July 4, 2016

To all new graduate students at the Department of Immunology:

Welcome!

I am delighted to extend a sincere welcome to you on behalf of the Department and to wish you the best of success in your future studies and training. I look forward to your involvement in the Department’s scientific, academic and social activities. I also eagerly anticipate your contribution towards enhancing our graduate program and the reputation and scientific standing of our institution within the discipline of Immunology.

Embarking on a program of graduate studies is always demanding and challenging. It is more so especially if you have arrived from overseas for the first time. There is much to learn and get accustomed to; indeed, you might have many questions that need answers. Not only will you be expected to embark on your research program and register for and be engaged in your graduate courses, but there are also many tools that you need to begin learning about, using and benefiting from. Additionally, there are many administrative and university-wide requirements and regulations that you are expected to know and follow.

I am delighted that the Department is able to provide you with this Guide that we hope covers most of these matters and to offer, in a single booklet, clues and guidance to make your time here as comfortable and efficient as possible. I recommend this Guide to you as an important reference for training needs. It also offers helpful advice about living in Winnipeg and, to an extent, Canada. Please study its contents carefully as it is designed to ensure an easy, safe, and happy start of your training.

On behalf of the Department, I wish to thank Dr. Aaron Marshall, Helen Muleme, Nandu Anaparti, Mark Collister, and Sajid Mahmood, who provided us with the backbone of the earlier edition of this document. I also wish to record my deep gratitude to the valiant colleagues who helped in compiling this revised Guide, Dr. Sam Kung, Grace Choi and Vasu Bhat.

Enjoy your stay and rest assured that the Department will provide all the necessary help you require and will respond to reasonable inquiries from you, when the need arises.

Again, welcome to Winnipeg; enjoy your stay and studies!

Xi Yang
Professor and Head, Department of Immunology
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ACADEMIC REGULATIONS
Welcome to the Department of Immunology and the University of Manitoba

Welcome to graduate studies in the Department of Immunology! This department is one of 78 graduate departments within the Faculty of Graduate Studies at the University of Manitoba. The graduate training activities of this Department are a reflection of its missions to facilitate the development of a solid academic base and critical thinking skills of graduate trainees in the field of immunology, and to develop expertise in modern techniques of immunologic research, through a strong laboratory research training component.

The Department of Immunology consists of several programs, including Undergraduate summer students, Co-op students, Honours/project students, Masters, PhD, and Postdoctoral fellows.

Throughout your academic journey as graduate students within the department, there are several amenities that will be made available to you, in order to enhance your experience and support your educational success. In this Graduate Student Handbook, it is our hope to provide you with the necessary information to help you better understand and access those services and resources.

For information on the history of your department, please visit: (http://umanitoba.ca/faculties/health_sciences/medicine/units/immunology/6291.html)

Contact Information: Staff and Faculty

General Office Location

The Department of Immunology is located at the Bannatyne Campus in the Apotex Building. The main administrative office for the Department and its mailing address is:

Department of Immunology  
University of Manitoba  
471 Apotex Centre  
750 McDermot Avenue  
Winnipeg, MB R3E 0T5

A map of both the Fort Garry and Bannatyne campus can be found at: https://umanitoba.ca/map/

For questions regarding Departmental application, admission and registration procedures, contact:

Mrs. Susan Ness  
Secretary  
Email: Susan.Ness@umanitoba.ca

Dr. Sam Kung  
Graduate Chair  
Email: Sam.Kung@umanitoba.ca

For academic program questions, contact:

For more information on our staff, faculty members and students, please visit: http://umanitoba.ca/faculties/health_sciences/medicine/units/immunology/contactus.html
GRADUATE STUDENT / SUPERVISOR PROGRAM GUIDELINES

Note: FGS requires every graduate student to complete an Advisor-Student Guidelines form as soon as he/she starts a new graduate program at U Manitoba. The guidelines may be submitted online in the JUMP portal under the FGS tab.

The information in this section has been excerpted or copied from the MD/PhD Program Terms and Conditions document. It has been cross referenced to current governing UofM policies where applicable and thus up-dated accordingly.

The MD/PhD Program document states that it was developed to assist trainees and mentors in initiating and maintaining a mutually beneficial professional relationship, and that the document was slightly modified from documents put in place by the Health Sciences Graduate Students Association and the Faculty of Graduate Studies in closely related advisory documents (http://umanitoba.ca/faculties/health_sciences/medicine/research/grad_undergrad/media/MD_PhD_Program_Terms_and_Conditions.pdf).

Program Regulations
This document outlines the rights and responsibilities of all individuals involved with the graduate program and represents students, faculty, and the institution. By educating students and faculty about the expectations of all parties, it will help to ensure greater accountability, higher-quality education, and a better training experience for graduate students.

The Graduate Program
Graduate programs at the University of Manitoba are committed to providing students with a formal education in a specified field along with the skills required to independently function in a scientific setting upon graduation. It is expected that individuals pursuing a degree in graduate studies take responsibility for their research, personal and professional development as well as conduct, in accordance with university requirements.

The Institution
The institution aims to provide relevant high-quality training programs that maintain the highest ethical and scientific standards. In matters relating to the quality and integrity of the program, length of study, benefits and stipend, supervisor conduct and grievance procedures, the institution shall provide oversight and direction.

Mentoring
A vital component of the graduate program is the establishment of a positive mentoring relationship between the student, supervisor, and committee. Positive mentorship perpetuates the high standards of the university, by preparing the graduate student to be a successful independent researcher, as well as a strong mentor to future graduate students. The role of the supervisor and committee is to facilitate communication and guide the student towards developing the fundamental skills and scientific best practices.
Research Environment
To ensure that students are working in an environment that values their contributions to research and the university, it is important to outline the rights that students possess while conducting their research. The training environment is designed to teach students the skills necessary to be successful independent researchers.

1. Graduate students will spend a reasonable amount of time working on their research project to ensure timely and efficient completion of their work. The student should learn to work independently, and schedule their working hours accordingly. Working hours should not be dictated by the student’s supervisor.

2. Students are entitled to two weeks of holidays during the year, in addition to holidays in which the University of Manitoba is closed.

3. Graduate students applying to or enrolled within the graduate program should be encouraged to seek outside funding for their research with the assistance of their supervisor. In the event that no external funding is acquired, the student will receive a stipend from their supervisor in accordance with their department’s stipend policy. Payment guidelines and departmental payment minimums for students can be obtained from the department. Salary top-ups are available for those who receive external scholarships/studentships. A certain degree of flexibility is allowed and allocations will be fair and transparent. Students will be informed about our use of four parameters to determine the amount of top-up. These parameters are: i) their performance and research progress; ii) their productivity and publications; iii) the nature of their external awards, and iv) the amount available from Principal Investigators’ (supervisor) operating funds.

4. Supervisors, in discharging their instructional responsibilities, shall act with academic integrity, scholarly competence and pedagogic effectiveness by providing Students with pertinent materials in a timely manner, by maintaining familiarity with current policies and responsibilities regarding privacy, copyright and human rights, and by adhering to regulations pertaining to instruction, reporting and evaluation at the University. Academic Staff are to provide an effective learning environment and to endeavor to ensure fair and consistent treatment of Students by periodically reviewing and updating all course content and outlines. (ROASS 2016; http://umanitoba.ca/admin/governance/media/Responsibilities_of_Academic_Staff_re_Student_s_ROASS_Policy_-_2016_09_01.pdf ). The ROASS should be cross referenced to other relevant Governing Documents, including the Conflict of Interest Policy (http://umanitoba.ca/admin/governance/governing_documents/community/248.html) and the Conflict of Interest Between Evaluators and Students Due to Close Personal Relationships (http://umanitoba.ca/admin/governance/governing_documents/students/277.html).

Supervisors will comply with existing human rights legislation, including the UofM Respectful Work and Learning Environment (RWLE) Policy (http://umanitoba.ca/admin/governance/media/Respectful_Work_and_Learning_Environment_RWLE_Policy_-_2016_09_01.pdf). No preferential treatment shall be given to any particular student by their supervisor that places other students working under the same supervisor at disadvantage.

5. If available, students will be provided a study space and computer access to carry out research and studying relating to their program.
**Student Commitment**

1. I acknowledge that I have the primary responsibility for the successful completion of my degree. I will be committed to my graduate education and will demonstrate this by my efforts in the classroom and the research setting. I will maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.

2. I will meet regularly with my research advisor and provide him/her with updates on the progress and results of my activities and experiments.

3. I will work with my research advisor to develop a thesis/dissertation project. This will include establishing a timeline for each phase of my work. I will strive to meet the established deadlines.

4. I will work with my research advisor to select a thesis/dissertation committee. I will commit to meeting with this committee at least annually (or more frequently, according to program guidelines). I will be responsive to the advice of and constructive criticism from my committee.

5. I will be knowledgeable of the policies and requirements of my graduate program, graduate school, and institution. I will commit to meeting these requirements, including teaching responsibilities.

6. I will attend and participate in laboratory meetings, seminars and journal clubs that are part of my educational program.

7. I will comply with all institutional policies, including academic program milestones. I will comply with both the letter and spirit of all institutional safe laboratory practices and animal-use and human-research policies at my institution.

8. I will participate in my institution’s Responsible Conduct of Research Training Program and practice those guidelines in conducting my thesis/dissertation research.

9. I will be a good lab citizen. I will agree to take part in shared laboratory responsibilities and will use laboratory resources carefully and frugally. I will maintain a safe and clean laboratory space. I will be respectful of, tolerant of, and work collegially with all laboratory personnel.

10. I will maintain a detailed record of my research work. I am aware that my original notebooks and all tangible research data are the property of my institution but that I am able to take a copy of my notebooks with me after I complete my thesis/dissertation.

11. I will discuss policies on work hours, sick leave and vacation with my research advisor. I will consult with my advisor and notify fellow lab members in advance of any planned absences.

12. I will discuss policies on authorship and attendance at professional meetings with my research advisor. I will work with my advisor to submit all relevant research results that are ready for publication in a timely manner prior to my graduation.

13. I acknowledge that it is primarily my responsibility to develop my career following the completion
of my doctoral degree. I will seek guidance from my research advisor, career counselling services, thesis/dissertation committee, other mentors, and any other resources available for advice on career plans.

**Supervisor Commitment**

1. **I will be committed to mentoring the graduate student.** I will be committed to the education and training of the graduate student as a member of the scientific community.

2. **I will be committed to support thesis related research of the graduate student.** I will help to plan and direct the graduate student’s project, set reasonable and attainable goals, and establish a timeline for completion of the project. I recognize the possibility of conflicts between the interests of externally funded research programs and those of the graduate student, and will not let these interfere with the student’s pursuit of his/her thesis/dissertation research.

3. **I will be committed to supervising the graduate student until they complete their degree, or will find a suitable supervisor as a replacement in the event of my departure.**

4. **I will be committed to meeting one-on-one with the student on a regular basis.**

5. **I will be committed to providing financial assistance and research resources for the graduate student as required or according to the institution’s guidelines, in order for him/her to conduct their thesis/dissertation research.**

6. **I will be knowledgeable of, and guide the graduate student through, the requirements and deadlines of his/her graduate program as set by the university and include human resource guidelines, course and teaching requirements.**

7. **I will provide direction to the graduate student while selecting a thesis/dissertation committee.** I will assure that this committee meets at least annually (or more frequently, according to program guidelines) to review the graduate student’s progress.

8. **I will lead by example and facilitate the training of the graduate student in complementary skills needed to be a successful scientist, such as oral and written communication skills, grant writing, lab management, animal and human research policies, the ethical conduct of research, and scientific professionalism.** I will encourage the student to seek opportunities in teaching, if not required by the student’s program.

