to do in order to schedule the proposal defense.

The thesis proposal examination is a formal process, involving a presentation by the student and questioning by the Examination Committee.

Students are expected to give a 20-30 minute presentation outlining their proposed research, why they want to do it, how they propose to do it (along with any relevant background information) and finally, how they think this will contribute to new knowledge in the area. The committee will assess the thesis proposal and reach a decision as: unanimous pass; conditional pass; acceptable with minor revisions or failure. The PhD Thesis Proposal form should be signed by all members of the Examination Committee to indicate the outcome of the examination. On approval, the completed form should be sent to the Graduate Program Office where it is countersigned by the Graduate Director (subject to ethics approval) and placed in the student proposal file.

If the proposal is not accepted, the student will be provided with written comments and given an opportunity to re-submit and/or appear before the Thesis Proposal Examination Committee to provide further explanation of the proposal.

Ethics Review

All graduate research carried out in the Faculty of Medicine MUST have ethics approval prior to the information-gathering procedures for the thesis. On the Bannatyne Campus, ethics approval is given by the Health Research Ethics Board (HREB). An application form for ethics approval can be obtained from the HREB office at P126 – 770 Bannatyne Avenue or downloaded directly from the HREB website.
Application for ethics approval is normally made immediately after the Thesis Proposal Examination Committee has approved the research proposal. The Health Research Ethics Board meets monthly (except in July), so students should start planning materials for their ethics submission well in advance.

Depending on the thesis, the project may need other formal ethics-related submissions, such as external agency approvals (e.g., Winnipeg Regional Health Authority, Manitoba RDC, HIPC). It would be advisable to determine these requirements in advance so adequate timelines can be developed, as each of these approvals takes time and may need to be done in a specific sequence.

It is the responsibility of the Advisor to ensure that the project is submitted for appropriate ethics review(s) if required. Students should be aware that they must obtain their own ethics approval specific to their project, even if the Advisor has obtained ethics approval for a larger “umbrella” project. Students should keep the original letter of ethics approval. A copy of the approval should be submitted to the CHS Graduate Program office and another copy submitted to the Faculty of Graduate Studies along with the completed thesis.

**Conducting the Research and Writing the Thesis**

Once the proposal has been approved by the Thesis Proposal Examination Committee and the Ethics Review Board, the student can then proceed with the information-gathering phase of the research. Students should try to stay in regular touch with their Advisor, so that problems don’t build up and modifications can be addressed.

An acceptable format for the PhD thesis in Community Health Sciences is the “Traditional Style” format. The guidelines are for a traditional thesis document of approximately 180 to 220 pages, not including references and appendices. The manuscript-based thesis is also an option for PhD students. Check with your advisory committee for specific requirements.

Writing up parts of the thesis can often be started before the research is complete (e.g., literature review, methods). In collaboration with the Advisor, students should develop a structure for the thesis and establish a mutually agreeable provisional time line for the completion of the various chapters. The student’s commitment is to deliver chapter drafts to the Advisor and committee on time. Their commitment is to provide the student with constructive feedback within a reasonable time frame. Students should expect to go through several iterations before all parties are satisfied with the thesis.

*Thesis/Practicum Information and Guidelines*, published by the Faculty of Graduate Studies, is a helpful document outlining technical specifications for thesis writing and production.
Traditional Style Thesis

The Traditional Style thesis is composed of three major parts. Each part contains several sections, arranged in the following order:

Preliminaries:
- Title Page
- Acknowledgments
- Table of Contents
- List of Tables and Figures
- Abstract

Text:
- Introduction
- Literature Review
- Materials and Methods
- Results
- Discussion
- Limitations
- General Discussion and Conclusions

Reference Matter
- Literature Cited (Bibliography)

PhD Thesis Examination Committee
The final stage arrives when the student, the student’s Advisor, and committee members feel that the thesis is ready to be formally examined. The first part is the examination of the written thesis and the second part is the oral defense. The completed thesis will be examined by a PhD Thesis Examination Committee of at least four members including at least three members of the Advisory Committee and one “arms-length” external examiner from outside the University of Manitoba.

A key part of the PhD thesis examination process is the appointment of the external examiner. The external examiner is a distinguished expert in the field who will examine the thesis, grade it, write a formal report on it, and play a key role in questioning at the defense. The external examiner acts as an independent, unbiased gatekeeper of standards. He/she should not have had any significant previous personal or professional contact with the student or any of the committee members.
As the student is making her/his last edits, the advisor should be considering which three potential examiners they want to suggest to the Faculty of Graduate Studies (FGS) as external examiners. Ideally, the advisor should check with the committee and, possibly, the Graduate Director. The advisor will be prompted to submit external examiner names by email from FGS as soon as they receive the thesis for distribution. There is to be absolutely no communication with the potential external examiner. The advisor is to research 3 people and gather as much information as possible. The three names are reported to FGS. FGS will research these names further and will communicate with the potential examiners.

The student will submit copies of the thesis for distribution through the Thesis Distribution Portal (JUMP). The internal committee responds with evaluation of the thesis within three weeks of receipt. The student then has an opportunity to make changes and submit a revised version before the thesis is sent to the external. The external then has three weeks to respond. Defense dates can then be confirmed. The Faculty of Graduate Studies requires at least two weeks to appoint a Chair.

**PhD Thesis Examination**

Students should remember that there is a considerable amount of organization involved in a Ph.D. defense, and Graduate Studies requires plenty of lead-time to make the arrangements. As a general guideline, a student should anticipate a bare minimum of 9 weeks between submitting copies of the thesis for examination to FGS and the oral defense. Once a date is established for the oral defense, the CHS Graduate Assistant will organize a venue and advertise the event. Students should provide at least one month notification in order to set this up, and keep in mind that the oral defense date is tentative until the written thesis has been successfully examined. See [PhD Final Defense Guide for Students and Advisors](#) for steps on what to do in order to schedule the final thesis defense.

After the final defense, the student may be required to make further revisions and should allow sufficient time for these revisions to be completed and approved before the deadline specified by the Faculty of Graduate Studies.

The Ph.D. degree is the major university degree and the process has a clearly defined and relatively complex path which is managed by the Faculty of Graduate Studies. Students must always be mindful of time-line issues. For example, a student wishing to graduate in the May convocation should get their theses to Graduate Studies for distribution before the end of December, or before the end of May for October graduation. The [precise dates](#) will vary from year to year.

In preparing for the PhD thesis defense, the student and examining committee members should plan for a minimum of three hours. In a doctoral oral defense the candidate presents their work for about half an hour. This presentation will be public, with the Examination Committee and any interested students and faculty present. FGS will provide the Chair for the defense, who will follow procedures outlined in the notes for “[Chairing a PhD Oral Examination](#)”. 

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After the presentation, the candidate will be questioned on their work by the external examiner and other members of the Examination Committee. Normally each member has about twenty minutes to question the student in each of two potential rounds of questioning. The questions may require elaboration of issues or techniques touched on during the presentation, defending decisions made in the planning and implementation of the research, or consideration of the implications of the findings. The intent is that the student be able to demonstrate a thorough understanding of the work that was carried out; why they did it, how they did it and what it might, and might not, mean. After the formal questioning, the audience may be invited to ask questions.

Following that, the student and audience are asked to withdraw. Then the committee and external examiner will meet, under the guidance of the Chair, to answer the question. “Has the candidate, through her/his written thesis and oral defense, demonstrated competence in research, and contributions to knowledge, commensurate with the award of a Doctoral degree”? FGS regulations allow for a student to pass with one dissenting vote.

After a defense, the Advisor, committee, and external examiner complete the “PhD Thesis and Oral Final Report”, which is transmitted to FGS by the Chair. If an evaluation of "not approved" is given by the committee, the candidate will be given an opportunity to revise the thesis in accordance with the suggestions of the committee. A second evaluation of "not approved" will result in the student being required to withdraw from the program.

Following the approval of the thesis by the examining committee and the completion of any revisions required by that committee, the thesis must be submitted to the Faculty of Graduate Studies via the MSpace website. Details about the specifications for the thesis, along with a Thesis Submission checklist are available.

Along with their electronic copy, students must submit:
- Thesis/Practicum Final Report Form
- Thesis Release Form

Students should plan to give their Advisor, Examination Committee and Department Head copies of the thesis. The Department requires a copy as well.

Students are strongly encouraged to submit their findings to appropriate journals and conferences. Authorship of any papers or presentations should be discussed with the Thesis Advisor, and an acknowledgment statement recognizing that the work was completed in the Department of Community Health Sciences, should be included.
Master’s of Science (MSc) Program

Admission Requirements
Recommendation for admission to the Faculty of Graduate Studies will be based on an assessment of a student’s academic record and related work experience, and the extent to which their stated research interests fit with the current research resources and priorities of members of the Department. Specific pre-master’s courses are not prescribed; however, based on the academic background of the individual student, the Department may require that certain courses be completed prior to applying for admission to the program. Completion of this additional coursework does not guarantee admission to the master’s program.

Admission to a specialty medical training program (Residency Program) is independent of the admission to the graduate program and is governed by the Division of Postgraduate Medical Education in the Faculty of Medicine.

Undergraduate Degree Requirements
The following represent the standard minimum undergraduate degree requirements for admission to the program.

