

Graduate Student Handbook

Department of Community Health Sciences

University of Manitoba
Winnipeg, Manitoba, Canada
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Welcome to the Department of Community Health Sciences Graduate Education Program

The Department of Community Health Sciences (CHS) in the College of Medicine, 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, community 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 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,

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Glossary of Terms used in this Handbook:

UM	University of Manitoba
DCHS	Department of Community Health Sciences
CHS	Community Health Sciences
FGS	Faculty of Graduate Studies
GPC	Graduate Program Committee
MSc	Master's of Science
MPH	Master's of Public Health
PhD	Doctor of Philosophy
DipPH	Diploma in Population Health
OS	Occasional Student

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. 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 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 [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, 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 Community 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 community 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 43 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, Community 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 [Community 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), and Dr. Menec (2014 to present).

The MPH Director is Dr. Robert Tate (2015 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 80 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 and Diploma 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)
- Diploma Program in Population Health (DipPH)

Our Graduate Program offers 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. 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, 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 be 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.
- The Diploma in Population Health (Dip.P.H.) is course based and aims to provide senior clinicians in teaching hospitals and managers in provincial and regional health authorities core knowledge and skills in population health sciences, including

epidemiology and biostatistics. The knowledge and skills obtained in this program will allow graduates to become more effective clinicians and managers in their own institutions, and better-informed consumers of health research data.

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, MPH
- Director, Community 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 community 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 eight years 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, etc., students should contact their Advisor. The Graduate Program Director is also available if clarification is needed or there are any unresolved issues.
- 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

Activity	By when?	Form to be completed and handed in to CHS Graduate Program Office
Selection of a thesis advisor	PhD students must have a thesis advisor identified at the time they apply for admission to CHS.	
Selection of coursework (program of study)	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.	
Selection of a thesis advisory Committee	Within the first year of studies.	PhD Program of Study and Appointment of Examiners
Completion of coursework	In order to complete their PhD in a timely manner, full-time students should aim to finish course work within the first academic year.	
Annual evaluations	Available April and due at FGS annually June 1 st . 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.	Progress Report form The ASG form becomes available online at the time progress reports are sent out.
Candidacy examination	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 should carefully plan the timing of the exam.	Ph.D. Candidacy Examination form

PhD proposal defense	<p>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.</p> <p>See PhD Proposal Defense Guide for Students and Advisors for steps on what to do in order to schedule the proposal defense.</p>	Proposal presentation and approval
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Obtain ethics approval (and other approvals if applicable)	After the thesis proposal defense.	HREB Approval website
Conduct research and write up thesis	Students should anticipate several rounds of revisions before the thesis can go to defense.	
Distribution of thesis to internal and external examiner	<p>The Faculty of Graduate Studies (FGS) uses a 3 stage process to proceed to final dissertation defense:</p> <ol style="list-style-type: none"> 1. Examination of the candidate's thesis by an internal examining committee. 2. Examination of the candidate's thesis by an external examiner; and 3. 3. Oral examination of the candidate by all examiners. See FGS Academic Regulations for further information. <p>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.</p> <p>http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html</p>	

Schedule final thesis defense	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 PhD Final Defense Guide for Students and Advisors for steps on what to do in order to schedule the final thesis defense.	
Final PhD thesis defense	FGS designates a Chair for the defense and provides forms to be completed by the Chair.	
Make revisions as required by thesis advisory committee and have revisions approved by advisor (and committee, if applicable).	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. http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html	A hard copy of the final thesis document must be provided to the CHS Graduate Program Office.
Submission of thesis to Faculty of Graduate Studies	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.	

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/.

A detailed listing of FGS and CHS regulations is available at:

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 chose 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.

4 Core MSc courses:

- CHSC 7320 Organization and Financing of the Canadian Health Care System
- CHSC 7520 Principles of Epidemiology 1
- CHSC 7820 Biostatistics for Community Health Sciences 1, OR
CHSC 78210 Biostatistics for Health and Human 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 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 7530 Principles of Epidemiology 2
- CHSC 7130 Methods in Health Services Research and Evaluation
- CHSC 7290 Economic Evaluation of Health Care
- CHSC 7540 Advanced Epidemiology
- CHSC 7310 Epidemiology of Health Care
- CHSC 7740 Advanced Qualitative Methods
- CHSC 7360 Clinical Trials
- CHSC 7830 Biostatistics for Community Health Sciences 2
- CHSC 7400 Adv Quantitative Research Methods
- CHSC 7870 Health Research Survey Methods

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

As of Fall 2015-16, 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.