9. **I will expect the graduate student to share common laboratory responsibilities and utilize resources carefully and frugally.**

10. **I will not require the graduate student to perform tasks that are unrelated to his/her training program and professional development.**

11. **I will discuss authorship policies regarding papers with the graduate student.** I will acknowledge the
graduate student’s scientific contributions to the work in my laboratory, and I will work with the graduate student to publish his/her work in a timely manner prior to the student’s graduation.

12. I will discuss intellectual policy issues with the student with regard to disclosure, patent rights and publishing research discoveries.

13. I will encourage the graduate student to attend scientific/professional meetings and make an effort to secure and facilitate funding for such activities.

14. I will provide career advice and honest letters of reference for his/her next phase of professional development. I will also be accessible to give advice and feedback on career goals.

Advisory Committee Commitment
1. Assembly of the student’s advisory committee shall be carried out as a joint effort by supervisor(s) and student

2. The committee shall function to provide unbiased guidance and support to assist graduate students in developing their research proposal and protocols to ensure high-quality research.

3. The committee shall assist the student with in resolving research and program related issues that arise during the course of the program.

4. The committee shall represent the best interests of the student in an unbiased fashion independent of the supervisors own opinions.

5. In the event of student/supervisor conflict, the committee shall act objectively to assist with conflict resolution and ensure that the student nor their research is compromised.

ROASS (2016): Responsibilities of Academic Staff With Regard to Students

See full text on this University Policy on the web at:
http://umanitoba.ca/admin/governance/governing_documents/students/278.html

The individual responsibilities of academic staff members with regard to students are primarily instructional and scholarly, and secondarily administrative.

Collective responsibilities of academic staff are exercised through the actions of the Unit's administrators and councils.
REGISTRATION/ ADMISSION PROCEDURES

I. A complete admission application consists of the following:

1. Contact and make appropriate arrangements with a potential advisor. For more information on faculty members’ name, position, area of research specialization, and contact information please visit:
   http://umanitoba.ca/faculties/health_sciences/medicine/units/immunology/contactus.html

2. The Faculty of Graduate Studies on-line application
   a. https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=Umanitobag (UMGradConnect web site)
   b. http://umanitoba.ca/faculties/graduate_studies/admissions/index.html (Faculty of Graduate Studies Apply Online Welcome page, with quick notes about applying)
   c. You will need:
      - Official academic transcripts
      - Any test scores that are applicable to your application (eg. Current Test of English as a Foreign Language (TOEFL) score, if not a native English-speaker)
      - Contact 2 - 3 potential references for reference letters
      - Must indicate preferred advisor on the application. Applicants who do not indicate an advisor in the admissions application will not be considered.

3. Additional documentations include:
   a. Curriculum Vitae/ Resume
   b. Statement of Intent: indicating your scientific background, scientific interests and intended area of study (one paragraph). If the applicants would like to be considered for the Mindel and Tom Olenick Entrance Scholarship, they should indicate this here.

4. Application Fee

5. Please note, with regard to General Fee Information, the Faculty of Graduate Studies does not set, assess or collect fees
   a. Fees are assessed through the Registrar's Office, and collected through the Cashier's Office.
   b. Written Estimates: If you are an International Student and have been admitted, and you require a written estimate of tuition and living expenses, contact the International Centre for Students (ICS) office at ics@cc.umanitoba.ca.
   c. Exact tuition amounts by program and other applicable fees for graduate students can be found on the Registrar's Office website:
      http://umanitoba.ca/student/records/fees/988.html
   d. For information from the Registrar's Office regarding fee assessment go to:
e. For information from the Cashier's Office regarding payment options, go to: 
http://umanitoba.ca/admin/financial_services/revcap/payment.html

6. If you experience technical difficulties with the online application, please contact the Faculty of Graduate Studies for assistance: Graduate_Admissions@umanitoba.ca or via phone 204.474.9377.

II. Complete applications are subsequently reviewed by the Department of Immunology Admissions Committee, who will decide whether the applicant meets the unit's criteria.

The minimum criteria for admission are outlined in the Supplementary Regulations (http://umanitoba.ca/faculties/health_sciences/medicine/units/immunology/media/Approved_Sup_Regs_Immunology_12_Feb_2014.pdf).

Please note that some applicants meeting these minimum criteria may still be judged to be uncompetitive, depending on the number and quality of other applicants and other factors that vary year to year. Applications meeting the criteria will be approved for admission only after the proposed advisor has agreed to be the student's supervisor.

III. Departmental approval is forwarded to the Faculty of Graduate Studies. FGS will check that the applicant meets the eligibility requirements of the Faculty of Graduate Studies.

The Faculty of Graduate Studies, not the Department of Immunology, notifies applicants of their acceptance or rejection.

IV. Approved applicants who meet the eligibility requirement for the Entrance Scholarship will be considered by the Department Awards Committee.

Applicants will be assessed based on their admission application materials. Scholarship winners will be directly notified by the Department.

For more information regarding Graduate Student Awards, please visit: 
http://umanitoba.ca/faculties/health_sciences/medicine/units/immunology/7257.html
**PROGRAM MILESTONES**

Upon your application acceptance (within the first month):

1. Please read the Department of Immunology Graduate Program Supplementary Regulations. The digital copy can be obtained at: [http://umanitoba.ca/faculties/health_sciences/medicine/units/immunology/media/Approved_Sup_Regs_Immunology_12_Feb_2014.pdf](http://umanitoba.ca/faculties/health_sciences/medicine/units/immunology/media/Approved_Sup_Regs_Immunology_12_Feb_2014.pdf). This guideline contains rules and policies pertaining to both the Faculty of Graduate Studies and the Department of Immunology.

2. Decide on courses to be taken, in consultation with supervisor. Current course offerings can be found on our Departments web page at: [http://umanitoba.ca/faculties/health_sciences/medicine/units/immunology/teaching.html](http://umanitoba.ca/faculties/health_sciences/medicine/units/immunology/teaching.html)

3. and at the UofM’s web page, for the Academic Calendar & Catalog, at the following link: [http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=300&chapterid=3564&topicgroupid=18890&loaduseredits=False](http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=300&chapterid=3564&topicgroupid=18890&loaduseredits=False)

A Graduate Course registration form) must be completed and submitted to the Department Office. The Registration Form link is found at: [http://umanitoba.ca/faculties/health_sciences/medicine/units/immunology/teaching.html](http://umanitoba.ca/faculties/health_sciences/medicine/units/immunology/teaching.html)

4. Establish a Thesis advisory committee.

   The Department requires that all students have an advisory committee consisting of the supervisor and two additional faculty members (one from Immunology and one from another Department). PhD students often have one additional committee member to provide expertise on specific aspects of the research. The composition of the committee is established by the Advisor, in consultation with the student, within 1 month of program commencement.

**Within three months**

Hold the first committee meeting with your committee members to discuss project outline and course choices.

1. Students, in consultation with the supervisor, are expected to write a one-page summary of the proposed research. This summary must be sent to all committee members one week prior to the committee meeting.

2. Fill in the following two forms and submit each to the Department Office, for forwarding to the Department Head and Chair of Graduate Studies and for inclusion in the student’s file:
   b. Faculty of Graduate Studies (FGS) Progress Report Form: [http://umanitoba.ca/faculties/graduate_studies/media/Progress_Report_2016.pdf](http://umanitoba.ca/faculties/graduate_studies/media/Progress_Report_2016.pdf)
3. Students are expected to give a brief presentation during the meeting to discuss their project. The advisory committee must approve the proposed thesis project and will provide constructive discussion on the research project and other aspects of the student’s program and development.

**Within 6 months - 1 year**

Students are expected to:

1. Start course work, including Introductory Immunology (IMMU7070) if required
2. Apply for external studentship funding. Information on awards (internal and external) is available at the following links:
   - [http://umanitoba.ca/faculties/graduate_studies/funding/index.html](http://umanitoba.ca/faculties/graduate_studies/funding/index.html)
3. Attend Immunology Journal Club* meetings every Monday 11:00 - 12:15 pm and be prepared to give a presentation on the assigned date. For more information, please visit:
4. Attend Annual Graduate Research Seminars* every Thursday Noon - 1:15 pm, and be prepared to give a presentation on your own project on the assigned date.
5. Hold a second committee meeting to assess progress at the end of the year, BEFORE June 1. Approve administrative transfer to PhD program if applicable
   a. Students are expected to fill in the Summary of Progress Form. This summary must be sent to all committee members one week prior to the committee meeting. An example of the summary can be found under the name "Graduate Student Summary of Progress form" at:
   b. Fill in the FGS Progress Report Form and submit it to the Department Office, forwarding to the Department Head and Chair of Graduate Studies and for inclusion in the student’s file:

Progress Reports must be submitted to the office before June 1 of each year. Failure to do so will result in the denial of registration access through Aurora student.

Note: schedule for Journal Club meetings and Annual Graduate Research Seminars can be found at:
Year 2

Students are expected to:

1. Complete 0 - 6 credits of course work, including Immunobiology (IMMU7020)
2. Attend and give presentation for Journal Club and Annual Graduate Research Seminars as previously described.
3. Hold third committee meeting to discuss MSc thesis outline or plans for PhD thesis proposal transfer.
4. Start to write MSc thesis OR Write and defend PhD thesis proposal, transfer to PhD program. For PhD program transfer, students are expected to:
   a. Write, defend and successfully pass their PhD thesis proposal
   b. Fill in the following form:
   c. Fill in the following forms:
      - PhD Selection Committee Report (for PhD transfer): http://umanitoba.ca/faculties/graduate_studies/media/cte_selection_report.pdf
      - PhD Program of Study and Appointment of Advisory Committee (if needed, to reflect changes in the advisory committee): http://umanitoba.ca/faculties/graduate_studies/media/PhDProgramOfStudy_v5.pdf

Year 3

Students are expected to:

1. Complete 0 - 6 credits of course work
2. Attend and give presentation for Journal Club and Annual Graduate Research Seminars as previously described.
3. MSc Students: Finish writing and defend MSc thesis and GRADUATE!!! (see "MSc, PhD Thesis guideline" section for more detail)
   OR
   PhD Students: Hold fourth committee meeting to access progress in experimental work and approve PhD candidacy exam topic before June 1.