- Graduates of four-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from:
  - Canadian institutions empowered by law to grant degrees; or
  - Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.
- All students applying for a Master’s degree program must have attained a minimum GPA of 3.0 in the last two full years (60 credit hours) of study.

Structure of the Program
The general regulations established by the Faculty of Graduate Studies (FGS) govern the MSc degree program in Community Health Sciences (CHS). In addition, there is a set of Supplemental Regulations specific to the Department of Community Health Sciences. Students should review both sets of regulations.

The MSc in Community Health Sciences requires completion of seven courses (21 credit hours), preparation and approval of a thesis proposal, and the research and defense of a thesis. It is expected that students will also attend regularly scheduled events, such as the Department Colloquium series, which is held on Friday at noon, as well as other students’ thesis presentations.

As of September 1, 2017 the MSc thesis proposal defense can be held after the completion of 3 required courses CHSC 7520, CHSC 7860 and CHSC 7820 or 7810 or CHSC 7738. According to the FGS regulations, all requirements of the program must be completed within four years. Certain forms must be completed at various stages in the student’s program.
M.Sc. Program Timelines and Forms

A template has been developed to assist MSc students in working through their program milestones and keeping track of the necessary forms.

<table>
<thead>
<tr>
<th>Activity</th>
<th>By when?</th>
<th>Form to be completed and handed in to CHS Graduate Program Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection of a thesis advisor</td>
<td>Students who don’t have a thesis advisor identified at the time of admission to CHS will be assigned an academic advisor in the interim. Students should identify a thesis advisor within the first six to nine months of their studies.</td>
<td></td>
</tr>
<tr>
<td>Selection of coursework (program of study)</td>
<td>Students should consult with their thesis advisor (or academic advisor) before selecting courses. Students and advisors should review the courses periodically to ensure that all requirements are met.</td>
<td></td>
</tr>
<tr>
<td>Selection of a thesis advisory committee</td>
<td>As soon as a thesis topic has been determined, typically within the first year of studies.</td>
<td>Masters Thesis Title and Appointment of Examiners</td>
</tr>
<tr>
<td>Completion of coursework</td>
<td>In order to complete their Masters in a timely manner, full-time students should aim to finish coursework within the first academic year.</td>
<td></td>
</tr>
<tr>
<td>Annual evaluations</td>
<td>Available April and due at FGS annually June 1st. Advisors are encouraged to submit progress report forms at other times of the year as well.</td>
<td>Progress Report form</td>
</tr>
<tr>
<td>Masters thesis proposal defense</td>
<td>Students can work on their thesis proposal while taking courses; however, the proposal defense can be held after CHSC 7520, CHSC 7860 and CHSC 7820 or 7810 or CHSC 7738 courses have successfully been completed.</td>
<td>Proposal presentation and approval</td>
</tr>
<tr>
<td>Step</td>
<td>Description</td>
<td></td>
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<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Obtain ethics approval (and other approvals if applicable)</td>
<td>After the thesis proposal defense.</td>
<td></td>
</tr>
<tr>
<td>Conduct research and write up thesis</td>
<td>Students should anticipate several rounds of revisions before the thesis can go to defense.</td>
<td></td>
</tr>
<tr>
<td>Distribution of thesis to examiners</td>
<td>In scheduling a final thesis defense, students and advisors should be aware of the Faculty of Graduate Studies deadlines that need to be met in order to go to convocation. <a href="http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html">http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html</a></td>
<td></td>
</tr>
<tr>
<td>Schedule final thesis defense</td>
<td>See <a href="http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html">MSc Final Defense Guide for Students and Advisors</a> for steps on what to do in order to schedule the final thesis defense.</td>
<td></td>
</tr>
<tr>
<td>Make revisions as required by thesis advisory committee and have revisions approved by advisor (and committee, if applicable).</td>
<td>As soon as possible after thesis defense.</td>
<td></td>
</tr>
<tr>
<td>Submission of thesis to Faculty of Graduate Studies</td>
<td>Students and advisors should be aware of the Faculty of Graduate Studies deadlines that need to be met in order to go to convocation. <a href="http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html">http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html</a></td>
<td></td>
</tr>
</tbody>
</table>

Note: Further information can be found in the Graduate Student Handbook or on the Faculty of Graduate Studies (FGS) website. [http://umanitoba.ca/faculties/graduate_studies/](http://umanitoba.ca/faculties/graduate_studies/). A detailed listing of FGS and CHS regulations is available at: [http://umanitoba.ca/faculties/graduate_studies/admin-supplemental_regulations.html](http://umanitoba.ca/faculties/graduate_studies/admin-supplemental_regulations.html)
**Academic Advisor and Thesis Advisor**

Some students are admitted to the MSc program with a Thesis Advisor already identified. If not, students are paired with an Academic Advisor when they enter the program. The Academic Advisor will provide the student with an initial “home” within the department, as well as guidance, advice and support. The Academic Advisor will also sign necessary forms such as the Progress Report.

The Academic Advisor may become the Thesis Advisor/Supervisor if research interests happen to coincide. Through discussion with the Academic Advisor, options for a Thesis Advisor will be determined. Once linked with a Thesis Advisor, the student should advise the CHS Graduate Program office. From there on, the Thesis Advisor becomes the student’s departmental “contact person”, and will be responsible for guiding the student through the program milestones and signing off on various administrative documents.

In special circumstances, an Advisor and Co-advisor may advise a student, with the approval of the Graduate Director. The Advisor and Co-advisor must be members of FGS. When an Advisor and Co-advisor are assigned, together they fulfill the role of the Advisor (i.e., neither shall fulfill any other advisory or examining committee membership requirements). The Co-advisors will usually be identified together at the beginning of a student’s program. However, in some circumstances the need for a Co-advisor may arise mid-way through a student’s program. FGS must be informed of the co-assignment, and both Co-advisors’ signatures are required on all documents requiring an Advisor’s signature.

Ideally the Thesis Advisor should be identified early in the first year of study. This will allow time for the student to prepare and submit a thesis proposal for defense at a time deemed suitable by the Advisor, but typically no earlier than when the 3 required courses (CHSC 7520, CHSC 7860 and CHSC 7820 or 7810 or CHSC 7738) have been completed. The Advisor will provide assistance in formulating a thesis topic that can be completed within a reasonable amount of time, and act as a guide through the process of carrying out the research and writing up the thesis.

The Advisor will normally be a full time or geographic full time member of the Department of Community Health Sciences and eligible for membership in the Faculty of Graduate Studies. In exceptional cases, the student’s Advisor may be a part-time or adjunct member of CHS subject to requirements of the Faculty of Graduate Studies. Such an appointment must be approved by the Graduate Studies Committee. Unless a part-time or adjunct member of CHS has successfully supervised at least 2 M.Sc. students to completion, and/or if there are other relevant circumstances to consider, the Graduate Studies Committee may require that the student obtain a full-time CHS member to serve as co-Advisor. Criteria as to who is eligible to supervise MSc students are provided in the FGS regulations.

The Thesis Advisor should serve as the research “mentor”, supporting the student in defining a research topic, constructing a research proposal, implementing it, and writing the thesis. Regular contact between Advisor and student is a good idea. Students should ensure that they
and their Advisor have comparable expectations and are following a mutually agreed upon research plan.

It is the Advisor’s responsibility to monitor progress on the research, complete the necessary Progress Reports, and bring any problems to the attention of the Graduate Program Director. The Faculty of Graduate Studies document “Advisor – Student Guidelines” sets out, in more detail, the individual responsibilities for the Advisor and graduate student, as well as other “partners” in the graduate education process.

**Advisory Committee**

The Thesis Advisory Committee consists of a minimum of three members, including the Advisor acting as chairperson. At least two members of the Advisory Committee shall be from CHS, of which one shall be a full time member of the Department. Normally, all committee members would have MSc-level training. Additional members can serve as non-voting “guest” members of a committee. Students and advisors should think carefully about the structure of an advisory committee.

The role of the committee members is to provide the student with complementary expertise and advice relevant to the thesis topic. The requirement for an external presence on the committee is intended to reflect the multi-disciplinary nature of Community Health Sciences and to ensure that a broad range of expertise and perspectives is available to support the student. Students can choose to have more than three members on their committee, but this is advisable only if the thesis project genuinely needs the range of expertise offered by the additional members.

Students will need to put their Thesis Advisory Committee in place prior to development of their thesis proposal. The Advisor will complete a “Masters Thesis Title and Appointment of Examiners” form. This form lists all committee members and department affiliations and is signed by the advisor(s) and Grad Chair. If the recommended external member does not have FGS membership an electronic copy of the external examiner’s CV must accompany the form. Please give this form complete with advisor signature(s) and CV to the Graduate Program Assistant for the Grad Chair signature and forwarding to FGS.

**Progress through the Program**

Students should discuss their program timelines with their Advisor. Each student’s program of study, including course selections, is approved by the CHS Graduate Program Director yearly. Progress Reports are completed on a regular basis (at least once a year), so that students’ progress through the program can be monitored and any problems addressed. At a minimum, the Progress Report form must be completed annually. The Progress Report reviews the student’s progress during the past year, classifies it as satisfactory or otherwise, and plans goals for the coming year. The form is usually distributed by the CHS Graduate Office to Advisors in mid-April.
The completed form must be submitted to the Graduate Program Director, who forwards the form to the Faculty of Graduate Studies by June 1. Students cannot enroll in the next year of their program unless this process is completed and satisfactory progress is confirmed. After completion of all courses, students must register for their thesis (with its own course number) and must register every term until their thesis is completed.