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	<ul style="list-style-type: none"> • Approximately 25 pages (1.5 spacing), not including the title page, references, or appendices. • CIHR style.
Title	<ul style="list-style-type: none"> • Title Page including e-mail addresses of student and supervisor
Introduction	<ul style="list-style-type: none"> • Problem Statement
Review of Literature	<ul style="list-style-type: none"> • Critical review of the theoretical and research literature. • Outline a framework, based on literature, for analyzing the problem and questions.
Objectives/ Research Questions/ Hypotheses	<ul style="list-style-type: none"> • A statement of study objectives • Hypotheses/research questions
Methods	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Ethical considerations
Feasibility Issues	<ul style="list-style-type: none"> • Discuss potential problems (e.g., access to data) and solutions
Value to field/Knowledge Added	<ul style="list-style-type: none"> • Implications of the study • Indicate how the proposed study will move knowledge forward in this area.
Knowledge Translation	<ul style="list-style-type: none"> • Knowledge Translation
Appendices	<ul style="list-style-type: none"> • 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, their Advisor, and Committee are ready to proceed with the thesis proposal examination, the CHS Graduate Office must be notified and they will make arrangements for a suitable venue. 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](#)".

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 eight courses (24 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.

The thesis proposal should be approved in the term following completion of course work. 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.

Activity	By when?	Form to be completed and handed in to CHS Graduate Program Office
Selection of a thesis advisor	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.	
Selection of coursework (program of study)	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.	
Selection of a thesis advisory committee	As soon as a thesis topic has been determined, typically within the first year of studies.	Masters Thesis Title and Appointment of Examiners
Completion of coursework	In order to complete their Masters in a timely manner, full-time students should aim to finish course work within the first academic year.	
Annual evaluations	Available April and due at FGS annually June 1 st . Advisors are encouraged to submit progress report forms at other times of the year as well.	Progress Report form
Masters thesis proposal defense	Students can work on their thesis proposal while taking courses; however, the proposal defense can be held only after all courses have successfully been completed. See MSc Proposal Defense Guide for Students and Advisors for	Proposal presentation and approval

	steps on what to do in order to schedule the proposal defense.	
Obtain ethics approval (and other approvals if applicable)	After the thesis proposal defense.	HREB Approval website
Conduct research and write up thesis	Students should anticipate several rounds of revisions before the thesis can go to defense.	
Distribution of thesis to examiners	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. http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html	
Schedule final thesis defense	See MSc Final Defense Guide for Students and Advisors for steps on what to do in order to schedule the final thesis defense.	
Oral thesis examination conducted within one month of thesis distribution	On successful defense submit Thesis/practicum final report with committee signatures to Graduate Program Office.	Thesis/practicum final report
Make revisions as required by thesis advisory committee and have revisions approved by advisor (and committee, if applicable).	As soon as possible after thesis defense.	A hard copy of the final thesis document must be provided to the CHS Graduate Program Office.
Submission of thesis to Faculty of Graduate Studies	Students and advisors should be aware of the Faculty of Graduate Studies deadlines that need to be met in order to go to convocation. http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html	

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/.

A detailed listing of FGS and CHS regulations is available at:

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 approval in the term following course completion. 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. 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. One member must be from the Department of Community Health Sciences (internal member) and one must be from another department in the University of Manitoba or a “community expert” (external member). 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, signed by all the members of the committee. This is sent along with an electronic copy of the external examiners CV to the Graduate Program Assistant and then 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 eight courses, for a total of 24 credit hours. This consists of four core courses, one 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) (24 credit hours)

Four (4) Core MSc courses:

- CHSC 7320 Organization and Financing of the Canadian Health Care System
- CHSC 7520 Principles of Epidemiology 1
- CHSC 7820 Biostatistics for Community Health Sciences 1 ** OR
CHSC 7810 Biostatistics for Health and Human Sciences (with Advisor's permission)
- CHSC 7860 Methods and Concepts for Community Health Science