Year 4

Students are expected to:

1. Complete 0 - 3 credits of course work
2. Attend and give presentation for Journal Club and Annual Graduate Research Seminars as previously described.
3. Complete PhD candidacy exam. Students are expected to:
a. Submit a project proposal in the form of an operating grant application to a major granting agency (see "PhD Candidacy Examination" section for more detail)
b. Give an oral presentation on the submitted project to the committee members
c. Pass the candidacy exam.
d. Fill in the following forms:

4. Hold fifth committee meeting to assess progress in experimental work and develop "writing outline" for PhD thesis before June 1

**Year 5**

Students are expected to:

1. Finish experimental work and thesis writing
2. Attend and give presentation for Journal Club and Annual Graduate Research Seminars as previously described.
3. Hold final committee meeting (if needed) to assess progress in thesis writing
4. Do PhD oral exam and GRADUATE!!!
COMMITTEE MEETINGS

Guidelines for the first committee meeting to be held within 3 months on entering in the program

Purpose:
1) “Meet and greet” to familiarize the student and committee members
2) Discuss academic and career goals
3) Discuss initial formulation of the ideas for the research project and outline the first steps to be taken and any hurdles that need to be overcome

Suggested time: 30-45min

Suggested format:
- Supervisor convenes/chairs meeting
- Committee members introduce themselves / academic background to student
- Student introduce themselves / academic background to committee
- Student and supervisor present general outline of the project and research methods for discussion (with slides if needed, but not intended as a formal presentation)
- Student presents steps taken so far (not intended to be data focussed, but outline of first steps forward in reading, lab, courses, etc.).
- Discussion
- Finish with outline of the expectations for the next committee meeting

NOTE: is it expected that detailed questioning of students regarding project background and methods be kept to a minimum at the first meeting, whereas expectations regarding what areas the student should become familiar with should be made clear

1. Students, in consultation with the supervisor, are expected to write a one-page summary of the proposed research. This summary must be sent to all committee members one week prior to the committee meeting.
2. Fill in the following two forms and submit each to the Department Office, for forwarding to the Department Head and Chair of Graduate Studies and for inclusion in the student’s file:
      - The Form must be printed on yellow paper (The Department has a stock of yellow paper in the mail room)
      - A copy is to be kept on file in the Department Office, and the Department should provide the student with a copy of the completed/signed form
      - In addition to the student’s signature, and signatures of the Committee members, the form requires the Grad Chair/Unit Head’s Signature

Guidelines for subsequent committee meetings

Purpose:
1) Provide a detailed outline of academic/research goals and progress made to date
2) Provide a detailed outline of short and long term objectives over the next 1-2 years
3) Opportunity for student to self-evaluate academic/research progress
4) Opportunity for committee members to evaluate student’s academic/research progress (including project-specific and general knowledge)

Suggested time: 60-90min

Suggested format:
- supervisor convenes/chairs meeting
- student presents brief update on their progress (including research project synopsis, courses, writing/publication, program milestones such as PhD proposal/candidacy, other professional development activities)
- student presents ~20min “seminar-style” summary of their research results and future plans
- Committee discussion and questions, moderated by supervisor if needed

Students are expected to:

1. Fill in the Summary of Progress Form. This summary must be sent to all committee members one week prior to the committee meeting. An example of the summary can be found under the name "Graduate Student Summary of Progress form" at: [http://umanitoba.ca/faculties/health_sciences/medicine/units/immunology/gradprogramcurrent.html](http://umanitoba.ca/faculties/health_sciences/medicine/units/immunology/gradprogramcurrent.html)
2. Fill in the FGS Progress Report Form and submit it to the Department Office, for forwarding to the Department Head and Chair of Graduate Studies and for inclusion in the student’s file: [http://umanitoba.ca/faculties/graduate_studies/media/Progress_Report_2015.pdf](http://umanitoba.ca/faculties/graduate_studies/media/Progress_Report_2015.pdf)
   - The Form must be printed on yellow paper (The Department has a stock of yellow paper in the mail room) and submit to the FGS before June 1 every year
   - A copy is to be kept on file in the Department Office, and the Department should provide the student with a copy of the completed/signed form
   - In addition to the student’s signature, and signatures of the Committee members, the form requires the Grad Chair/Unit Head’s Signature
PhD TRANSFER/PhD Qualifying EXAMINATION

PhD Thesis Proposal (for MSc candidate who transfers into PhD and PhD candidate)

The purpose of the PhD thesis proposal is to provide an assessment of the candidate's overall knowledge of Immunology and of the scientific literature related to the thesis research, and of his/her critical judgment and potential as an independent researcher.

The thesis proposal is normally initiated within 13 months of beginning graduate studies in the Department, and should be completed within 17 months or 24 months of starting date, respective to the MSc program and PhD program. The exam consists of writing a comprehensive research report detailing the research accomplished to date and the proposed PhD thesis research project, followed by an oral presentation to explain and defend the research proposal.

Format of the Written Proposal

- Sufficient introductory material and scholarly literature review to introduce the research topic and provide rationale for the research work carried out and proposed (approximately 10 pages double spaced)
- Description of current research results, including clearly-presented data figures
- Hypothesis and specific aims of the proposed future thesis work to be carried out over an approximately 3 year time frame
- Research methodology and proposed experimental designs described in sufficient detail to allow scientific evaluation
- Statement of the expected results and their potential significance to the field and to human health
- Description of potential areas of technical difficulty/pitfalls/unexpected results and alternative plans to overcome these limitations

The total length of the proposal should be 20-25 pages (double spaced), not including figures and references. It typically requires no more than one month to prepare. The ideas regarding the project and specific experimental approaches will be developed in conjunction with the thesis advisor; however the proposal should be written by the candidate. It is expected that the advisor will provide editorial advice to help refine the first draft prior to submission to the committee.

The completed proposal should be provided to the committee members one month in advance of the presentation date. The examining committee consists of the thesis advisory committee and is chaired the Graduate Program Chair or designate.

Evaluation Process

The completed proposal should be provided to the committee members one month in advance of the presentation date. The examining committee is chaired by the Graduate Program Chair or designate and consists of the thesis advisory committee and one additional external examiner from outside the Immunology Department.
The candidate presents a 30 minute (maximum) overview of the rationale, goals, preliminary data, specific objectives, experimental strategy and significance of their proposal. Each examiner questions the candidate for a maximum of 20 minutes and the entire examination period should not exceed 90 minutes. The candidate will have an opportunity to rebut criticism and reinforce his/her rationale for the proposal during questioning.

Passing candidates will be provided with constructive critique and the Chair will prepare a written summary of the feedback to be given to the candidate.

For MSc students passing the PhD thesis proposal, the “PhD selection committee report” form should be filled out indicating recommendation for acceptance into the PhD program. This completed form should be given to the Department office for filing and forwarding to the Faculty of Graduate Studies. The candidate should also complete the PhD application process online.

In cases where the presentation of the thesis proposal, and/or the candidate’s understanding and defense of their project, are seriously flawed a failure will be reported, and specific issues will be discussed with the candidate. For students currently in the PhD program, an “unsatisfactory” rating will be entered on the student advisory committee “Annual Progress Report” form. The candidate is permitted to prepare an improved thesis proposal to be presented within 3 months - one time only. Should this new proposal also be unacceptable, the candidate will be required to withdraw from the PhD program. In the case of MSc students seeking admission to the PhD program via the non-thesis option, if the student is unsuccessful a second time, s/he will no longer be eligible for PhD admission but can proceed via the MSc thesis.

All thesis proposal presentations are considered to be advisory committee meetings and “Progress Report” forms should be completed indicating the outcome and any comments from the committee or student.
The PhD candidacy exam must be completed satisfactorily within one year upon your completion of all course work requirements, no later than twelve months before the expected graduation date, and is in the form of an operating grant application to a major granting agency.

The purpose of the candidacy examination is to provide an objective assessment of the candidate's breadth and depth of knowledge of Immunology and related disciplines with particular focus on his/her critical ability and potential as an independent researcher. The subject of the proposal is to be chosen by the student from any area of Immunology; however, this area should not be closely related to the student's thesis work. The acceptability of the specific topic should be confirmed with the advisory committee, prior to the investment of substantial effort on the part of the candidate.

Each candidate is required to submit to the members of his/her PhD Advisory Committee a brief (~ 1 page) "letter of intent" style summary of the candidacy topic for approval. The committee should, within two weeks, give permission for the candidacy exam to be prepared on this topic or provide suggestions on changes that are required before preparation of the proposal begins in earnest. In situations where the topic selected is significantly beyond the core expertise of the advisory committee, an additional examiner may be appointed to the examining committee for this purpose. Advisory committees and supervisors are encouraged to consult the Graduate Programs Chair and/or Head in such situations.

Preparation of the candidacy proposal itself typically requires no more than two months. The completed proposal should be provided to the examiners one month in advance of the oral examination. It is the student's responsibility to identify a time for the examination that is suitable for all committee members.

The proposal is the candidate's intellectual property. Candidates are encouraged to consult with colleagues or faculty in the development of the proposal, including discussing the relative benefits of different experimental strategies, but the research question, specific objectives and approach are to be developed by the candidate.

The Format of the Research Proposal

The proposal should be prepared assuming a 3 year granting period for the work to be performed.

The introduction is typically about 15-20 pages (1.5 line spacing) in length. The candidate should critically review the current state of the literature with appropriate referencing of the literature in the topic area. It is essential to establish that you (i) are knowledgeable in the field and (ii) have the ability to critically assess the strengths and weaknesses of the literature. At the same time, your success as an independent investigator will be dependent on the novelty and quality of the specific proposal you create and not just on your ability to summarize and analyse pre-existing literature.
a) **Objective**
   A clearly defined rationale for the research proposed should be stated. This should be followed by an explicitly stated hypothesis on which the grant is based. This is followed by the specific aims that will allow the applicant to test the general hypothesis. This is the most important component of any grant. You must stress what differentiates your approach from other efforts in the area. You must convince the reviewers that it is novel, interesting and feasible.

b) **Methods**
   Details are required for the proposed research plan including a description of the planned experiments, i.e., the methods, techniques and species of animals, inclusion and exclusion criteria for human studies, culture systems used, etc. An indication of the expected results should be given, including the proposed methods of analysis and interpretation of the data. A discussion of the possible pitfalls and of the limitations of the strategy selected is important.

   As far as possible, the sequence in which the principal experiments or observations are planned should be indicated and a tentative schedule of the main steps of the investigation should be included.

   This component is typically ~10-15 pages long.

   **The supervisor should not read or review the document with the student prior to examination. If the student wishes to discuss items of a general nature with the Chair of Graduate Studies this is encouraged as part of the learning process, particularly while the proposal is in development, but no advance critique of the final product should be provided to the student.**

c) **Significance**
   The candidate should briefly discuss the potential importance of the proposed work.

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**The PhD Oral Candidacy Examination**

**Expectations of Reviewers**

After reading the proposal, each reviewer develops 4-6 questions to test the candidate's knowledge in the area of research that they have selected, and on the merit and feasibility of the research proposal they have developed. This information is usually provided to the candidate after the oral exam for their use in revising the candidacy exam.

Unlike the PhD thesis defence where the supervisor is not allowed to ask the candidate questions, the supervisor, as well as each examiner, questions the candidate for approximately 20 minutes. The entire examination period should not normally exceed 90 minutes. Afterwards the candidate withdraws and the committee reaches a consensus on the outcome.

**Process**

The Graduate Chair/ designate acts as Chair of this examination, ensuring that the process is followed and that both the candidate and examiners keep to time. The candidate presents a 30 minute (maximum) overview of the rationale, goals, specific objectives, strategy and significance of their grant. The
examiners have carefully read your proposal, therefore your presentation should consist of ~5 minute introduction (maximum) very briefly reviewing the current status of the area. The bulk of your time should consist of an overview presentation of your hypotheses, specific objectives, approaches and methods for analysis and why you feel these are best suited to accomplish your goals.

Do not exceed the 20 minute presentation time. The candidate will have an opportunity to rebut criticism and reinforce his/her rationale for the proposal during questioning.

**Assessment of the Examination**

The candidate's performance in the written research proposal and during the oral examination shall be placed in one of the following categories:

**Pass with no revisions.** The document requires no substantive revisions in intellectual content. This applies to approximately 5% of candidacy exams.

**Provisional pass.** The candidacy exam is meritorious but requires revision of the experimental design, explanations of the rationale or contingency plans. The reviewers will provide their summary of comments and concerns so that the candidate has a clear understanding of what is required. The committee may choose to meet again or to review the revision without another oral defense. The majority of candidacy exams fall in this category.

**Fail.** The candidacy exam, or the candidates understanding and defense of their ideas, is seriously flawed. In this case, which occurs about 5% of the time, the candidate is permitted to re-attempt the candidacy exam - on a separate topic - one time only.

In the event that minor revisions to the research proposal are requested, it may not be necessary to hold a second meeting of the whole Committee with the student to assess the acceptability of these revisions; this may be left to the judgment of each Committee member on an individual basis.

