

GUIDELINES FOR STUDENT ADVISORS AND COMPOSITION OF STUDENT THESIS ADVISORY COMMITTEES IN THE DEPARTMENT OF COMMUNITY HEALTH SCIENCES

Regulations pertaining to student advisors and advisory committees are specified by the Faculty of Graduate Studies (FGS). The following outlines the regulations as they apply to the Department of Community Health Sciences (CHS). These regulations will apply to:

- Any newly formed student advisory committee
- Any revision to an existing advisory committee

All advisors and thesis committee compositions must be approved by the Director of Graduate Studies. Part-time CHS faculty members who are not full-time academic staff of another department must apply to FGS to become FGS members to serve on thesis committees.

Faculty members are strongly encouraged to meet with the Director of Graduate Studies at the time that they start to supervise students or serve on committees, to better understand their duties and responsibilities.

PhD and MSc advisors of students in CHS should be living in Manitoba at the time of committee composition. Exceptions can be made with the approval of the Department's Director of Graduate Studies. Should an advisor cease to reside in Manitoba, following discussion concerning progress of the thesis with the student, the advisor and the Director of Graduate Studies will determine if a new advisor should be appointed, or a new committee needs be constituted. The Director of Graduate Studies must approve continuation of the advisor in such a circumstance.

PhD Students

PhD Advisors must:

- be a faculty member in CHS
- be a member of FGS
- hold a PhD or equivalent¹
- be active in research, and
- have expertise in a discipline related to the student's program

Note that CHS faculty members can supervise PhD students as of the time of their appointment in Community Health Sciences.

If a CHS faculty member who does not have a PhD (e.g. MD, MPH; MD, MSC; etc.) wishes to advise a PhD student, and if the Director of Graduate Studies believes that such a faculty

¹ According to the Faculty of Graduate Studies Regulations "equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case by case basis and assessed by the potential advisor's demonstrated research record and current research activity. Note that M.D., D.M.D and J.D. are undergraduate degrees and are not considered *per se* to be equivalent to a Ph.D." (Faculty of Graduate Studies Regulations, 2014)

member fulfills the requirement of FGS that his/her research record and current activities are sufficiently strong, then CHS will request FGS approval to be an advisor.

PhD Committees:

Every PhD student must have a PhD committee consisting of a minimum of three people, all of whom must be members of FGS. The committee will be composed of:

- an advisor who is a member of CHS
- an internal committee member who is a member of CHS, and
- an external committee member who must be a faculty member at the University of Manitoba, but not a member of CHS (generally with a PhD, but a GFT may serve in this position if approved by FGS)

The committee must include at least one full-time faculty member of CHS to ensure consistency and standardization across a very diverse department, where responsibility for the quality and consistency of the graduate program rests with full-time members of the department. This person may be the advisor or, if not the advisor, then the internal member of the advisory committee.

MSc Students

MSc Advisors must:

- be a faculty member in CHS
- be a member of FGS
- hold at least a Master's degree or equivalent (see footnote above regarding equivalency), and
- have expertise in a discipline related to the student's program

MSc Committees:

Every MSc student must have a MSc committee consisting of a minimum of three people, two of whom must be members of the Faculty of Graduate Studies. The committee will be composed of:

- an advisor who is a member of CHS
- an internal committee member who is a member of CHS, and
- one person who serves as the external committee member. The external committee member must be an expert in the field of study and must not hold any appointment in CHS. The external member for an MSc committee may be someone with no University appointment, but the Faculty of Graduate Studies requires that he/she holds at least a Master's degree.

The committee must include at least one full-time faculty member of CHS to ensure consistency and standardization across a very diverse department, where responsibility for the quality and

consistency of the graduate program rests with full-time members of the department. This person may be the advisor or, if not the advisor, then the internal member of the advisory committee.

Additional Committee Members

A fourth committee member with complementary expertise (sometimes referred to as a “guest member”) can be added to a committee if deemed appropriate, on either a MSc or PhD committee. There are no *a priori* qualification requirements for such members, but they must be approved by FGS.

Co-Advisors for PhD and MSc students

In special circumstances, an advisor and co-advisor may advise a MSc or PhD student. Circumstances that may warrant co-advisors include:

- the student desires to draw equally upon the expertise of two individuals, or
- the project is interdisciplinary in nature and requires the expertise of two advisors from their respective disciplines

The co-advisor must meet all of the same qualifications and expectations as the advisor. Co-advisors must be approved by the Director of Graduate Studies and FGS must be informed of the co-assignment.