**MSc Course Requirements**

MSc students are required to take seven courses, for a total of 21 credit hours. This consists of three core courses, choice of one core methods course, and three electives. The required core courses are intended to provide a foundational understanding of community health sciences as well as an introduction to methods used in the field.

**Course Requirements; Master’s of Science (MSc) (21 credit hours)**

**Three (3) Core MSc courses:**

- CHSC 7320 Organization and Financing of the Canadian Health Care System
- CHSC 7520 Principles of Epidemiology
- CHSC 7860 Methods and Concepts for Community Health Science

**One (1) Core Methods course option from the following list of courses:**

- CHSC 7820 Biostatistics for Community Health Sciences
- CHSC 7810 Biostatistics for Health and Human Sciences (with Advisor’s permission)
- CHSC 7738 Qualitative Research Methods in Community Health Sciences

**Three (3) Elective Courses** (any other 3 courses offered by CHS or Family Social Sciences at 7000 level)

**Note:** Since an undergraduate level course in Statistics is a pre-requisite for CHSC 7820, all students must have completed such a course at time of admission, or will be required to take additional statistical training if they intend to complete CHSC 7820.

Courses offered by the Department are posted on the Community Health Sciences website and updated each term. Please see Department website for a current list of graduate courses. Students are expected to attend all sessions of the courses in which they are registered. Elective course selections should complement the core course material and be guided by the student’s area of research interest. The Advisor will assist in selecting the most appropriate courses that might be relevant to the student’s thesis topic. On the recommendation of the student's Advisor and with the agreement of the Graduate Program Committee, elective courses at the 7000 level may be taken in other departments.
Completion of GRAD 7500 Academic Integrity Tutorial / GRAD 7300 Research Integrity
The Faculty of Graduate Studies requires that all graduate students must register for and complete GRAD 7500 Academic Integrity Tutorial. This is a zero (0) credit-hour course intended to introduce students to their basic responsibilities regarding academic integrity and to the resources available to them.

The Faculty of Graduate Studies also requires that all graduate students are required to complete GRAD 7300 Research Integrity Online Course. This is a zero (0) credit-hour course which must be completed prior to applying to any ethics boards which are appropriate to the student’s research or within the student’s first year, whichever comes first.

MSc Concentration in Biostatistics
A concentration in biostatistics has been developed for the Masters of Science (MSc) degree offered by the Department of Community Health Sciences. This concentration provides students the opportunity to expand their knowledge of important topics relevant to conducting studies in health sciences and other related fields, and the analysis of health related data. There is an increased demand for biostatisticians worldwide, due to a heightened emphasis on evidence-based decision making in healthcare and the growth of large, complex datasets in health. The concentration in Biostatistics will put our students at the forefront of this growing field.

Under this concentration, students will complete the requirements for the MSc in the Department of Community Health Sciences, including three core courses of the program:

- CHSC 7320: Organization and Financing of the Canadian Health Care System
- CHSC 7520: Principles of Epidemiology
- CHSC 7860: Methods and Concepts for Community Health Sciences

An additional core requirement for the MSc program (CHSC 7820) will normally be waived for students accepted to the Biostatistics concentration, with appropriate documentation. In addition, students will be required to complete:

- CHSC 7830: Advanced Biostatistics for Community Health Sciences, and
- STAT 7080: Advanced Statistical Inference, taught through the Department of Statistics at the University of Manitoba.

The stream includes a large selection of elective courses (an additional 6 credit hours required), offered through the Departments of Community Health Sciences and Statistics. In addition to course work, the MSc program also requires completion of a thesis.

Complete Electives Course List
- CHSC 7610: Tools for Causal Inference (1.5 credit hours)
- CHSC 7400: Advanced Statistical Methods in Spatial Epidemiology (3 credit hours)
- CHSC 7840: Current Topics in Biostatistics: Design and Analysis (3 credit hours)
- CHSC 7850: Advanced Biostatistics Methods for Hierarchical and Longitudinal Data (3 credit hours)
• CHSC 7360: Clinical Trials (3 credit hours)
• STAT 7140: Linear Models (3 credit hours)
• STAT 7200: Multivariate Data Analysis (3 credit hours)
• STAT 7290: Statistical Consulting (3 credit hours)
• STAT 7310: Research Tools for Statistics (3 credit hours)
• STAT 7350 or STAT 7360 or STAT 7240: Advanced Topics in Statistics (3 credit hours)

Note that additional 1.5 credit hour special topics courses may be offered by the Department of Statistics from time to time.

**MSc Thesis**

The MSc thesis is governed by the regulations of the Faculty of Graduate Studies (FGS) and the Department Supplemental Regulations, which outline requirements for the thesis proposal, thesis format, and committee makeup for both the thesis proposal and thesis examination. Students are responsible for ensuring they meet all departmental, FGS, and University regulations and requirements.

The FGS website covers important details that need to be considered such as *thesis specifications*, duplication and binding, copyright ownership, submission and distribution of the thesis, academic dishonesty/plagiarism, and timelines for completion. The website also provides a number of forms that students must complete at various stages of the process.

The thesis is a formal, comprehensive, written document describing original research. It offers the student the opportunity to work with a team of researchers on a topic of his/her interest, providing practical experience in reviewing and synthesizing research literature and collecting and/or analyzing data.

The MSc thesis in Community Health Sciences should demonstrate a mastery of the fundamentals of the theories and methods and provide evidence that the student is fully conversant with the relevant literature.

The type of thesis may vary. The following examples are acceptable in Community Health Sciences:

- A complete research project including primary data collection
- A complete research project including secondary data analysis
- Theoretical and methodological analyses
- Topics in community health policy.

Students may enter the program with a potential research topic or develop an interest along the way through coursework, colloquia presentations, or discussion with other members of the department. Once a general idea starts to take shape, the details can be developed through discussions with the Thesis Advisor and other faculty members working in the area. The CHS website provides listings of the *expertise and interests of various faculty members.*
The Department has linkages with many outside agencies and, where necessary, may assist students in arranging access to agencies, clinical settings, and communities in order to pursue their research. The Graduate Program Director can also assist with contacting the most appropriate individual(s).

As far as possible, the MSc thesis should be an original contribution, although it may be an independent extension of an Advisor’s research program. All theses must clearly indicate the parts that are independently developed and any parts that are not the student’s own work.

Students may also wish to identify and pursue funding opportunities that could provide sources of support for such thesis-related activities as database access and travel costs.

MSc Thesis Proposal

In collaboration with the Advisor and the other members of their Advisory committee, the student is required to develop a thesis proposal, which should provide a clear definition of the problem or issue to be addressed, a review of the pertinent literature, a description of the methods to be used, and the data to be gathered or analyzed. This is a very important document that provides a road-map for the thesis process, and helps to solve problems at the planning stage rather than later phases of the research.

The thesis proposal should be prepared by the student and approved by a Thesis Proposal Examination Committee in the first term following completion of courses. The department has set out a template for the structure of the MSc thesis proposal. It is not completely prescriptive, but provides a list of key elements. Advisors may also be able to provide examples of successful proposals that have been approved recently in the Department. The MSc thesis proposal should be approximately 15 – 20 pages in length, not including appendices and references. The following table summarizes the key elements that should be covered in the proposal.

MSc Thesis Proposal Structure

<table>
<thead>
<tr>
<th>Number of Pages</th>
<th>Approximately 15 – 20 pages (1.5 spacing), not including the title page, references, or appendices.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Title Page including e-mail addresses of student and supervisor</td>
</tr>
<tr>
<td>Introduction</td>
<td>Problem Statement</td>
</tr>
<tr>
<td>Review of Literature</td>
<td>A brief review of the main theoretical and research literature.</td>
</tr>
<tr>
<td></td>
<td>Outline a framework, based on literature, for analyzing the problem and questions.</td>
</tr>
<tr>
<td>Objectives/Research Questions/Hypotheses</td>
<td>Hypotheses/Research Questions</td>
</tr>
<tr>
<td></td>
<td>A statement of study objectives</td>
</tr>
<tr>
<td>Methods</td>
<td>The type of research design</td>
</tr>
<tr>
<td></td>
<td>Sources of data, primary or secondary data collection</td>
</tr>
</tbody>
</table>
Examination of the MSc Thesis Proposal

The Thesis Proposal Examination Committee consists of the student’s Advisory Committee, as well as a non-voting Chair (the Graduate Program Director or designate). Advisors should select a Chair and forward his or her name to the graduate office no later than two weeks before the scheduled defense. Students must also prepare a one page abstract of the proposal and forward it electronically to the Department’s Graduate Office. It will then be circulated to full-time faculty of the Department of Community Health Sciences, for their information and review. See MSc Proposal Defense Guide for Students and Advisors for steps on what to do in order to schedule the proposal defense.

Submission of the thesis proposal is a formal process, including circulation of the proposal to the Examination Committee at least two weeks in advance. The student must prepare an about 20 minute presentation for the Examination Committee, and respond to discussion and questions prior to approval of the proposal.