In the event that the candidate's research proposal and his/her performance at the oral defense are judged by the Advisory Committee to have failed, the student will be so informed and requested to initiate preparation of a new proposal on an unrelated topic. Should this new proposal also be unacceptable, the candidate will be deemed to have failed the candidacy examination and will be required to withdraw from the PhD program.

The final outcome of each candidacy examination will be communicated to the Department Head, then the Faculty of Graduate Studies by the Chair of the particular Advisory Committee after consultation with the members of the Committee. (The required form, "Report on PhD candidacy examination", is available in the Department of Immunology Office, or from the Faculty of Graduate Studies web site). A copy of the final version of each proposal will be placed in the Departmental Office. It shall not be made available to persons other than the student's Advisory Committee and the Head of the Department, without the written agreement of the author. The content of the proposal remains the student's sole intellectual property.

The Faculty of Graduate Studies regulations allow for two attempts. Any student who has failed the
candidacy examination twice will be required to withdraw from the Faculty of Graduate Studies.

**Review Checklist of Grant Application for PhD Candidacy Examination**

These questions are taken from a checklist used by the Faculty of Medicine for internal review of research grants sent to the Canadian Institutes of Health Research. Once you have completed the preparation of your own candidacy exam research proposal, you should ask yourself if your proposal deals with each of these questions explicitly. If it does not, you should revise it to ensure that it does, prior to submission to your advisory panel.

1. Is there a reasonable hypothesis?
2. Is there an appropriate literature review?
3. Is the research protocol clearly described?
4. Are the rationale and significance of the study explained?
5. Are the summary pages well prepared? Is the application complete?
6. Is the proposal likely to yield valuable results whether or not the hypothesis is validated? If not, why not?
7. Do you have any serious concerns with aspects of the application pertaining to human experimentation, animal experimentation, biohazards, or radiation hazards?
8. Are the experiments, as described, feasible?
9. Are the described experiments feasible in the hands of this applicant?
10. Would the application be strengthened by the identification of, and letters of support from, collaborators?
11. Overall assessment of the appearance of the application: Acceptable?

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**MSC, PHD THESIS GUIDELINES**

A Thesis Guidelines booklet is available from the Faculty of Graduate Studies (also available on the web). Prior to thesis preparation, students are also advised to review previous MSc and PhD theses for style. Previous MSc and PhD theses are available from the Department Office, and must be signed out. See the administrative staff members if you would like to borrow one.

Briefly, the thesis includes:

1. **Abstract**
2. an **Introduction** to the area of immunology in which the student was trained (This should consist of a comprehensive and critical assessment of the immunologic literature at the time the project was initiated, typically ~20-40 double spaced pages in length),
3. at the end of the introduction, a clear **statement of the rationale**, overall goals, specific objectives and hypotheses to be tested in this project along with a summary of the major findings (2-5 pages),
4. a **Materials and Methods section** with sufficient details to allow others to repeat the procedures,
5. **Results** with figures and tables sufficiently well labelled to allow interpretation of the data without constant reference to the text,
6. **Discussion**, with a summary of the major findings made, the candidate’s critical assessment of
the strengths and weaknesses of the approaches taken, data obtained, and future directions for the research.

7. **References**, following an approved format

Experimental work carried out by individuals other than the candidate should be explicitly identified in the legend of the table or figure in which it is presented.

In the case of PhD theses, the Results section can be divided into multiple chapters, each containing a concise introduction to the specific set of studies described therein (~1 page). Each chapter can also contain discussion pertaining directly to the results described in that chapter. This chapter is distinct from the final Discussion chapter, which incorporates all of the thesis results and discusses future directions. While it is recognized that the PhD thesis work will, in most cases, encompass several distinct published or publishable bodies of work, it should integrate the research work into one coherent document as much as possible. Use of chapters containing individual published bodies of work is acceptable, but effort should be made to draw linkages and illustrate common themes arising from the thesis work.

**Obtaining Permission to Use Copyrighted Material**

Information on obtaining copyright permission may be found at:

http://umanitoba.ca/faculties/graduate_studies/thesis/copyright_permission.html
http://umanitoba.ca/copyright/

Obtaining written permission from an author to use copyrighted material is the student's responsibility. Images, photos, diagrams, graphics or "more than a reasonable extract" (see Copyright Act) of someone else's work must be accompanied by written permission from the author or copyright holder. A reference to the permission having been obtained with reference information on the source should be included under the image or within the text. This reference should indicate that written permission was obtained, the date permission was obtained and the name and title of the copyright holder. A link to a sample copyright permission letter is located on the Copyright Office home page, at http://umanitoba.ca/copyright/

If the copyright holder cannot be located or if it is too expensive to obtain copyright permission, the text or image may have to be omitted from the thesis or blacked out. In these instances, information on where the reader can obtain the text or image should be included (eg. web address/URL, title of book/journal, volume and issue number, page number, publisher and date of publication). A description of the purpose or significance of the text or image must be provided.

**MSc Thesis Examination**

The MSc oral examination committee will consist of the members of the thesis examination committee and the Chair of the Graduate Program, or designate, who will serve as the Chair. The thesis must be distributed to the committee at least one month prior to the examination. The examiners must provide written consents to the Chair at least one week prior to the oral exam to confirm that their approval. If needed, the Chair will forward the written comments to the student prior to the exam. The oral examination is open to all members of the University community and guests invited by the student.
The first part of the examination will consist of an oral presentation by the candidate, which should include a 30-minute summary of the salient points of the research findings. The goal of the presentation is to demonstrate the candidate’s ability to communicate the significance of the specific scientific question, clearly outline the experimental approach and results obtained and explain the significance of those results in answering the question and/or advancing the field.

This presentation will be followed by the examination of the candidate by the committee. This part of the examination should not normally exceed an additional 60 minutes. The Chair will be responsible for maintaining the relevance of questioning and ensuring that the time limits are not exceeded. The questions should normally relate directly to the candidate’s research area or specific research results.

For passing exams, the “Masters thesis final report” form should be completed and signed at the conclusion of the exam. All committee members must concur and sign the report. If significant concerns are identified that can potentially be rectified through thesis revision, an examiner may request that the signing of the thesis report form be delayed until the revisions have been satisfactorily completed.

In the event that the student fails the oral examination, the examiners will discuss with the student the specific deficiencies that need to be addressed. A second examination can be scheduled within six months of the first examination. Should the second examination also not be approved, the student will be required to withdraw from the Master’s program.

### PhD Thesis Examination

The final examination for the PhD degree proceeds in two stages:

**Stage 1: Examination of the Candidate’s Thesis**

Prior to the examination of the thesis, the advisor shall furnish a written statement that, in his/her opinion, the thesis is (or is not) ready to be examined by completing the “PhD Thesis Title and Appointment of Examiners” form. Each examiner (except the candidate’s advisor), within one month of the receipt of the thesis, shall submit to the Dean of Graduate Studies a written report (with a copy to the Head of the major department) giving an evaluation of the thesis, noting its merits, deficiencies (if any) and, if appropriate, revisions. The report shall contain a statement as to whether or not the student may now proceed to the oral examination. The thesis shall be placed into one of the following categories:

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

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

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

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

The candidate will revise the thesis according to the internal examiners’ comments, and re-submit the revised thesis to the FGS portal. FGS will distribute the revised thesis to External Examiner for review.

**Stage 2: Oral Examination of the Candidate on the Subject of the Thesis and Any Matters Relating Thereto.**

The first part of the oral examination shall consist of an oral presentation by the candidate to include a summary of the salient points of the research within a time span of 25 to 30 minutes. This is followed by the questioning and examination of the candidate by the examination committee, that is normally about one and one-half hours but in no case longer than two hours.

The rules and regulations of PhD examinations are set by the Faculty of Graduate Studies and are detailed on their website and in the left hand column of the Immunology Supplementary regulations (Boxes 84-99).
NEW STUDENTS' SURVIVAL GUIDE
University of Manitoba Bannatyne Campus

The University of Manitoba (Bannatyne campus) is located near the Health Sciences Centre (HSC) in Winnipeg. The Bannatyne campus is home to the Faculty of Health Sciences (FHS), composed of the Colleges of Medicine, Dentistry, Nursing, Pharmacy, and Rehabilitation Sciences. University buildings on Bannatyne campus include Apotex Centre, Basic Medical Sciences Building (BMSB), Basic Science Building, Brodie Centre, Chown Building, Dentistry, John Buhler Research Centre, Manitoba Institute of Cell Biology (MICB) at CancerCare Manitoba, Medical Rehabilitation, Medical Services, and Pathology. (see Map 1)

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Apotex Centre
750 McDermot Avenue
Winnipeg MB
R3E 0T5

Located across the street from the Brodie Centre, the Apotex Centre houses the College of Pharmacy (FHS) and the Department of Immunology (College of Medicine, FHS).

The Department of Immunology, founded in 1969, was the first independent Department of Immunology in Canada. In 2009 The Department moved to its current location, an 18,000 square foot research space the Department designed, in the Apotex Centre.

Website: [http://umanitoba.ca/faculties/health_sciences/medicine/units/immunology/](http://umanitoba.ca/faculties/health_sciences/medicine/units/immunology/)

A list of department faculty can be found at the website:
Brodie Centre
727 McDermot Ave
Winnipeg MB
R3E 3P5

The Brodie Centre is a meeting place for students at Bannatyne campus. It houses recreation facilities in the lower level (Joe Doupe Recreation Centre), the University of Manitoba Health Sciences Bookstore and food services in a huge, bright atrium on the main floor, and library study and computing areas (within the Neil John Maclean Library and 3rd floor of Medical Services Building/Brodie Centre).

The Joe Doupe Recreation Centre occupies the lower level of the Brodie Centre. Membership details can be found in the Living in Winnipeg section of this booklet.

The Health Sciences Bookstore sells medical related textbooks, computer software and hardware, gifts and stationery materials. Their website is http://umanitoba.ca/campus/hsbookstore and hours can be found at http://umanitoba.ca/campus/hsbookstore/hours.html

The Neil John Maclean Health Sciences (NJMHS) Library occupies the 2nd and 3rd floors of the Brodie Centre. Some of the services offered at NJMHS Library include borrowing, disability support, education and training, and literature search. You can order printed copies of journal articles online and pick them up in-person or have them delivered to you. Also, NJMHS Library offers seminars/training sessions on several topics important for graduate students such as source referencing and how to use PubMed. Make sure to read emails from the library so you keep up to date. There are computers and study carrels in the library. More information about the services can be obtained at http://umanitoba.v1.libguides.com/friendly.php?s=njmhs

Brodie Centre is also home to the Bannatyne campus offices of the Health Sciences Graduate Student’s Association (HSGSA) located on the main floor in the medical student lounge. The medical student lounge has TVs, ping pong tables and a recreation area; access is by your student card once you’ve had it activated. Details on activating your student card are in the Getting Started section of this booklet.

There is a 24 hour computer lab on the second floor of the Brodie Centre that you can enter with your student card once you have your card activated.
Basic Medical Sciences Building (BMSB)
730 William Avenue
Winnipeg MB
R3E 0W3

BMSB is connected to the Brodie Centre. It houses the Departments of Human Anatomy & Cell Sciences, Biochemistry and Medical Genetics, Physiology, Medical Microbiology, several large lecture theatres and the Regenerative Medicine Program. The animal care facilities are in the basement (see Map 2).

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The John Buhler Research Centre (JBRC)
JBRC is located just beside the Brodie Centre. The JBRC houses several research institutes and because of this many cross-appointed faculty members have their research space in JBRC. We have listed some of the institutes below.