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

- ANTH 7140 Ethnographic Research Methods
- CHSC 7130 Methods in Health Services Research and Evaluation
- CHSC 7290 Economic Evaluation of Health Care
- CHSC 7310 Epidemiology of Health Care
- CHSC 7360 Clinical Trials
- CHSC 7400 Advanced Quantitative Research Methods
- CHSC 7530 Principles of Epidemiology 2
- CHSC 7540 Advanced Epidemiology
- CHSC 7740 Advanced Qualitative Research Methods
- CHSC 7830 Biostatistics for Community Health Sciences 2
- CHSC 7870 Health Survey Research Methods
- FMLY 7710 Special Topics - Qualitative Research Methods
- FMLY 7500 Evaluation of Family, Health, & Social Development Programs
- FMLY 7510 &
- FMLY 7520 Research Data Centre Research Methods, Part A (Fall Term) and Part B (Winter Term)

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 Academic Integrity Tutorial

As of Fall 2015-16, 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.

MSc Specialization in Biostatistics

A new specialization in biostatistics has been developed for the Masters of Science (MSc) degree offered by the Department of Community Health Sciences. This specialization 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 specialization in Biostatistics will put our students at the forefront of this growing field.

Under this specialization, 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 7680: 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 specialization, with appropriate documentation. In addition, students will be required to complete:

- CHSC 7830 (Biostatistics for Community Health Sciences 2), and
- STAT 7080 (Advanced Statistical Inference), the latter taught through the Department of Statistics at the University of Manitoba.

The stream includes a large selection of elective courses (an additional 9 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 7610: Structural Equation Modeling (1.5 credit hours)

- CHSC 7610: Statistical Methods in Spatial Epidemiology (1.5 credit hours)
- CHSC 7400: Advanced Biostatistics Methods for Hierarchical and Longitudinal Data (3 credit hours)
- CHSC 7610: Topics in the Design and Analysis of Cohort Studies (1.5 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

Number of Pages	<ul style="list-style-type: none"> • Approximately 15 – 20 pages (1.5 spacing), not including the title page, references, or appendices. • CIHR style.
Title	<ul style="list-style-type: none"> • Title Page including e-mail addresses of student and supervisor
Introduction	<ul style="list-style-type: none"> • Problem Statement
Review of Literature	<ul style="list-style-type: none"> • A brief review of the main theoretical and research literature. • Outline a framework, based on literature, for analyzing the problem and questions.

Objectives/ Research Questions/ Hypotheses	<ul style="list-style-type: none"> • Hypotheses/Research Questions • A statement of study objectives
Methods	<ul style="list-style-type: none"> • The type of research design • Sources of data, primary or secondary data collection • Data management and analysis
Ethics	<ul style="list-style-type: none"> • Ethical considerations
Feasibility Issues	<ul style="list-style-type: none"> • Identify potential problems (eg, access to data) and solutions
Knowledge Added	<ul style="list-style-type: none"> • Indicate how the proposed study will contribute to the knowledge in this area. • Implications of the study
Knowledge Translation	<ul style="list-style-type: none"> • Knowledge Translation
Appendices	<ul style="list-style-type: none"> • Time line • Budget outlining anticipated expenses and sources of funds. • Data collection forms. • Consent forms as applicable
Supervisory Committee members	
Signatures	

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 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 approved 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.

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 Program Committee

This standing Committee will consist of the Director of the MPH Program, the Director of the Community Medicine Residency Program, and one other Faculty member who is actively involved as a public health practitioner. The MPH Program Committee will provide final approval of all student programs of study, including coursework and field placement selections. The MPH Program Committee will also make the final determination of the grade on the field placement.

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

MPH Course Requirements

The MPH program requires completion of thirty (30) credit-hours from 7000-level courses, including completion of four core courses, one designated methods course, and five 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)

Four (4) Core MPH courses:

- CHSC 7500 Core Concepts in Public Health
- CHSC 7520 Principles of Epidemiology 1
- CHSC 7530 Principles of Epidemiology 2
- CHSC 7820 Biostatistics for Community Health Sciences 1 **, or
CHSC 7810 Biostatistics for Health and Human Sciences

One (1) Designated methods course (select 1 of 4)

- CHSC 7830 Biostatistics for Community Health Sciences 2, or
- CHSC 7290 Economic Evaluation of Health Care, or
- CHSC 7740 Advanced Qualitative Methods, or
- FAML 7500 Program Evaluation

Five (5) 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.