The committee will assess the thesis proposal with the following sign-off criteria: pass; acceptable with minor revisions, or failure. The thesis proposal must be approved by all the members of the Thesis Proposal Examination Committee. When it is approved, the Advisor completes the “Master’s Thesis/Practicum Proposal” form. It is signed it by all members of the committee, sent to the department’s Graduate Director once signed it is placed in the student thesis proposal file.
If the proposal is not accepted, the student will receive written comments and be given an opportunity to re-submit and/or appear before the Thesis Proposal Examination Committee to provide further explanation of the proposal. There can be no more than two (2) attempts to defend the proposal.

Ethics Review

All graduate research carried out in the Faculty of Medicine MUST have ethics approval prior to the information-gathering procedures for the thesis. On the Bannatyne Campus, ethics approval is given by the Health Research Ethics Board. An application form for ethics approval can be obtained from the HREB office at P126 – 770 Bannatyne Avenue or downloaded directly from their website. Application for ethics approval is normally made immediately after the Thesis Proposal Examination Committee has approved the research proposal. The Health Research Ethics Board meets monthly (except in July), so students should start planning materials for their ethics submission well in advance.

Depending on the thesis, the project may need other formal ethics-related submissions, such as external agency approvals (e.g., Winnipeg Regional Health Authority, Statistics Canada, HIPC). It would be advisable to determine these in advance so adequate timelines can be developed; each of these approvals takes time and may need to be done in a specific sequence.

It is the responsibility of the Advisor to ensure that the project is submitted for appropriate ethics review(s) if required. Students should be aware that they must obtain their own ethics approval specific to their project, even if the Advisor has obtained ethics approval for a larger “umbrella” project.

Students should keep the original letter of ethics approval. A copy of the approval should be submitted to the CHS Graduate Program office and another copy submitted to the Faculty of Graduate Studies along with the completed thesis.

Conducting the Research and Writing the Thesis

Once the proposal has been approved by the Thesis Proposal Examination Committee and the Ethics Review Board, the student can then proceed with the information-gathering phase of the research. Students should try to stay in regular touch with their Advisor so that problems don’t build up.

The acceptable format for an MSc thesis in Community Health Sciences is the “Traditional Style” format. Normally, a manuscript based thesis is not acceptable for the MSc. Exceptions must be discussed with and approved by the Graduate Director. The guidelines below are for a traditional thesis document of approximately 80 to 120 pages, not including references and appendices.
Writing up parts of the thesis can often be started before the research is complete (e.g., literature review, methods). In collaboration with the Advisor, students should develop a structure for the thesis and establish a mutually agreed upon provisional time line for the completion of the various chapters. The student’s commitment is to deliver chapter drafts to the Advisor and committee on time. Their commitment is to provide the student with constructive feedback within a reasonable time frame. Students should expect to go through several iterations before all parties are satisfied with the thesis. “Thesis/Practicum Information and Guidelines”, published by the Faculty of Graduate Studies, is a helpful document outlining technical specifications for thesis writing and production.

**Traditional Style Thesis**
The Traditional Style thesis is composed of three major parts. Each part contains several sections, arranged in the following order:

Preliminaries:
- Title Page
- Acknowledgments
- Table of Contents
- List of Tables and Figures
- Abstract

Text:
- Introduction
- Literature Review
- Materials and Methods
- Results
- Discussion
- Limitations
- General Discussion and Conclusions

Reference Matter
- Literature Cited (Bibliography)

There are a number of forms on the Faculty of Graduate Studies website that must be completed for various aspects of the thesis (see FGS website).

**MSc Thesis Examination**
The final stage arrives when the student, the student’s Advisor and committee members feel that the thesis is ready to defend. The first part is the examination of the written thesis and the second part is the oral defense. Students must always be mindful of time-line issues. The
precise dates for thesis submissions to meet deadlines for convocation will vary from year to year.

The completed thesis will be examined by an MSc Thesis Examination Committee of at least three members of the Advisory Committee. The Advisor should submit the name of a non-voting Chair to the Graduate Office at least one month before the oral defense. Once a date is established for the oral defense, the CHS Graduate Assistant will organize a venue and advertise the event. Students should provide at least one month notification in order to set this up. See MSc Final Defense Guide for Students and Advisors for steps on what to do in order to schedule the final thesis defense.

After introductions, the candidate presents his or her work for about half an hour. This presentation will be public, with the Thesis Examination Committee and any interested students and faculty present. After the presentation, the student will be questioned on his/her work by the Thesis Examination Committee. These questions may require elaboration on issues such as techniques or implications of the findings. The intent is for the student to be able to demonstrate a thorough understanding of the work that was carried out; why it was done it, how it was done and what it might and might not mean. After the formal questioning, the audience may be invited to ask questions if time permits.

The candidate and audience will then be asked to withdraw and the Thesis Examination Committee will then meet to answer the question: “Has the candidate, through her/his written thesis and oral defense, demonstrated competence in research commensurate with the award of a Master’s degree?” An evaluation of “approved” or “not approved” is recorded on the “Thesis Final Report” form. The signed form is then forwarded to the Faculty of Graduate Studies. The decision to approve may allow for one dissenting vote.

If an evaluation of "not approved" is given by the committee, the candidate will be given an opportunity to revise the thesis in accord with the suggestions of the committee. A second evaluation of "not approved" will result in the student being required to withdraw from the program.

Following the approval of the thesis by the examining committee and the completion of any revisions required by that committee, the thesis must be submitted to the Faculty of Graduate Studies via the MSpace website. Details about the specifications for the thesis, along with a Thesis Submission Checklist are available. Along with their electronic and paper copies, students must submit:

- Thesis/Practicum Final Report Form
- Thesis Release Form

Students should plan to give their Advisor and Examination Committee copies of the thesis. A hard copy of the thesis must also be provided to the Community Health Sciences Graduate Program Office.
Students are strongly encouraged to submit their findings to appropriate journals and conferences, such as the Faculty of Medicine's Health Student Research Forum (Research Days). Authorship of any papers or presentations should be discussed with the Thesis Advisor, and an acknowledgment statement recognizing that the work was completed in the Department of Community Health Sciences, should be included.
Master of Public Health (MPH) Program

Admission Requirements
Eligible candidates for admission to the program will include experienced health professionals and University of Manitoba Public Health and Preventive Medicine Residents. Recommendation for admission to the Faculty of Graduate Studies will be based on an assessment of a student’s academic record and related work experience.

MPH students are expected to have a minimum of three years paid experience working in a health related field. There will be an Admissions selection process, conducted by the Departmental Graduate Studies Committee, involving the review of a completed application form, personal letter of interest, reference letters, and possibly an interview. Selection criteria will include the degree of fit between the applicant’s career plans/aspirations and the range of training options offered, as well as other merit-based criteria such as relevance and depth of work experience in the health sector.

The following represent the standard minimum undergraduate degree requirements for admission to the MPH program: a Medical Doctor degree or equivalent (e.g. M.B. Ch.B.), a 4-year arts or science degree, or a degree from a 4-year health or health-related professional university programs such as dentistry, veterinary medicine, nursing, medical rehabilitation, nutrition, pharmacy, social work, and education.

Structure of the Program
The general regulations established by the Faculty of Graduate Studies (FGS) govern the CHS graduate degree programs. In addition, the Department has a set of supplemental regulations. Students should review both sets of regulations.

The MPH program is designed to attract high-caliber students wishing to further their training in applied community health at the Master’s level, but not wishing to pursue a thesis-based Master’s degree. Training provides core and elective knowledge and skills in community health and public health practice relevant to career plans through traditional course work and a supervised field placement opportunity. The field placement component provides the opportunity to apply academic knowledge and skills most relevant for future career development in a supervised setting.

The MPH program requires completion of thirty (30) credit-hours of 7000-level courses. All students must complete an applied public health field placement in a governmental or non-governmental community health agency. The field placement will include a minimum of three months full-time equivalent spent on-site, and completion of a project and written report. The field placement is a zero (0) credit hour component. While the majority of MPH students will complete the field placement, students with extensive applied public health experience may opt to replace the field placement requirement with a capstone research project. The capstone
research project option is also a zero (0) credit hour component. The capstone research project option requires the approval of the Graduate Program Director, as well as having to complete some additional courses as part of the student’s electives. Students may only complete either the field placement or the capstone research project.

This program may encompass some of the following areas: fundamental sciences of community health, including quantitative and qualitative research methods, epidemiology and biostatistics; principles, methods and practical skills in community health assessment; community health program development, planning, and evaluation; principles and practice of prevention and population health promotion; or health services management and administration, including strategic planning, business plan development, budget, finance and human resource management.

**MPH Advisory Committee**

The Director of the CHS Graduate Program will serve as the Academic Faculty Advisor for all MPH students, and will provide advice on course content, selection and guidance in field placement coordination. The Academic Faculty Advisor will serve as the key contact person for the student for the duration of their program.

The MPH Advisory Committee consists of a minimum of three people, including an Advisor. One member must be a full time faculty member in CHS, and one member must be actively involved in Public Health. Once established, this committee can replace the function of the Academic Faculty Advisor as appropriate. The role of the MPH Advisory Committee is to provide more tailored mentorship and guidance for an MPH student according to his or her interests. The MPH Advisory Committee will provide final approval for an MPH student field placement selection as well as manage the assessment of that student’s written final report and oral presentation following the field placement.