Children’s Hospital Research Institute of Manitoba
formerly, The Manitoba Institute of Child Health (MICH)
The Children’s Hospital Research Institute of Manitoba is a pediatric research facility for research and training programs dedicated to child health. It is located on the 5th and 6th floor of JBRC. For more information about clinical support, research facilities, recent events and researchers at this institute, see http://chrim.ca/about/overview

CancerCare Manitoba (CCMB)
CancerCare Manitoba is a centre for the treatment and research of cancer. The Centre supports patients through treatment and diagnosis and hosts many research programs. CCMB’s web page is located at: http://www.cancercare.mb.ca/

Research Institute of Oncology and Hematology
(formerly The Manitoba Institute of Cell Biology)
RIOH is located on the 5th and 6th floors of the CancerCare Building. Some of Immunology’s cross-appointed faculty are in RIOH. On-site research facilities include DNA sequencing, electron microscopy, state-of-the-art imaging equipment, a mammalian functional genomic centre and the Manitoba Breast Tumor Bank. Further details about RIOH can be found at http://umanitoba.ca/institutes/manitoba_institute_cell_biology/index.htm

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Chown Building (753 McDermot Avenue)
The Chown Building is connected to the Brodie Centre, across from the Apotex Centre. In 2014-15, it underwent multiple renovations during which time no inside access was permitted. As a result, multiple departments have moved into temporary locations for the duration of the renovation.
BEFORE COMING TO CANADA FOR INTERNATIONAL STUDENTS

☐ Apply for immigration documents
  a. Study Permit
     A valid study permit authorizes you to remain in Canada while you study. If you are an international student, you require a valid study permit to study in Canada. The only exception: if you are accepted in a program that is less than six months (e.g. one term exchange students) and you will complete the program by the end of your original stay in Canada, you do not need a study permit.

     Please visit the following websites for more information on:
     - Study Permits: http://umanitoba.ca/student/ics/visa/permit.html#Initial_SP

  b. Temporary Resident Visa (TRV)
     A Temporary Resident Visa (TRV) is used only for entry into Canada. Only citizens of certain countries require a TRV. It is recommended that you maintain a valid TRV for the duration of your studies, but it is not mandatory while you are inside Canada.

     For more information on how to obtain a valid study permit and TRV visit http://www.cic.gc.ca/english/study/index.asp

☐ Plan your Finances
  a. Understand your cost
     For more information about tuition fee and living cost estimation visit http://umanitoba.ca/student/ics/finances/estimate.html

     Or to obtain a written estimate of tuition and living expenses, contact the International Centre for Students (ICS) office at ics@cc.umanitoba.ca

  b. Know your resources
     Check out for Awards, scholarships and bursaries http://umanitoba.ca/student/ics/finances/scholarship.html

     UofM also administers government student loans to supplement your resources http://umanitoba.ca/student/fin_awards/government_aid/

☐ Find Housing
  - Health Sciences Centre (HSC) Medical Centre Apartments offers affordable rental accommodations, located on the Bannatyne campus that is only available to students of HSC or University of Manitoba campus. Tenants can easily access both academic and
professional areas of the Centre. Suite sizes range from bachelor suites to two bedroom apartments, depending on location and availability.

For more information contact,
Rental Office, Health Sciences Centre
791 Notre Dame Avenue, Winnipeg, MB R3E 0M1
Phone: +1 204-787-4261
Fax: +1 204-787-1010
Email: apartmentrentals@hsc.mb.ca
Website: www.hsc.mb.ca/housing
http://www.hsc.mb.ca/servicesPlacesToStay.html

- **Fort Garry Campus** has six residences available to over 950 students. Residences offer furnished rooms, board (meal) plans, study spaces, lounges, laundry facilities, storage space and reserved parking.

For more information, please visit: [http://umanitoba.ca/housing/](http://umanitoba.ca/housing/)

- **Off-campus Accommodation** are also available. The following are some helpful links:
  - University off-campus accommodation website: [https://och.cc.umanitoba.ca/](https://och.cc.umanitoba.ca/)
  - Canada's Registry For Student Housing Listings - [http://www.homes4students.ca/](http://www.homes4students.ca/)
  - Renting Spaces off-campus housing registry - [http://www.rentingspaces.ca/index.htm](http://www.rentingspaces.ca/index.htm)
  - Winnipeg Free Press Classified Ads - [http://www.winnipegfreepress.com](http://www.winnipegfreepress.com)
  - Winnipeg Sun Classified Ads - [http://www.classifiedextra.ca](http://www.classifiedextra.ca)
  - Kijiji - [http://winnipeg.kijiji.ca/](http://winnipeg.kijiji.ca/)
  - Craigslist [http://winnipeg.en.craigslist.ca](http://winnipeg.en.craigslist.ca)

- **Free Furniture** from the university Re-Shop, where recycle furniture and office supplies donated by the University and the general public. For more information, please visit: [http://umanitoba.ca/campus/physical_plant/waste_prevention/599.html](http://umanitoba.ca/campus/physical_plant/waste_prevention/599.html)
UPON YOUR ARRIVAL TO WINNIPEG

☐ Obtain a Social Insurance Number (SIN) Card
   If you do not have a Social Insurance Number (S.I.N.), you must apply for one. A SIN card is necessary for you to apply for a Canadian bank account.

   The SIN card can be obtained from:
   Winnipeg Centre Service Canada Centre (Closest to Bannatyne Campus)
   Portage Place Mall, Floor Ground, Unit 122
   393 Portage Avenue
   Winnipeg, Manitoba
   Hours: Monday to Friday from 8:30 am to 4:00 pm

   ☐ The application and the document check list can be obtained from the link http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=prfl&frm=nas2120&ln=eng
   ☐ The Office of the Privacy Commission of Canada provides a Fact Sheet about your SIN card: https://www.priv.gc.ca/resource/fs-fi/02_05_d_02_e.ASP.
   ☐ Information on protecting your SIN may also be found at: http://www.servicecanada.gc.ca/eng/sin/protect/protect.shtml.

☐ Apply for Manitoba Health Card

   The Manitoba Health Card is required for you to have access for health services. An application can be downloaded (http://www.gov.mb.ca/health/mhsip/forms.html). Fill it out and mail it to:

   Manitoba Health Insured Benefits Branch
   300 Carlton St., Winnipeg MB, R3B 2M9.
   Phone: (204) 786 - 7101
   Website: http://www.gov.mb.ca/health/mhsip/mbcard.html.

   Documents required: Valid Study Permit issued by CIC, enrolment confirmation from designated Manitoba education institution and a valid Passport.

☐ Find a Family Physician

   To find a doctor contact The Family Doctor Connection, Monday - Friday 8:30 a.m. to 4:30 p.m.
   Phone: (204) 786-7111. They can tell you the available doctors in your area. The Manitoba Clinic houses the offices of many types of doctors from general practitioners, to allergists, to gynecologists. The centre also houses a sample collection lab and an x-ray facility. The clinic is included in Manitoba Health coverage and is located on the Health Sciences Centre campus just two blocks from the Department of Immunology.

   You can also contact the Manitoba College of Family Physicians.
At times your regular physician will be unavailable or fully booked. At these times you can use a walk-in clinic where you do not need an appointment. Walk-in clinics are not for medical emergencies.

A medical clinic for students is located on the Fort Garry Campus. See the University Health Services web site for more information: http://umanitoba.ca/student/health/

Important Notes:
1. Please bring your Manitoba Health Card when visiting any doctors
2. **International students will pay for health insurance automatically as part of their fees.** When you go to the doctor you will have to pay out of pocket and then get reimbursed. For more information contact International Centre for Students, 541 University Centre, or Registrar's Office, 400 University Centre.
3. Certain labs in the Department require specific vaccinations. For example, to work on the 4th floor of the Apotex Centre Immunology labs you must have up-to-date hepatitis B vaccination. Please see the Department's administrative staff on how to claim reimbursement for the cost of the vaccine.

- **Apply for a Government Issued ID (optional)**

As an alternate to your valid passport, you can obtain a government issued Manitoba ID card.

**Documents required:** Valid Passport, Bank Statement (with resident address) and Manitoba Health Card, $20

For More Details Visit: https://www.mpi.mb.ca/en/ID/Card/Pages/id-card-apply.aspx

- **Opening a Bank account**

- **Telephone, Cell Phone, Television and Internet**

The following are a list of providers where you can obtain telephone, cell phone, television and internet services:
- Shaw Communications Inc. [http://www.shaw.ca/](http://www.shaw.ca/). For general inquiries, billing inquiries and support: Telephone: (204) 480-7429
- MTS Allstream [http://www.mts.mb.ca/](http://www.mts.mb.ca/). For general inquires, billing inquiries and support: Telephone: (204) 225-5687
- Rogers ([http://www.rogers.ca/wireless](http://www.rogers.ca/wireless))
- Telus ([http://www.telusmobility.com](http://www.telusmobility.com))
- Fido ([http://www.Fido.ca](http://www.Fido.ca))
GETTING STARTED IN THE DEPARTMENT

- **Introduction to the Department, Staff and Other Students**

  Your supervisor or a lab member should take the time to take you around the Department and introduce you to other graduate students, faculty members, technicians, lab members and administrative staff. It is important for new students to familiarize themselves not only with their lab members, but also with lab members from other research labs. These are people who can provide a lot of support with your lab work and it is important to be knowledgeable about the techniques used in other labs as they may be useful for your research project. The Department of Immunology website has a page dedicated to all the academic staff belonging to the department including their research fields and links to their web pages. You can also find a complete listing of all the graduate students in the immunology department on the following webpage:  


  In addition, your supervisor should put you in touch with the Department of Immunology Deputy Student Representative. This person is available to you if you have any questions during your first months as an Immunology student. Feel free to ask them anything from how to register for courses, where to find spices like the ones from home, how to find a place to live or why do my cells keep dying?

  The University of Manitoba is comprised of three campuses:  

  - The main campus is the **Fort Garry Campus**. This is where the Office of the Registrar, the Faculty of Graduate Studies and the Financial Aid & Awards offices are located, among others.

  - The **Faculty of Health Sciences**, including the College of Medicine and the Department Immunology, are located at the Bannatyne campus or in the Health Sciences Centre.  
    - Maps of the Bannatyne and Fort Garry campuses can be found at:  
      [http://umanitoba.ca/maps/](http://umanitoba.ca/maps/)
    - Maps of the Health Sciences Centre can be found at:  
      [http://www.hsc.mb.ca/maps.html](http://www.hsc.mb.ca/maps.html)

  - The third campus is **Université de Saint-Boniface**, which is located in the neighborhood of Winnipeg known as St. Boniface.

- **Payroll and Student Identification (ID)**

  **Every student is paid a yearly stipend from one of their supervisor’s grants.** Once you have arrived, please see **Karen Morrow**, our Department’s Administrative Assistant, so that she can prepare your hiring documents, which are required by the Human Resources and Payroll Offices. You will be asked to fill in a Personal Information Form, and the following documentation:  

  - a copy of your Study Permit (if you are an international student)  
  - Social Insurance Number (all new students, Canadians included)  
  - a Direct Deposit form (can be obtain from the bank)
Obtain and encode Student Photo ID Cards

Your student ID card is a multi-use card granting access to library services, gym memberships, access to enter the Apotex building after hours including the lab and student study area on the 4th floor. Therefore, it is wise to always carry your student card with you.

Student photo identification cards are issued at both campuses:
- **Bannatyne Campus**: Neil John MacLean Library on the second floor of the Brodie Building between 9 a.m. and 9 p.m.
- **Fort Garry campus**: Registrar’s Office (400 University Centre) between the hours of 8:30 a.m. and 4:15 p.m.