Completion of Academic Integrity Tutorial

As of Fall 2015-16, 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.

Progress Through the Program

Students should complete their coursework before starting their field placement. However, arrangements for the field placement 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. A written mid-term and final evaluation of the field performance 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 will be shared with the Department through a required written report on the placement, to be graded by the Advisor. The final grade for the field placement will be determined by the MPH Program Committee, based on the Agency Supervisor's evaluation and the written report grade.

At least once a year, a Progress Report to the Faculty of Graduate Studies will be provided by the Faculty Advisor, 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 Program 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 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 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 Western Regional Training Centre for Health Services Research (WRTC). The field placement will be supervised by both the 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 Program 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 Program Committee to discuss their field placement. If a student would like assistance, the MPH Program 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 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 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 Program 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 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 Program Committee. The field placement is finalized when the Agreement is signed by the student, the Agency Supervisor and the MPH Program 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 a 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 Program 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 Program 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 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 Program 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.

Diploma in Population Health (DipPH)

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.

Undergraduate Degree Requirements

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

- Graduates in medicine holding M.D. or equivalent (e.g. M.B. Ch.B.). Eligibility for licensure in Manitoba is required for applicants seeking admission to the community medicine specialty training program. Admission to the specialty training program is independent of the admission to the program and is governed by the Division of Postgraduate Medical Education in the Faculty of Medicine.
- Honours arts or science graduates and graduates of 4-year degree programs with a major in the arts or sciences are eligible. Graduates with general degrees may be admitted on completion of a course program prescribed by the Department.
- Graduates of 4-year health or health-related professional university programs such as dentistry, veterinary medicine, nursing, medical rehabilitation, nutrition, pharmacy, social work, and education are eligible for admission.

Structure of Program

The DipPH program is course-based and aims to provide health care professionals, clinicians and managers in provincial and regional health authorities with core knowledge and skills in population health sciences, including epidemiology and biostatistics. Graduates will become more effective in their own institutions, and better-informed consumers of health research data. The normal milestones for completion of the DipPH in Community Health Sciences are:

- Meeting with the Director of Graduate Program
- Selection of coursework (Program of Study)
- Completion of coursework
- Completion of Progress Review (as necessary)

Academic Advisor

The Director of the Graduate Program serves as the Advisor for all DipPH students.

Progress through the Program

A full time student would be expected to complete the DipPH in one year. The program is course-based, with 18 credit hours of courses required. There is no practicum or thesis component, or final written or oral examination.

DipPH Course Requirements

The DipPH program requires completion of eighteen (18) credit-hours from 7000-level courses,

Three (3) core DipPH courses:

- CHSC 7820 Biostatistics for Community Health Sciences 1**, OR
CHSC 7810 Biostatistics for Health and Human Sciences
- CHSC 7520 Principles of Epidemiology 1
- CHSC 7320 Organization and Financing of the Canadian Health Care System

One concepts course (select 1 of 2)

- CHSC 7500 Core Concepts in Public Health, OR
- CHSC 7860 Methods and Concepts for Community Health Sciences

Two (2) elective courses (any other 2 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, or additional statistical training will be required if they intend to complete CHSC 7820.

Completion of Academic Integrity Tutorial

As of Fall 2015-16, 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.

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.

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. Up to 50% of the required course work may be transferred in to a program (i.e. they can transfer in up to 12 credit hours for an MSc or MPH, and up to 9 credit hours for an PhD). 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

Course Selections

A maximum of twelve (12) credit hours of courses may be completed by an occasional student.

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

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 academic integrity 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

[Aboriginal 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 and also at the Pedway Restaurant in the adjacent Health Sciences Centre.

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.

Disability Services

Support and advocacy for students with disabilities of all kinds. [Disability 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) 474-6213

Centre for Aboriginal Health Education

A101 Chown - 753 McDermot 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 Faculty of Medicine.

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 Kathy Bell 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".

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.

Mail 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 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.