**MPH Course Requirements**

The MPH program requires completion of thirty (30) credit-hours from 7000-level courses, including completion of six core courses and four elective courses. The field placement is a zero (0) credit hour component. The normal course load in the first year for full-time MPH students is 24 credit hours.

**Course Requirements: Master’s of Public Health (MPH) (30 credit hours)**

**Six (6) Core MPH courses:**

- CHSC 7500  Core Concepts in Public Health 1
- CHSC 7502  Core Concepts in Public Health 2
- CHSC 7520  Principles of Epidemiology
- CHSC 7530  Applied Public Health Epidemiology
- CHSC 7820  Biostatistics for Community Health Sciences**, or
- CHSC 7810  Biostatistics for Health and Human Sciences
- FMLY 7500  Applied Public Health Epidemiology
**Four (4) Elective courses** (any other 5 courses offered at the 7000 level)

**Note:** Since an undergraduate level course in Statistics is a pre-requisite for CHSC 7820, all students must have completed such a course at time of admission if they plan to complete CHSC 7820 or they will be required to take additional statistics courses.

**One (1) Applied Public Health Experience option from:**

- CHSC 7580 Public Health Field Placement, or
- CHSC 7590 Capstone Research Project in Public Health*

* NOTE: The majority of MPH students will complete CHSC 7580 Public Health Field Placement. Only those students with extensive prior applied public health experience can consider CHSC 7590 Capstone Research Project in Public Health. To take CHSC 7590 requires Graduate Program Director approval and the following additional courses taken as part of a student’s electives.

MPH Students approved to do the Capstone Research Project in Public Health will be required to take among their allowable electives courses the following pre-requisite to CHSC 7590:

- CHSC 7860 Research Methods and Concepts in Community Health Sciences

MPH Students whose research practicum may involve exposure to a qualitative research project may also need to take the following course as an elective:

- CHSC 7738 Qualitative Research Methods in Community Health Sciences

**Completion of GRAD 7500 Academic Integrity Tutorial / GRAD 7300 Research Integrity**

The Faculty of Graduate Studies requires that all graduate students must register for and complete GRAD 7500 Academic Integrity Tutorial. This is a zero (0) credit-hour course intended to introduce students to their basic responsibilities regarding academic integrity and to the resources available to them.

The Faculty of Graduate Studies also requires that all graduate students are required to complete GRAD 7300 Research Integrity Online Course. This is a zero (0) credit-hour course which must be completed prior to applying to any ethics boards which are appropriate to the student’s research or within the student’s first year, whichever comes first. Even though the MPH student’s experience is not necessarily focused on research, it is still an important part of graduate student training and thus a requirement of the program.

**Progress Through the Program**

Students should complete their coursework before starting their field placement or capstone research project. However, arrangements for the field placement or capstone research project should be initiated well in advance. Evaluation will be based upon grades obtained in core and
elective courses, and a grade for the field placement or capstone research project. A written mid-term and final evaluation of the field performance or capstone research project will be provided by the local (Agency) Supervisor on a standard form provided by the Department. The learning and experiences gained by the student on the field placement or capstone research project will be shared with the Department through a required written report on the placement or the final capstone research project report, to be evaluated by the Advisor. The final assessment for the field placement or capstone research project will be determined by the MPH Advisory Committee, based on the (Agency) Supervisor’s evaluation, the written report and final oral presentation.

At least once a year, a Progress Report to the Faculty of Graduate Studies will be provided by the Academic Faculty Advisor, or MPH Advisor as appropriate, based on the above.

**MPH Field Placement**

All students must complete an approved field placement in a governmental or non-governmental community health agency (the Agency). The field placement will include a minimum of three months full-time equivalent involving time spent on-site and completion of a project. The site of the field placement will be based on the student’s career interests and learning needs, determined in discussion with the Faculty Advisor, and approved by the MPH Advisory Committee.

Field placements may require a student to be located within a public health organization or agency, or to be situated within a public health program or service. The field placement may be regional, provincial or national in scope, and must have a substantial amount of time spent on field activities.

The addition of a field placement to the MPH program highlights the relationship between learning and application of public health principles and practice through the integration of coursework with supervised fieldwork undertaken in local, provincial, or national health care settings. Field placement opportunities are identified through discussions involving applied public health decision-makers, students and MPH Faculty Advisors in order to find the most appropriate arrangement for each student.

If a student requests that the field placement be located at his/her current agency of employment, this request may be considered by the MPH Faculty Advisor; however, the proposed educational objectives and student project must be distinct and independent from the student’s current roles and responsibilities as an employee of the agency, and the Agency Supervisor must be someone other than the student’s employment supervisor.

Although students cannot start their field placement until all course work is completed, they should begin to think about possible field placements as soon as they start their MPH program. Field placements need to be negotiated and may take several months to organize. Students should discuss their field placement with their MPH Faculty Advisor well in advance of the
desired start date. Fellow MPH students may also provide a good understanding of the field placement experience. Students may wish to develop a field placement that is related to their primary area of interest or may prefer to develop skills and contacts in another area. Students should be proactive in helping to develop their field placement – at all stages of the process. The student is responsible for making their field placement happen. The MPH Program Committee may assist but it is up to the student to take the lead.

When considering their field placement, students should be aware that decision-makers are located at various levels in an organization. Top-level decision-makers are often unavailable for student interaction. The summer period may not be optimum for a field placement since staff may be on holidays and regular meetings may be discontinued. Students should consider extending the field placement period into the spring or fall to provide more opportunities for interaction with decision-makers.

Written educational objectives and a letter of understanding regarding the field placement arrangements must be agreed to and signed by all parties in advance. The placement may be completed on a part-time basis for approved part-time students.

Many of the available field placements will be modeled on successful established practical rotations of the Department’s existing Public Health and Preventive Medicine Residency Program, and the Manitoba Training Program. The field placement will be supervised by both the MPH Faculty Advisor (based in CHS) and a local Agency Supervisor (based in the Agency). All local supervisors must have at least Master’s-level qualification or the equivalent in training and experience. All local supervisors will be required to attend a Faculty-run orientation.

Each field placement is organized in a different way, but the following provides the basic framework that students will need to follow in setting up their placement:

The following package of documents should be obtained from the MPH Advisory Committee:

- Field Placement - Step by step Guide
- Field Placement - Agreement
- Field Placement - Supervisor Information
- Field Placement - Performance Appraisal
- MPH Guide for Arranging Field Placement Presentation
- Field Placement - Student Final Report

Students should make an appointment, well in advance, with the MPH Advisory Committee to discuss their field placement. If a student would like assistance, the MPH Advisory Committee will provide suggestions for relevant agencies to determine their field placement potential. This is a negotiation process that involves matching a student’s skills and interests with the needs of the agency and may take some time to put into place. Students having contacts with a relevant agency may initiate the negotiations for their own field placement. A MPH Faculty Advisor may also have some contacts that could provide a field placement opportunity.
When a potential field placement opportunity is identified, the Field Supervisor Information and other field placement documents should be shared with the agency in order to provide a clear understanding of the objectives and expectations of a field placement. The Agency Supervisor is the local supervisor for the MPH student at the site of the field placement. This may be the same person as the MPH Faculty Advisor in some circumstances.

To finalize the field placement arrangements, the student will need to organize and participate in a meeting/conference call with the Agency Supervisor and the MPH Advisory Committee to work out details of the Field Placement Agreement. It is up to the student to take the lead and organize all meetings/conference calls. The MPH Faculty Advisor may assist with this, if needed. In conjunction with the Agency Supervisor, the student should complete a draft Field Placement Agreement to be reviewed by the MPH Advisory Committee. The field placement is finalized when the Agreement is signed by the student, the Agency Supervisor and the MPH Advisory Committee. All parties involved will keep copies of the signed Agreement.

Students should ensure that their field placement provides them with the following skills and experiences:

- an understanding of the structure/policies/function of the field placement organization, agency or program;
- an understanding of the social, political, and economic context in which the organization, agency or program exists and functions;
- an understanding of issues of confidentiality, privacy, access, and reporting of results;
- engagement in a project or projects that involve conceptualizing, planning, and determining/ negotiating for the resources necessary to complete the projects;
- preparing reports and presenting/discussing the findings as required; and providing input related to on-going work in the project areas at the host site;
- participating as an effective team member; and,
- Interacting with decision-makers through mentoring opportunities such as “shadowing”

Students should ask the Agency Supervisor to introduce them to the organization or program personnel, both in person and through an introductory email. This introduction should clarify the role of the student, the unit/personnel with whom they will be working, and the specific project(s) in which they will be involved.

The MPH Advisory Committee will follow-up with the student and Agency Supervisor a couple of weeks into the placement to make sure everything is going according to plan. Students will also need to arrange a meeting with the MPH Advisory Committee and the Agency Supervisor at the half-way point in the field placement. This should be booked well in advance.

At the end of the field placement, the Agency Supervisor completes a Performance Appraisal. Prior to leaving the field placement, it is a good idea for the student to request that the Agency Supervisor provide constructive feedback, either to the student alone or with the supervisory team present. After the Agency Supervisor has completed the Appraisal, the student will have
an opportunity to include their comments on the form. A copy will be provided to the MPH Faculty Advisor.