To activate your card for swipe card entry, see Susan Ness in the Department’s Administrative Office. She will send an email to the Physical Plant Office telling them which rooms you need access to. She will give you further instructions. Make sure to request access to the Graduate and Medical Students Lounge on the first floor of Brodie Centre. It is a handy place to work, is open 24 hours and houses the office of the Health Sciences Graduate Association.

Activate all U of M accounts

As a student, you are assigned a University email account and a computer account for use of the computers and internets on campus. You can set up these two accounts by going to: [https://pasweb.cc.umanitoba.ca/webapp/gu/claimid/](https://pasweb.cc.umanitoba.ca/webapp/gu/claimid/).

The username and password will give you access to many U of M services, such as:
- U of M unsecured wireless internet
- U of M library
- Microsoft 360 and online storage
- U of M online storage space. To access the online storage space for files see [http://ins.umanitoba.ca](http://ins.umanitoba.ca). You can upload files here to download them on other computers provided they are linked to the internet.

Make sure your email information is accurate and that the departmental administrative staff, HSGSA and GSA have your contact information. This way you won’t miss out on useful events. Also, check early and check often!

Registration for Graduate Courses

Between the middle of July and the end of August, new graduate students should discuss course selection with their supervisor. Course registration requires approval from your supervisor and the Head of the Department. A list of courses available in the Department of Immunology is available at [http://umanitoba.ca/faculties/health_sciences/medicine/units/immunology/teaching.html](http://umanitoba.ca/faculties/health_sciences/medicine/units/immunology/teaching.html)

Students are encouraged to use the websites of other departments to identify other courses that may be of use to their program. One course that has been popular in the past is Biostatistics, offered by the Department of Community Health Sciences. If you are interested in taking a course outside the Department of Immunology you require written consent (an email will suffice) from the professor offering the course to be able to register for that course.
In the Department of Immunology the Administrative Assistant is in charge of registering students for their courses. To be registered you must submit the graduate courses registration form available in the Grad Program section of the Department of Immunology website.

Please note that all re-registering students are required to fill out a short survey detailing information such as awards, publications, presentations and conference attendance, prior to re-registration. This information helps the Department in reporting on the success of our graduate program to the University and external agencies.

The official departmental **deadline for this form is within the first two weeks of September.** Often the University of Manitoba fee deadline falls before the department’s registration deadline. Therefore, it is strongly recommended to complete the registration process before the first of September to allow time for processing without incurring late fees from the University.

- **Study Carrels/Lockers**

  **Study carrels** are located at the end of the 4th floor Apotex Centre hallway, in the Kent T. HayGlass Suite. Students, Post Doctoral Fellows, Research Associates and Technicians may request a study space from administrative staff member **Susan Ness.** She will assign a space to you and provide you with a key so that you can lock your belongings in the cabinet above the desk.

  **Lockers** are available on a first-come, first-served basis. We recommend that you use a lock as the lockers are located in a public space.

- **Photocopier Account**

  All students may obtain a photocopier account number from Administrative Assistant, **Karen Morrow.** The department has 3 copiers, which are available for use. Please note however, that students require permission from their supervisor to use the copiers, as the professors pay for copying from their grant funding. Please restrict your copying to university business. Any abuse of the privilege is subject to cancellation of your account.

- **BioSafety Training**

  During the first few months, you will have to register for some basic and more specific training regarding safety, using chemicals, radiation and animal handling. For all information regarding safety training and safety in labs, talk to your supervisor and consult the Department of Immunology Safety Page [http://umanitoba.ca/faculties/health_sciences/medicine/units/immunology/6925.html](http://umanitoba.ca/faculties/health_sciences/medicine/units/immunology/6925.html). Also, visit the University’s Environmental Health and Safety Office website [http://umanitoba.ca/admin/human_resources/ehso/](http://umanitoba.ca/admin/human_resources/ehso/).

  To refresh your memory on basic lab safety and the Workplace Hazardous Materials Information System (WHMIS), check out the webpages at: [http://umanitoba.ca/admin/vp_admin/risk_management/ehso/chemical_safety/WHMISProgram.html](http://umanitoba.ca/admin/vp_admin/risk_management/ehso/chemical_safety/WHMISProgram.html).
If your laboratory uses any radioactive material you will need to take the Radiation Safety Workshop for Radioactive Chemicals. Upcoming training sessions and information regarding registration well as the contact information are available at: 

If your lab works with animals, you will need to take the Animal Wet Lab Training Sessions. These sessions are available at the Fort Garry and Bannatyne Campuses. For more information and upcoming training sessions go to the website
http://umanitoba.ca/research/orec/ethics/animalcare_education_training.html or contact Denise Borowski, the Lab Animal Training Coordinator at (204) 789-3960.

The Department of Immunology has an open lab format. To economize on materials we have a Lab Management Committee (LMC) to oversee the ordering of common reagents and execution of tasks. Each member of the department has an assigned task that is set annually. In addition the LMC selects someone to be the Safety Coordinator on an annual basis. If you have questions about safety training or are unclear about your designated task, contact the LMC chair or the Department Safety Coordinator.

- Workshops

There are workshops offered by the libraries and the University Teaching Services that are useful as they will give you some useful information and simplify your life as a graduate student.

The Neil John Maclean Health Sciences Library Education/Training link is: 
http://libguides.lib.umanitoba.ca/c.php?g=297680&p=1993970

The libraries offer seminars regarding reference managing (RefWorks, End Note and Reference Manager) as well as how to search for literature (Pubmed Basics and Advanced).

Other seminars that are very useful regarding thesis writing, citing and plagiarism are offered through the UTS: http://www.umanitoba.ca/uts/workshops/.

Learning to navigate RefWorks or EndNote early on will save many headaches later in your program.
LIVING IN WINNIPEG

Winnipeg

Winnipeg is the capital and largest city of the Province of Manitoba. The city is located near the geographic centre of North America, at the confluence of the Red and Assiniboine Rivers, a point now commonly known as The Forks. It is by far Manitoba’s largest city with a population of 633,451 and is the eighth largest Metropolitan Area in Canada. (http://en.wikipedia.org/wiki/Winnipeg).

City of Winnipeg, official website (General Newcomers Information, Events Calendar, Destination Winnipeg) can be found at http://www.winnipeg.ca

Weather

Winnipeg is said to be the sunshine capital of Canada, with an abundance of sunny days throughout the year. The city is famous for its long, cold and snowy winters. If you are coming to Canada from another country, we recommend that you buy your winter clothing here. In contrast, Winnipeg summers are pleasantly warm to hot. Spring and autumn are short and highly variable seasons.

Environment Canada Weather office, Winnipeg

Transportation

a) Winnipeg Transit

Should you need to travel between the campuses you will rely on Winnipeg Transit. Their website is http://myride.winnipegtransit.com/en/. Buses #36, #29 and #60 travel between the Fort Garry and Bannatyne campuses and bus #19 between the Bannatyne Campus and the St. Boniface neighborhood.

- Information on Navigo Trip Planner, Schedules and Maps, Transit System Map, Telebus can be found at: http://www.winnipegtransit.com/

- *As a Post-Secondary Institution student, you are entitle to purchase a Post-Secondary Student Monthly Pass, which is monthly bus pass at a discounted price. You will need to show your validated Student ID card when purchasing a new pass each month at the U of M bookstores. A validation sticker will be affixed to your student Photo ID card when the pass is first purchased. (Tuition fees must be paid first.)

Important Note:
- Be sure to keep your receipts for any bus passes and old passes for tax time.
- Bus transfers:
  - If you are using cash or individual bus tickets, you can request a "Bus Transfer" from the bus driver. The transfer is valid on any regular bus route on the date of
issue and allow travel in any direction until the expiry time shown. (One hour from time of request.)

b) **On Foot**
- Always be cautious when walking in the downtown area, especially at night.
- Avoid walking alone.

c) **Biking**
- One gated and locked bicycle compound is available for cyclists to store their bikes outside which is located near the entrance to the Adult Emergency parking lot. You will need to visit the Cashier’s Office (P001) in the Pathology building and pay a $5 deposit for a key. Another bike compound which uses swipe card access is located near the dentistry building.
- Free bicycle racks located at:
  - 820 Sherbrook St entrance
  - PsychHealth Center, 771 Bannatyne Avenue
  - Women’s Hospital, 735 Notre Dame Avenue
  - William Avenue Parkade, inside near ticket booth
  - Cadham Lab, 750 William Avenue

d) **Driving**
- **Driving Licensing and Insurance**
  - Applications for a driver’s licence, driver’s licence renewals and photos as well as insurance payments can be processed at any Autopac agent. For more information, visit: [http://www.mpi.mb.ca/](http://www.mpi.mb.ca/)
- Parking - Bannatyne Campus
  - Approximately 475 parking spaces are available to staff and visitors on the Bannatyne Campus. For more information: [http://www.umanitoba.ca/campus/parking/](http://www.umanitoba.ca/campus/parking/)
  - You can apply for a parking pass online but make sure to look at posting boards on campus for other student/staff parking.
  - Approximately 80 casual parking spaces are available in "H" Lot on McDermot Avenue by Tecumseh Street. Meters accept coin or major credit cards.

**Finding a Bite to Eat**

**On Campus**
- Brodie Centre (main floor): Tim Horton’s, Pita Pit, Starbucks
- Health Sciences Centre
  - 2nd floor: Chef’s Centre, Deli Centre, Pizza Centre, Salisbury house, Tim Horton's
  - Thorlakson Bldg, main floor, Orange Bison Zone, 820 Sherbrook St.: Guildy’s Eatery

**Nearby Grocery Stores**
- Dino’s Grocery Mart (460 Notre Dame Avenue)
- Extra Foods (600 Notre Dame Avenue)
- Giant Tiger (345 Donald Street)
- Safeway (600 Sargent Avenue)
- Lucky Supermarket (1051 Winnipeg Avenue) – specializes in Asian, as well as Canadian grocery items

Restaurants Around the City
There are hundreds of places you can sit down and enjoy a great meal in Winnipeg. Ask around for recommendations. You can always search online for places to eat too.

- [http://www.winnipegrestaurants.ca/](http://www.winnipegrestaurants.ca/)
FINANCIAL SUPPORT

For general information about Financial awards for graduate students, visit:  
http://umanitoba.ca/faculties/graduate_studies/funding/

Note: Students get funding information regularly through departmental emails. Check emails early and often and visit funding agency websites for deadlines. Because studentship programs change frequently, the department administrative staff can’t always keep up to date with all of the funding opportunities available. Therefore, for the most current information students are advised to check directly with the funding agency.

Major National Awards

a). Canadian Institutes of Health Research (CIHR)

CIHR is the major federal agency responsible for funding health research in Canada. It supports graduate students at both the Master’s and Doctoral levels. It is recommended to visit http://www.cihr.ca/. This program is for Canadian citizens and permanent residents at the time of application. Graduate students must visit the website for a complete list of required documents. The application process requires letters of recommendation, transcripts and consent from the supervisor and Head of the Department so begin the application process as early as possible.

Application deadline:  
Please visit the CIHR website for application deadline and eligibility criteria.