Students will need to complete the Student Final Report within a month of finishing their field placement. A student may need to obtain permission from the Agency Supervisor for release of specific summary information from the report for presentations. This Student Final Report is confidential to the MPH Advisory Committee. Students will be required to give a presentation on their field placement (covering both content and experience) to Community Health Sciences faculty and other graduate students.

**Academic evaluation of student:** Students will be required to maintain a weekly journal documenting their experiences and activities in the placement. The final two weeks of the formal field placement period is expected to be spent working on this Final Report, to a maximum of completing the Final Report within a month of finishing the field placement. It is expected that the student will be able to draw from weekly journal entries in developing this Final Report. A student may need to obtain permission from the Agency Supervisor for release of specific summary information from the report for presentations. This Student Final Report is confidential to the MPH Advisory Committee. Students will be required to give a presentation on their field placement (covering both content and experience) to Community Health Sciences faculty and other graduate students.

**Weekly Journaling:** Students are expected to document their experiences and activities in the placement. While there is no limit to the detail that students enter in their journal, they are expected to share a one-page (minimum) summary of activities to their MPH Academic Advisor and Agency Supervisor.

**Field Placement Report Guidelines**
The final narrative report will consist of the following general content areas, and will be expected to be 15-20 pages, double spaced, using a standard font. Please include each of the following section headings, and indicate a reason if there is no activity under any of the headings:

- **Field placement site** – provide a brief description of the site in which the public health field placement was conducted. In addition to general information, provide the reader with the breadth of public health practice activities that are managed within that site. The student may draw information from the site's website, personal experience or other resources, but be sure to provide relevant citations as appropriate.

- **Project description** – Describe the major activities that were undertaken during the field placement. Include specific responsibilities and duties as well as providing a description of projects in which the student was involved and the role that the student played in those projects in relation to the student’s contribution as a member of the team.
Deliverables – provide a list of any publications, reports and/or presentations that the student worked on as part of the field placement.

Professional development activities – describe any types of professional development activities that were provided to the student via the Agency, as applicable, and reflect on the benefits those opportunities provided to the student’s learning experience.

Opportunities to interact with public health workers – describe what opportunities the student had to interact with public health workers within different settings and how these interactions matched, or not, the student’s understanding of different aspects that may have been learned in coursework.

Reflections – Students are expected to provide a reflection of their experience in that field placement site. Specific examples include student experiences with particular tasks, challenges, processes or outcomes, including successes and/or failures. Further, students will also include any particular technical opportunities or challenges that were experienced as well as any new skills acquired. Students should focus their reflections more broadly on the following three areas:

- Applied public health skills developed
- Field placement challenges and lessons learned
- How course content helped prepare you for the practice based experience

Recommendations for future field placements – Students should include any recommendations for their field placement experience at the agency in which they were placed, or at other agencies in which students may have had indirect dealings over the course of their placement.

General recommendations for MPH field placements – Students should conclude their report with any general recommendations with respect to the field placement experience overall.

Oral Presentation:
At the end of the field placement, a requirement is to prepare a public presentation on the field placement experience and present it to the MPH Program Committee. The field placement agency may also require the student complete some in-house presentation to their group as appropriate. For the CHS public presentation, students should confirm with the field placement agency to confirm what information may be released publicly.
Capstone Research Project in Public Health

NOTE: This option requires Graduate Program Director Approval and is reserved only for MPH students with extensive prior public health experience.

The site of the capstone project will be based on the student’s career interests and learning needs, determined in discussion with the Faculty Advisor, and approved by the MPH Advisory Committee. The opportunity to undertake a capstone research project will be reserved for MPH students who already have extensive public health practice experience and who decide that they want to make research a more central part of their public health practice. This could take many forms – perhaps they want to better sit at the intersection between research and applied public health, perhaps they want to be equipped to do formative research as part of program development in their public health practice. Perhaps, after gaining a deeper appreciation of the breadth of public health, they think that they may be interested in pursuing a research career in population / public health.

The capstone project is not intended to function as a Master’s thesis project in scope or breadth. Rather, it is an opportunity where an eligible MPH student works under the direct guidance of an Advisor within one of the research projects lead by the Advisor, and where the Advisor already has necessary ethics approvals in place.

Students who make this decision – ideally within the first year of their MPH program - would do the following:

- Students would make their desire to undertake a research-oriented capstone project known to their advisor no less than 6 months before they aim to start their applied public health experience. The student and advisor would discuss this to decide if, in fact, a research-oriented opportunity is best suited to the student. Once a determination is made to pursue this option, it needs to be also approved by the CHS Graduate Program Director;
- If agreed upon, a capstone project committee will be formed comprising three faculty: the student’s advisor, the Graduate Program Director (or faculty member approved by the Graduate Program Director), and a third faculty member with public health practice experience;
- The student would be responsible to take CHSC 7860 – Research Methods and Concepts for Community Health Sciences. Depending on the type of research exposure a student might be interested in obtaining, they might also need to take CHSC 7738 Qualitative Research Methods in Community Health Sciences. This would only be necessary if a student was interested in gaining experience in qualitative inquiry.
- If relevant to the type of research experience sought, the student would apply to the HREB for ethics, if it was determined necessary by the student’s Advisory committee, and in consultation with the Director of the Graduate Program (if not already serving on the student’s committee). For example, if a small feasible sub-study within an existing project required separate approval. By contrast, a full HREB application would not be required by the student if the Advisor’s existing ethics only needed an amendment to provide access.
The capstone research project is not intended to be original research. The MPH student doing a capstone project is not to be leading a research project or be primarily responsible for a research task. Rather, under the guidance and mentorship of the Capstone Project Supervisor, the student will gain relevant research oriented experience, and be able to apply skills learned within coursework to already collected datasets. If the Capstone Project Supervisor is in the process of collecting primary data, it is allowable for the MPH student to participate as a trainee to observe and reflect on the data collection process and experience. The student will not be responsible for collecting data, although, under the direct guidance of the Supervisor, might get some hands-on experience in data collection. Some examples could be to help develop questions for inclusion in data collection instruments, in direct collaboration with the Supervisor.

If a student requests that the Capstone Project be located at his/her current agency of employment, this request may be considered by the MPH Faculty Advisor; however, the proposed educational objectives and student project must be distinct and independent from the student’s current roles and responsibilities as an employee of the agency, and the Agency Supervisor must be someone other than the student’s employment supervisor.

Although students cannot start their Capstone Project until all course work is completed, they should begin to think about possible project interests as soon as they start their MPH program. The student is responsible for making their Capstone Project opportunity happen. The MPH Program Committee may assist but it is up to the student to take the lead.

Written educational objectives and a letter of understanding regarding the Capstone Project arrangements must be agreed to and signed by all parties in advance. The placement may be completed on a part-time basis for approved part-time students.

Each Capstone Project is organized in a different way, but the following provides the basic framework that students will need to follow in setting up their placement:

As part of the Capstone Project, and prior to the field placement, the student will develop in collaboration with the Capstone Project Supervisor, the mini research project that they would be involved with during their field placement. It is expected that the research project may continue beyond the end of Capstone Project placement should the student be interested in being involved in the development of any publications stemming from the experience, as these take additional time.

To gain the full breadth of the research mentorship experience, the student will write up their proposal and distribute it to their committee. The proposal will be a maximum of 15 pages in length and include a basic introduction, background literature, a conceptual framework or theory section applicable to the student’s project, an overview of methods, ethical considerations, and a section describing anticipated application of the student’s findings to public health practice. It will need to be approved by the committee and by the graduate program chair (if the graduate program chair is not a member of the committee).
Further, students should ensure that the location of their Capstone Project provides them with the following skills and experiences:

- an understanding of the structure/policies/function of the host organization, agency or program;
- an understanding of the social, political, and economic context in which the organization, agency or program exists and functions;
- an understanding of issues of confidentiality, privacy, access, and reporting of results;
- engagement in a project or projects that involve conceptualizing, planning, and determining/ negotiating for the resources necessary to complete the projects;
- preparing reports and presenting/discussing the findings as required; and providing input related to on-going work in the project areas at the host site;
- participating as an effective team member; and,
- Interacting with other members of the team, including through mentoring opportunities such as “shadowing” the Research Supervisor.

Students should make an appointment, well in advance, with the MPH Academic Advisor (typically the Graduate Program Director or designate) to discuss their options for a research experience. If a student would like assistance, the MPH Academic Advisor, or MPH Committee (if one is struck) will provide suggestions for relevant contacts to determine their Capstone Project placement potential. This is a negotiation process that involves matching a student’s skills and interests with the needs of the Supervisor/agency and may take some time to put into place. Students having contacts with a relevant Supervisor/agency may initiate the negotiations for their own Capstone Project placement.

When a potential placement opportunity is identified, the Capstone Project Supervisor Information and other Capstone Project placement documents should be shared with the Supervisor/agency in order to provide a clear understanding of the objectives and expectations of a field placement. The Agency Supervisor is the local supervisor for the MPH student at the site of the field placement. This may be the same person as the MPH Advisor in some circumstances.