If you are experiencing technical difficulties with your ResearchNet account or the e-Submission process contact:

CIHR ResearchNet Support  
Canadian Institutes of Health Research  
Telephone: 613-941-9080  
Email: support@researchnet-recherchenet.ca

b). Natural Sciences and Engineering Research Council of Canada (NSERC)

Graduate students are advised to visit NSERC website for application deadlines and eligibility criteria:  
www.nserc-crsng.gc.ca

Provincial and Local Awards

e) Research Manitoba (formerly Manitoba Health Research Council (MHRC))
Research Manitoba was established by the Manitoba government, to bring major provincial research funding programs together under one umbrella. The programs that were brought together include:

- Manitoba Health Research Council (MHRC)
- Manitoba Research and Innovation Fund (MRIF)
- Health Research Initiative (HRI)
- Manitoba Centres of Excellence Fund (MCEF)

Organizations with which Research Manitoba partners (as per their website, September 2015) include:

- Jobs and the Economy | Province of Manitoba
- CancerCare Manitoba
- Faculty of Science - The University of Winnipeg
- Health Sciences Centre
- Hôpital St-Boniface Hospital
- Life Science Association of Manitoba
- Manitoba Institute of Child Health
- School of Health Studies | Brandon University
- University of Manitoba
- Winnipeg Regional Health Authority

A limited number of Graduate Studentships are offered. Visit their website [http://researchmanitoba.ca/](http://researchmanitoba.ca/) for updates. Preparation of the application involves your supervisor and the Department Head, so students are advised to prepare funding application ahead of time and arrange for diplomas/transcripts and reference letters as required by the funding agency.

**Contact Information for Research Manitoba (from: [http://researchmanitoba.ca/contact-us/](http://researchmanitoba.ca/contact-us/) )**

**Mailing Address:**
205 - 445 Ellice Avenue
Winnipeg, Manitoba
CANADA R3B 3P5
Telephone: (204) 775-1096
Fax: (204) 786-5401

**Help Desk:**
Grants Management System (GMS) Help Desk
helpdesk@researchmb.ca

**Canadian Common CV Help Desk**
helpdesk@researchmb.ca

**General Inquiries**
info@researchmb.ca
The mission of the Financial Aid and Awards office is to assist students by developing and administering financial aid programs, which help students to meet the cost of their education. Award programs recognize and reward students for their academic and other achievements. It is located on the Fort Garry Campus.

In addition to checking the FAA Office information, Graduate students should regularly check the Faculty of Graduate Studies for information and applications on upcoming award programs. Please note that graduate awards often have early deadlines, well before the start of the academic session.

Graduate students, both full-time and part-time, are eligible to apply for University of Manitoba Bursaries. Applications are available the first week in September with an October 1st deadline.

Full-time graduate students (Canadian citizens or permanent residents) can also apply for Government Student Loans if they require financial assistance.

Full-time graduate students with previous government student loans are also eligible for interest-free status. Interest free forms (i.e. Schedule 2/CR Form) for all Federal and Provincial loan programs are available at the Financial Aid and Awards Office.
Awards Databases

The Financial Aid and Awards Office Awards Database is available at: https://wwwapps.cc.umanitoba.ca:8443/searchableAwards/searchForm/awardSearch

The Financial Aid & Awards Database includes information on all active, senate-approved, undergraduate and graduate awards administered by the University of Manitoba.

The Faculty of Graduate Studies Awards Database is at: http://webapps.cc.umanitoba.ca/gradawards/

Bursary applications are available in August, with an October 1st deadline. Please visit the following website for further information: http://umanitoba.ca/student/fin_awards/bursaries/index.html

Emergency Loans

The University of Manitoba emergency loan program provides short-term assistance to students who experience unexpected and immediate financial expenses or constraints. This includes, but is not limited to, unanticipated personal living costs, and unexpected delays in government loans, and other award funding. (http://umanitoba.ca/student/fin_awards/emergency_loan.html )

Emergency loan funds are not intended to act as a regular supplement or substitute for traditional forms of student financial aid, i.e. government loans, scholarships, and bursaries. Therefore, all students applying for emergency funding are expected to have a reasonable financial plan in place to cover normal school expenses, including tuition and living expenses, at the beginning of each academic session.

To apply for an Emergency Loan, Graduate students should contact the Graduate Studies office.

Travel Awards

The Faculty of Graduate Studies allocates funds to assist Master’s and PhD students with travel costs associated with presenting papers, posters, or other creative work pertinent to their studies. Approved events include conferences, major festivals or artistic events that are sponsored by recognized national or international organizations.

Applications for travel funds are assessed and awarded by means of a Travel Award competition. It is incumbent on the individual traveling to be aware of the associated risks. If traveling abroad, ensure you visit the Department of Foreign Affairs and International Trade (DFAIT) website for details on the country to which you are traveling. In addition, it is recommended that you familiarize yourself with the document prepared by the International Centre for Students (ICS) in (2009) entitled Pre-Departure Handbook For University of Manitoba Students Travelling Abroad.

Be advised that as part of the application process, all applicants will be asked to sign a waiver. Applicants
who receive funding are asked to acknowledge the support of the Faculty of Graduate Studies.

Award amounts, Eligibility Criteria and information on the Application Process are available at: https://universityofmanitoba.formstack.com/forms/travel_award

UNIVERSITY RESOURCES FOR STUDENTS

Life as a university student can be very difficult as students can encounter adversity along the way. For this purpose, the University of Manitoba has instituted many offices that can aid students in many aspects of their lives; be it personal, academic, or social. In this section we list a few that can be helpful along the way.

English Language Centre

English Language Centre
520 University Centre
University of Manitoba, Winnipeg, MB R3T 2N2 Canada
Phone: 204.474.9251 Fax: 204.275.8098
email: elc@umanitoba.ca

The English Learning Centre (ELC) is the academic English program for the University of Manitoba and provides students with the tools and resources needed to learn English as a second language. The ELC provides part-time and full-time programs for both undergraduate and graduate students. These courses range from oral conversation and pronunciation to academic writing and are offered throughout the year. In addition, the ELC is also an official testing site for the CanTEST(r) (Canadian Test of English Scholars and Trainees). The ELC also coordinates a Homestay Program, which is a cultural exchange program providing an opportunity for a visiting student to live in a Canadian home while studying at the University of Manitoba. It is intended to help International Students learn about Canadian culture, and allows Canadian hosts to learn about International Students and their culture.

For further information on registering for courses, fees, CanTEST(r) dates and other inquiries, please visit the ELC's website or their office on the Fort Garry Campus.

International Centre for Students (ICS)

International Centre for Students
541 University Centre
University of Manitoba, Winnipeg, MB R3T 2N2 Canada
Phone: (204) 474-8501 Fax: 204 474-7562
Web site: http://umanitoba.ca/student/ics/
Staff listing: http://umanitoba.ca/student/staffdir/ics.html
Newsletter: To subscribe to the ICS Newsletter, send your email address to: Robyn_Tully@umanitoba.ca (Highly recommended)
ICS offers help and services for both International and Canadian students of the University of Manitoba. ICS advisors can provide students with information about banking, finding accommodation, University rules and policies, dealing with professors and classmates, Driving in Manitoba, recreation activities, and more. They can also help students interpret immigration regulations and can provide assistance with Study Permit extensions and changes, Temporary Resident Visa applications, U.S. visitor’s visas, and more.

**Orientation for New International Students**

ICS schedules orientation sessions for new international students at the start of the fall and winter terms. The orientation is a great opportunity to meet the ICS staff, learn about programs, get information about the services available to you, meet new and returning students from around the world, get a student’s perspective to the U of M, hear ‘survival tips’ from experienced students, and become familiar with the University and the City of Winnipeg. In addition, you will have the opportunity to get valuable information about adjusting to a new country, university policies and procedures, finding accommodation, Study Permits and visas, health matters, and more.

**Banking, Budgeting, and Taxes in Canada Workshop**

A big part of getting settled in a new country is setting up an appropriate and realistic budget. This workshop will teach you about banking in Canada (including how to set up a bank account), using credit cards wisely, tracking your spending, establishing a personal budget, and managing your money effectively. Whether this is your first time managing money or simply your first time managing money in Canada, you’re sure to find this workshop helpful.

**Intercultural Retreat**

This is a unique one-day intercultural event held just before the start of the fall term each year. It is an opportunity to meet new and returning international students, as well as U of M staff and professors. The day includes intercultural discussions and recreational activities such as rock wall climbing, canoeing/kayaking, swimming, and sports at a beautiful rural retreat. The Retreat is highly recommended by students who have participated in the past as a way to make friends at the start of the term, develop successful communication strategies in a multicultural context, become better prepared for the Canadian academic environment, and enjoy the beauty of rural Manitoba. Note: This event is held at the start of the fall term only.

**International Student Mentorship Program (ISMP)**

Through the ISMP you can request to be partnered with an experienced U of M student who will serve as a point of contact and support during your transition to the U of M and Winnipeg. All Mentors in our program have been trained on how to provide peer-to-peer personal, academic, and intercultural support for new international students.
You and your Mentor will arrange weekly meetings and your Mentor is also expected to communicate via e-mail or text as needed. You and your Mentor will be partnered for the entire academic term (September - December or January - April). The time commitment for this program is 18-20 hours throughout the term.

**Summer Buddy Program**

The Summer Buddy Program helps international students adjust to their new environment by matching them with experienced U of M students who can provide friendly support and an orientation to the campus.

**Programs and Events Throughout the Year**

ICS organizes recreational activities and events throughout the year.

- **Sports Nights**
- **Fall Migration Tour:** Join ICS for an evening at the FortWhyte Alive Centre to watch as thousands of geese and ducks descend in the Centre’s lakes at dusk.
- **Arts and Cultural Events:** ICS organizes artistic and cultural outings to give students a chance to experience Winnipeg’s rich artistic community firsthand.
- **W.O.W. – World Opportunities Week** is held each November to inform students about travel, study, internship, work, and volunteer opportunities around the world.
- **Snowshoeing:** Each winter, ICS takes students on an evening snowshoeing hike on beautiful wooded trails at FortWhyte Alive nature centre.
- **Ski Trip:** The annual ICS ski/snowboard trip to Holiday Mountain is held during Reading Week each February. Always a popular event, students are encouraged to register early.
- **Day-Trips Around Winnipeg and Manitoba:** Spend a day at The Forks market, try canoeing on the river, join ICS for a trip to Winnipeg Beach, or take in the Icelandic festival in Gimli.

**World W.I.S.E. Resource Centre**

The World W.I.S.E. Resource Centre helps students find Work, Internship, Study, and Exchange opportunities throughout the world. Detailed information can be found at [http://www.umanitoba.ca/student/ics/wwise/](http://www.umanitoba.ca/student/ics/wwise/)

**Certification in Higher Education Teaching (CHET) Program**

The goal of this program is to help graduate students prepare for faculty responsibilities, particularly teaching. This program is geared towards students interested in jobs where communication skills are needed. This course is offered by the Centre for the Advancement of Teaching and Learning.

The CHET program introduces students to the theory of higher education pedagogy, the preparation of a course curriculum, skills for teaching in a higher education institution and a supervised presentation
practicum. Students might take this certification program as part of their graduate program curriculum. Prior approval from the faculty advisor is required. The course is of three credit hours. Alternatively, it can be taken as a non-credit course. Upon completion of the course, students receive a certificate and a credential will be displayed in their transcripts. For more information visit: http://intranet.umanitoba.ca/academic_support/cat1/programs/chet.html

**Academic Learning Centre**

Academic Learning Centre  
201 Tier Building  
University of Manitoba, Winnipeg, MB R3T 2N2 Canada  
Phone: 204-480-1481 Fax: 204-474-7659  
Email: academic_learning@umanitoba.ca  

The Academic Learning Centre (ALC) serves graduate and undergraduate, full and part-time students at the University of Manitoba. Students are invited to access the resources available on the ALC web page, drop by the ALC to meet the learning skills instructors, and/or attend workshops in order to further develop academic strengths and skills in writing, learning and research. Available ALC services include: individual appointments, writing tutor program, learning skills, handouts, workshops and online writing tutor.