To finalize the Capstone Project placement arrangements, the student will need to organize and participate in a meeting/conference call with the Agency Supervisor and the MPH Advisory Committee to work out details of the Capstone Project Agreement, per the criteria established above. It is up to the student to take the lead and organize all meetings/conference calls. The MPH Advisor may assist with this, if needed. In conjunction with the Agency Supervisor, the student should complete a draft Capstone Project Agreement to be reviewed by the MPH Advisory Committee. The field placement is finalized when the Agreement is signed by the student, the Agency Supervisor and the MPH Advisory Committee.

All parties involved will keep copies of the signed Agreement.
Capstone Project Expectations and Evaluation

Students should ask the Agency Supervisor to introduce them to the organization or program personnel, both in person and through an introductory email. This introduction should clarify the role of the student, the unit/personnel with whom they will be working, and the specific project(s) in which they will be involved.

Students should ask the Project Supervisor to introduce them to the members of the research team and any associated knowledge users and program personnel, both in person (when possible) and through an introductory email. This introduction should clarify the role of the student, the unit/personnel with whom they will be working, and the specific project(s) in which they will be involved.

The MPH Advisory Committee will follow-up with the student and Project Supervisor a couple of weeks into the placement to make sure everything is going according to plan. Students will also need to arrange a meeting with the MPH Advisory Committee and the Project Supervisor at the half-way point in the field placement. This should be booked well in advance.

Agency Performance Appraisal of Student: At the end of the Capstone Project, the Project Supervisor completes a Performance Appraisal. Prior to leaving the placement, it is a good idea for the student to request that the Project Supervisor provide constructive feedback, either to the student alone or with the supervisory team present. The Project Supervisor can expect that the student produces a report of their work, to be used internally by them, and given two weeks in the field placement period in which to complete these tasks. If appropriate, discussions should take place between the Project Supervisor and the MPH student about any possibilities to be involved in future peer-reviewed publications stemming from the experience. After the Project Supervisor has completed the Appraisal, the student will have an opportunity to include their comments on the form. A copy will be provided to the MPH Faculty Advisor.

Academic evaluation of student: Students will need to complete the Capstone Project Final Report (details provided below) within a month of finishing their field placement. Students will be given at least two weeks (in the case of a 12-week placement) or four weeks (in the case of a 16-week placement) to write their Final Report, although it is expected that they are working on aspects related to the final report throughout their time working on the Capstone Project. Students are encouraged to work on relevant aspects for their Final Report throughout the placement process. A student may need to obtain permission from the Project Supervisor for release of specific summary information from the report for presentations. This Student Final Report is confidential to the MPH Advisory Committee. Students will be required to give a public presentation of no more than 30 minutes of their Capstone Project placement (covering both content and experience) to their MPH Advisory Committee, including the Agency Supervisor, Community Health Sciences faculty and other graduate students, followed by two rounds of questioning by their committee. The written report and public presentation will be evaluated on a pass/fail basis by the Advisory Committee.
Capstone Project Report Guidelines
The final narrative report will consist of the following general content areas, and will not exceed a maximum of 50 pages, double spaced, using a standard font, not including ‘front matter’, tables and/or figures, references or appendices.

The final document must emphasize throughout how the project can be applied to and inform public health policy and/or practice.

The final document should include in the following order:
   a. A cover page with title, student name and identification number, course number and advisor
   b. A table of contents
   c. An abstract (250 word limit)
   d. An introduction to the issue, including any study objectives or hypotheses
   e. A review of the relevant literature
   f. Methods
   g. Results as text, table, and figures; with in text narrative
   h. Discussion and Summary
   i. Implications and future research including “gaps” in the literature
   j. Primary references as the main source of information, secondary references permitted on a smaller scale of contribution.
   k. Appendices as necessary

Oral Presentation:
At the end of the Capstone Project, students will be required to give a public presentation of no more than 30 minutes of their Capstone Project placement (covering both content and experience) to their MPH Advisory Committee, including the Agency Supervisor, Community Health Sciences faculty and other graduate students. Check with the Project Supervisor to confirm what specific information may be released publicly.

Transfer options from the MPH to the MSc program in CHS
Eligible M.P.H. students, already admitted to the Faculty of Graduate Studies and undertaking their degree program in CHS may seek to transfer from the MPH to the MSc program in CHS under certain circumstances, pending approval from the CHS Graduate Program and agreement by the Faculty of Graduate Studies.

Any MPH student seeking transfer into the MSc program will require the following:
   1) a cover letter making the request for a transfer, complete with a personal statement for why the transfer is needed to meet the student’s academic and career goals, the identification of an Advisor who has agreed to supervise the student, and a description of a well-defined research topic that will be pursued, including a self-assessment as to
the feasibility of completing MSc program requirements within the maximum time limits;
2) a letter of support from the named Advisor, acknowledging where the student is relative to time to completion in their current program, and the feasibility in completing M.Sc. program requirements within the maximum time limits; and
3) three letters of recommendation from CHS graduate course instructors that provide specific assessment of the student’s capacity to undertake advanced research. Recommendation for the transfer request will be based on an assessment of all documents provided.
4) The deadline to submit these transfer requests will be: August 1, December 1 and May 1 to ensure sufficient time for review and allow for the appropriate registration revision period relevant for each term.

Any MPH students approved to transfer into the MSc program will need to meet all MSc program requirements. Students also need to be aware of time to completion limitations when making a decision to transfer from the MPH to MSc degree program.

Approved MPH students transferring into the MSc will have all relevant coursework transferred into the new program by the Faculty of Graduate Studies. It will be left to the discretion of the Director of the Graduate Program to best guide the designation of various courses into the new program (i.e. which courses will be moved in as standard vs. auxiliary courses). Any circumstance that may involve transferring in more than 24 credit hours, after ensuring that all MSc coursework requirements have been met, will be designated as auxiliary. Final decisions regarding the designation of standard vs auxiliary courses rests with the Director of the CHS Graduate Program.
Occasional Student (OS) Status

Health professionals or others interested in Community Health Sciences, who have expressed interest in taking course(s) in core knowledge areas of population health sciences, epidemiology or biostatistics without formally being registered in one of our graduate programs, may be admitted to FGS as occasional students (OS). Such individuals must meet minimum admission requirements of FGS and have received permission from the instructor of the course(s) of interest. A maximum of 12 credit hours of courses may be completed as an occasional student.

Occasional students are integrated with all degree program students. Occasional students must complete assignments and write final examinations and will receive a letter grade for the course but will not receive credit toward a degree.

Occasional students may subsequently apply for admission to a degree program, and if admitted, may apply for transfer of courses taken in the occasional category. While a maximum of 12 credit hours of courses may be completed as an occasional student, only up to 50% of the required course work may be transferred in to a program (i.e. they can transfer in up to 9 credit hours for an MSc or PhD, and up to 12 credit hours for an MPH). This has proven to be a useful entrance pathway for some students who may not want to commit to all the requirements of a graduate degree program before completing some graduate level courses.

Students should be aware, however, of the course currency requirements imposed by the Faculty of Graduate Studies. Courses taken more than eight years before graduation will not be counted for credit.

The normal milestones for Occasional Student status in Community Health Sciences are:

- Select coursework (Program of Study)
- Receive approval from instructors of courses

Students should be aware that while they may have conditional approval from an instructor to take a course as an OS, this is based on space permitting once program students have registered. First priority must go to students enrolled in a CHS program with a second priority given to students within other programs. While the dates are updated every year, for every academic year, any available spaces for OS students are released mid-to-late August (for Fall term) and mid-December (for Winter courses).
Student Resources

General Academic Regulations, Requirements, and Procedures
The University of Manitoba Graduate Calendar outlines general academic regulations, requirements, and procedures that apply to all graduate students. Students should review these regulations, which cover a number of topics such as:

- Residency requirements
- Grades and calculation of GPAs
- Appeals
- Attendance and withdrawal from courses and programs
- Changing personal information such as mailing address
- Extension of time to completion
- Leave of absence
- Graduation and convocation

Academic Integrity/Plagiarism and Cheating/Dishonesty/ Research Integrity
Plagiarism is considered a serious offence at the University. Any papers that are deemed plagiarized will be assigned a grade of zero percent. Students should acquaint themselves with the University policy on plagiarism and cheating, which can be found in the University General Calendar (Section 8 Academic Integrity). The University libraries also have information on plagiarizing.

The University of Manitoba is pleased to offer an interactive on-line course on research integrity GRAD 7300 that will take approximately 4 or 5 hours to complete. Details, including how to access the course, can be found here: http://umanitoba.ca/research/integrity/.

Fees and Funding Opportunities
Fees for all graduate programs are set by the University of Manitoba, not by the Department of Community Health Sciences. For fee information, contact the Registrar’s Office:

The Department of Community Health Sciences offers some scholarships:

- The David G. Fish Memorial Scholarship is awarded annually to a student who is conducting or has proposed to conduct research into issues pertaining to international health.
- The Evelyn Shapiro Award for Health Services Research is awarded annually to a student conducting or planning to conduct research in the area of health services and requires
access to the Population Health Research Data Repository and other resources of the Manitoba Centre for Health Policy.
- The Faculty of Medicine offers Travel Awards for students participating in relevant conferences.
- The Faculty of Graduate Studies also offers scholarships and maintains a database of external funding sources.

Because Community Health Sciences does not have an undergraduate program, there are limited opportunities for teaching assistantships. However, opportunities for research assistant positions with many faculty members do arise with funded research projects in the Department.

**Fort Garry Campus Resources**

**University of Manitoba Student Services**
Many student services are offered under the auspices of Student Affairs (e.g. Financial Aid and Awards, Housing and Student Life, International Centre, Student Advocacy, Employment Services, English Language Centre, Aboriginal Student Centre, Chaplaincy, and the University Health Service).

Student Affairs Division publishes a Student Guide each year, which provides valuable information on many facets of University of Manitoba life, including Student Affairs, the University Community, University Services, Safety & Health, and Computing and Scholastic Guidelines.

**Graduate Students Association (Fort Garry Campus)**
221 University Centre
The University of Manitoba Graduate Student's Association (GSA) is the student-run association for graduate students at the University of Manitoba. Each graduate student is automatically a fee-paying member of the association, and as such, the GSA represents graduate students from all disciplines. This diversity of representation is reflected on the Association's council, made up of many different department representatives. The University of Manitoba Graduate Student's Association (GSA) also operates a satellite office at the Bannatyne Campus (Health Sciences Graduate Student Association).

**University Health Services**
A unit of the Student Affairs Division, consisting of family physicians, nurses and office staff, offering a wide range of services.

104 University Centre - Fort Garry campus
Phone: (204) 474-8411
UMSU Health and Dental Information on student coverage, claim forms etc.

110 University Centre - Fort Garry Campus
Phone: (204) 474-6666
Fax: (204) 474-7924

Equity Services Consultation, investigation, and resolution of human rights, personal harassment, sexual harassment.

515 Drake Centre - Ft. Garry campus
Phone: (204) 474-7537

University of Manitoba Access Program
505 University Centre
University of Manitoba - Fort Garry campus
Phone: (204) 474-8000
Toll Free: 1 (800) 432-1960 ext. 8000
Fax: (204) 275-6489

Indigenous Student Centre
45 Curry Place
University of Manitoba - Fort Garry campus
Phone: (204) 474-8850
Toll Free: 1 (800) 432-1960
E-Mail: asc@umanitoba.ca

The International Student Centre offers an orientation program for new arrivals, including temporary housing with a local family who meets the student at the airport. Informal conversational English sessions can also be arranged throughout the year.

541 University Centre
Fax: 204-474-7562
Phone: 204-474-8501

Bannatyne Campus Resources

Campus Map
The Faculty of Medicine provides a number of study and learning resources of interest to most students, on its Continuing Professional Development website. In addition, personal health and wellness resources are also available.

Security Services
The UM Security Services Department provides safety to students, staff, and visitors of the University community. The department is available to provide service 24 hours a day, 7 days a
week, including the Safewalk program in which a Student Patrol or Constable will accompany an individual from one University location to another, to their vehicle or to a bus stop on University property. There are also four Emergency “Code Blue” stations on the Bannatyne campus, which provide two-way voice communication with the Security Services Department in an emergency.

Emergency phone numbers are available at:

**Bannatyne Campus**
Patrol Supervisor
S105 Medical Services Bldg.
Ph: (204) 789-3330
For emergency calls, 555 from a local UM phone, or #555 from an MTS or Rogers cell phone

**Brodie Centre**
The Brodie Centre houses recreation facilities, including a gymnasium, with fitness machines and aerobic classes available on a membership basis at the Joe Doupe Centre. Food services are available at the Brodie concourse, CanadInns restaurants, and also at Guildy’s (main floor HSC) as well as the restaurant on the second floor of HSC.

**Neil John McLean Library**
The main library within the University of Manitoba Libraries which serves the CHS Graduate Program is the Neil John Maclean Health Sciences Library (NJM), located in the Brodie Centre of the Bannatyne campus. The library is liberally equipped with workstations for searching MEDLINE and other databases (NETDOC), as well as the online catalogue of the U of M Libraries (BISON). Searches are also possible from student and faculty computers connected through the local area network and also from home. The Library also subscribes to the Statistics Canada data liberation initiative, making accessible many of the government agency’s datasets such as the Census and major national health and other surveys. The Library also offers short courses in accessing their databases and other resources.

**Ethics Review Board**
All graduate research carried out in the Faculty of Medicine MUST have ethics approval. On the Bannatyne Campus, ethics approval is given by the Health Research Ethics Board. An application form for ethics approval can be obtained from the HREB office at P126 – 770 Bannatyne Avenue or downloaded directly from their website:

**U of M Bookstore**
The medical bookstore, located in the Brodie Centre, offers a range of academic and general interest books, stationery, computer products, etc., as well as text and references books for all CHS courses.

**Student Card/Swipe Card**
Students should obtain a form from the Office of the Department Head (P120, Pathology Building), and arrange for a Student Card in the basement of the Medical Services Building.
(Room S001). With appropriate permissions, cards can also be programmed for access to various spaces such as the CHS Graduate Student Room and the Health Sciences Graduate Students’ Association lounge.

**Health Sciences Graduate Students’ Association**
The [HSGSA](#) is an elected study body representing and advocating for the interest of the approximately 450 graduate students at the Bannatyne Campus, including students of Community Health Sciences. As part of the Graduate Students Association (GSA) of the University of Manitoba, the HSGSA organizes graduate student initiatives for its members (academic, cultural and social activities) and endeavors to resolve issues that impact upon its members. The office is in the student lounge at 114 Brodie Center (727 McDermot Avenue) and can be accessed with a swipe card.

**Student Counseling**
Free, confidential [counseling](#) is provided by clinical psychologists. Scheduled and drop-in appointments are available.
S207 - Bannatyne Campus
Phone: (204) 474-8592 for initial appointments

**Student Advocacy**
Assists students in resolution of any problems or concerns resulting from academic, admission and/or discipline decisions. A Student Advocate is available at the Bannatyne Campus for appointments every Thursday from 11:00am-7:00pm.
Phone: (204) 474-7423 in advance to schedule an appointment.

**Student Accessibility Services**
Support and advocacy for students with disabilities of all kinds. [Student Accessibility Services](#) acts as a liaison between students, faculty, and staff of the University of Manitoba and support agencies within the Province of Manitoba.
Phone: (204) 474-7423

**Centre for Aboriginal Health Education**
S206 Medical Services Building – 750 Bannatyne Avenue
Phone: (204) 789-3511
Fax: (204) 480-1354

**Department of Community Health Sciences Resources**

**Teaching Space**
The Department utilizes various lecture theatres and seminar rooms in the Faculty of Medicine, located in the Basic Medical Sciences, Buhler Research Centre, Chown and School of Medical Rehabilitation buildings. Bookings for rooms are made through central coordination of the Registrar’s office.
Study Carrels and Computer Lab for CHS Graduate Students
Graduate students enrolled in a degree program are entitled to use the study carrels in the Graduate Student Room, which are equipped with shelves, electrical outlet, light, and a locked drawer. Room S110 is a suite with three use areas: one housing the carrels, another with computers and peripherals for student use, and the third a lounge/lunch area with a table, sink, microwave refrigerator and small appliances. Students access the Graduate Student Room with their Student (swipe) Card.

Access to Room S110 is granted by Shannon Turczak in room P120 Pathology building. The computers have general access usernames and passwords, so it is up to the individual to make sure that their data is backed up. Each system has a CD-RW drive and USB ports for memory sticks for backup purposes. More information about UM computer resources is available in the CHS brochure “Computer Resources for Graduate Students in CHS”.

CHS also holds study space at FG campus within the Human Ecology Building, Rooms 104A and 104B. If you would like access to this study space please email Theresa Kennedy. Iyour request for access to the appropriate individual so that this access can be added to your student card. Please note that one can only access this building by card after hours – evenings and weekends. Card access is located at the disability entrance at the back at the building and through the tunnel door.

The NJM Library, located in the Brodie Centre, also houses two Learning Resource Centres (with 32 computers) which are available for use by students individually and also for classes in computer applications.

The University’s Information Services and Technology offers several short courses on computing and use of popular applications, some of which are available on the Bannatyne campus.

Mailboxes and Photocopying
Personal mailboxes are available for CHS graduate students outside the main Department office (S113-750 Bannatyne Ave). Access to a mailbox may be arranged by contacting Theresa Kennedy (S111-750 Bannatyne Ave).

Students may purchase photocopy cards at the Neil J. MacLean Library for use in the Library photocopy machines.

CHS Colloquium Series and Special Events
The Department Bold Ideas colloquium series is held most Fridays at noon in R060.

CHS Graduate Student Council
The Community Health Sciences student council includes students in the Department from all programs (with the exception of occasional students). We represent graduate students within the Department at Graduate Program Committee meetings and Department council meetings. Outside of the Department, we hold representation at the Health Sciences Graduate Student
Association (HSGSA). Through our participation on the HSGSA, we receive funding based on the number of students in this department. With this funding we provide coffee and tea for students in the student room as well as put on a Christmas potluck and end-of-term party in April, in addition to other activities planned throughout the year. Some funds also go towards putting together a Christmas Cheer Board hamper every year.

New students are welcome to join student council in September. We are always happy to include new students as there are always positions to fill. Student council is introduced as part of the new student orientation every year and an email to join student council is sent out in September. If you have questions about anything related to student council or have an issue you think students should be concerned about, please feel free to contact either or both of the current co-Presidents. Contact information for the current student council can be obtained from Theresa Kennedy.