**Student Counselling Centre**

Student Counselling Centre  
474 University Centre  
University of Manitoba, Winnipeg, MB R3T 2N2 Canada  
Phone: 204 474-8592 Fax: 204 474-7558  

Many students experience stress and other challenges and it is common for students to seek help for worry, anxiety, depression, relationship problems with family, friends or partners, and career decision-making. The SCC offers a wide variety of services to help students with these and other difficulties and to support their academic and career success. As well, the SCC offers select services to University of Manitoba staff, and students seeking professional counselling training opportunities.

All services are strictly confidential.

**How to Access Counselling**

The Student Counselling Centre (SCC) provides personal counselling to current University of Manitoba students only.

The Fort Garry campus location is 474 University Centre. Hours are posted on the SCC website: [http://umanitoba.ca/student/counselling/index.html](http://umanitoba.ca/student/counselling/index.html). To access personal counselling services at Fort Garry
Campus, students must go, in-person, to the SCC office and request an intake appointment for that day.

The Bannatyne campus location is S207 Basic Medical Services Building. Hours are posted on the SCC website: [http://umanitoba.ca/student/counselling/](http://umanitoba.ca/student/counselling/). To access personal counselling services at the Bannatyne location, students are encouraged to telephone the SCC reception service at 204-474-8592 to request an intake appointment. The Bannatyne location has reduced hours in July and August each year.

The SCC offers many different groups and workshops that are available to University of Manitoba students. For more information on groups and workshops, please visit the SCC Groups and Workshops link: [http://umanitoba.ca/student/counselling/groups_and_seminars.html](http://umanitoba.ca/student/counselling/groups_and_seminars.html).

### Sexual Assault Information

If you think you have been sexually assaulted SCC encourages you to contact Klinic Community Health Centre (24/7) ([http://klinic.mb.ca/](http://klinic.mb.ca/)). You can also contact the Student Counselling Centre at the Fort Garry (474 University Centre) or Bannatyne (S207 Medical Services Building) Campus locations. The SCC web page link for information on sexual assault is: [http://umanitoba.ca/student/sexual-assault/index.html](http://umanitoba.ca/student/sexual-assault/index.html).

### Are you looking for urgent help?

The Student Counselling Centre (SCC) can provide urgent counselling help to students in crisis and can also help University of Manitoba staff and other community members (e.g., parents) provide assistance to students. The SCC offers this assistance Monday to Fridays, 8:30 am to 4:30 PM (excluding statutory holidays).

The SCC web link, for students in crisis, is: [http://umanitoba.ca/student/counselling/students_in_crisis.html](http://umanitoba.ca/student/counselling/students_in_crisis.html)

If you need assistance outside of SCC hours, SCC provides a community resources link on the SCC website: [http://umanitoba.ca/student/counselling/crisis-community-resources.html](http://umanitoba.ca/student/counselling/crisis-community-resources.html). For your reference, the On-Campus and Community Crisis Services information table, from the SCC site, has been copied, pasted, slightly reformatted and inserted below:
On-Campus and Community Crisis Services

Community Members. Individuals not affiliated with the University of Manitoba (e.g., parents) who are concerned about the well-being of a University of Manitoba student are encouraged to contact SCC via telephone at 204-474-8592. SCC staff can provide one-time support, information and referral information to assist you with your interactions with the student. SCC also encourages community members to use the services listed in the table below.

<table>
<thead>
<tr>
<th>INCIDENT</th>
<th>WEEKDAYS</th>
<th>AFTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Death or serious injury</td>
<td>Security Services 555 (from a university phone) or #555 on Rogers or MTS cellular (most efficient means to access Emergency 911 services)</td>
<td></td>
</tr>
<tr>
<td>Suicide - imminent threat or attempt</td>
<td>Security Services 555 (from a university phone) or #555 on Rogers or MTS cellular (most efficient means to access Emergency 911 services)</td>
<td></td>
</tr>
<tr>
<td>Suicide – thoughts or threat</td>
<td>Student Counselling Centre: 204-474-8592; University Health Service - 204-474-8411</td>
<td>Mobile Crisis Service – 204-940-1781; Klinic Crisis Line (24hrs) – 204-786-8686</td>
</tr>
<tr>
<td>Serious emotional distress</td>
<td>Student Counselling Centre 204-474-8592</td>
<td>Mobile Crisis Service – 204-940-1781; Klinic Crisis Line (24hrs) – 204-786-8686</td>
</tr>
<tr>
<td>Trauma debriefing</td>
<td>Student Counselling Centre – 204-474-8592</td>
<td></td>
</tr>
<tr>
<td>Medical emergency</td>
<td>Security Services 555 (from a university phone) or #555 on Rogers or MTS cellular (most efficient means to access Emergency 911 services)</td>
<td></td>
</tr>
<tr>
<td>Illness or injury (non urgent)</td>
<td>University Health Service - 204-474-8411</td>
<td>University Health Service – 204-474-8411 (for students already receiving care from UHS); Health Links – 204-788-8200</td>
</tr>
<tr>
<td>Sexual assault (Contact services only at request of person assaulted)</td>
<td>Student Counselling Centre - 204-474-8592; University Health Service – 204-474-8411</td>
<td>Klinic sexual assault crisis line – 204-786-8631</td>
</tr>
<tr>
<td>Crime victim</td>
<td>Security Services – 204-474-9312 (duty officer) or 204-789-3330 (Bannatyne)</td>
<td></td>
</tr>
<tr>
<td>Missing student</td>
<td>Security Services – 204-474-9312 (duty officer) or 204-789-3330 (Bannatyne)</td>
<td></td>
</tr>
<tr>
<td>Extremely disruptive or threatening student</td>
<td>Security Services 555 (from a university phone) or #555 on Rogers or MTS cellular, if imminent threat; otherwise 204-474-9312 (Security Services duty officer) to request report to Student Threat Assessment Triage, Intervention, and Support (STATIS) team</td>
<td></td>
</tr>
<tr>
<td>Emergency funding</td>
<td>Financial Aid and Awards – 204-474-9532; UMSU – 204-474-8678</td>
<td></td>
</tr>
</tbody>
</table>

Career Services

Career Services
474 University Centre, 65 Chancellors Circle
University of Manitoba, Winnipeg, MB R3T 2N2 Canada
Phone: 204 474-9456 Fax: 204 474-7516
Email: cs.receptionist@ad.umanitoba.ca

Career Services assists all University of Manitoba undergraduate and graduate students with career planning and job search questions (assistance includes incoming students accepted to the University of Manitoba and alumni up to six months after graduation).

Career Services can help - whether you are undecided about your career direction or looking to plan for success. Career Services encourages you to start your career planning as early as possible during your
degree. Take advantage of experiences that help build the knowledge, skills and attributes that can lead to endless possibilities.

**Student Advocacy & Accessibility Services**

Student Advocacy and Accessibility  
520 University Centre  
University of Manitoba, Winnipeg, MB R3T 2N2 Canada  
Phone: 204 474-9251 Fax: 204 275-8098  

Student Advocacy & Accessibility is comprised of three diverse student services: Student Advocacy, Student Accessibility Services (formerly Disability Services), and PlayCare Centre.

The Student Advocacy Office provides confidential centralized services for receiving student complaints and grievances. This centre serves as a general information source for students regarding their rights and responsibilities. Students are assisted in the resolution of any problems or concerns resulting from academic and/or discipline decisions. Students are advised of policies and procedures to follow, both informally and formally via appeals. Where appropriate, referrals will be made to other campus resources. [http://umanitoba.ca/student/resource/student_advocacy/index.html](http://umanitoba.ca/student/resource/student_advocacy/index.html)

A Student Advocate is available at the Bannatyne Campus. Please call 204-474-7423 if you would like to schedule an appointment.

**Academic Integrity**

University of Manitoba students are expected to know the rules and how to avoid plagiarism, cheating, inappropriate collaboration and other forms of academic dishonesty. Consequences for these behaviours can be severe. Many allegations are a result of students unintentionally engaging in dishonest behaviour. To help protect yourself from being in that situation, check out the information and resources available on the Academic Integrity web site:


<table>
<thead>
<tr>
<th>Avoiding dishonesty</th>
<th>Accused of dishonesty?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating, Plagiarism and Fraud</td>
<td>How Student Advocacy can help</td>
</tr>
<tr>
<td>Inappropriate Collaboration</td>
<td>About the Discipline process</td>
</tr>
<tr>
<td>Academic Integrity Tutorials</td>
<td></td>
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<tr>
<td>Academic dishonesty quiz</td>
<td></td>
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<tr>
<td>Student Videos</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>How you can help</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>If suspect someone of dishonesty</td>
<td>Campus Resources</td>
</tr>
<tr>
<td>Become an Academic Integrity Ambassador</td>
<td>External Resources</td>
</tr>
</tbody>
</table>
### Department of Immunology Events

The Department holds a **seminar series** every Thursday from 12:00 to 1:15 p.m. (usually running from September to the end of June). It is mandatory for students to attend these seminars. Once a year each student will give a seminar presentation on their research progress that is followed by a question/answer period. A prize is awarded each year for the best student seminar. Often speakers are brought in from outside the Department or University and students are invited to have an informal lunch with these speakers. The schedule for student presentations is set by the Administrative Assistant and can be found online at [http://www.umanitoba.ca/faculties/medicine/units/immunology/seminar1011r.html](http://www.umanitoba.ca/faculties/medicine/units/immunology/seminar1011r.html).

Immunology students organize a **Journal Club** every year for which student attendance is mandatory. Journal Club takes place on Mondays from 12:00 to 1:15. Once a year each student will lead a discussion on a journal article of their choice. A prize is awarded for the best journal club facilitator. More information on journal clubs can be found at [http://www.umanitoba.ca/faculties/medicine/units/immunology/jclub200910.htm](http://www.umanitoba.ca/faculties/medicine/units/immunology/jclub200910.htm).

Also **early in the academic year** is the **Journal Club sign up meeting**, followed by an **election** for the current academic year’s **Department of Immunology Student Representatives**. A description of the student representative positions and their roles can be found online at [http://www.umanitoba.ca/faculties/medicine/units/immunology/gradrepduties.htm](http://www.umanitoba.ca/faculties/medicine/units/immunology/gradrepduties.htm).

The **third Monday of each month** from 12:00 to 1:15pm is a **Research in Progress Seminar** where a faculty member presents current challenges in their research program for group discussion.

The Department holds an **orientation event** each year in **late August / early September**. This normally includes free lunch and distribution of academic awards from the previous year including best student seminar, best journal club presentation and highest grade in departmental courses.

In **December**, the department hosts a **Christmas Party** including an optional gift exchange, catered or potluck lunch and activity such as curling or ice skating.

At the **end of June** each year there is an **academic year-end wrap-up party** where we celebrate the successes of the past year and toast to summer.

**Every year in the summer months, there is a departmental picnic** or barbeque somewhere outside the city. This event is open to students, staff, faculty and their families.

**Immunology students are a very social bunch and organize or participate in several social events throughout the year:**

- HSGSA Autumn outdoor paintball tournament
- Halloween costume bowling
- Student Christmas party
- HSGSA Immunology Curling team
Intramural volleyball and soccer teams
Immunology Mentorship Program
Summer beach trip
And many more! Watch for emails from the departmental student representatives

Canadian Student Health Research Forum

Every year in June, the Canadian Student Health Research Forum (commonly referred to as Research Days) is held at the University of Manitoba Bannatyne campus. Every year has a different themed symposium with world-renowned speakers – sometimes Nobel Prize winners! This is a chance for Winnipeg graduate students to show Canada our best. As such there are tours of the National Microbiology Laboratory, great free lunches and dinners and the annual boat cruise on the Red River. This is coupled with the Manitoba Poster Competition in which all graduate students in health sciences can participate. This event is also coupled with the CIHR National Poster competition. Students from across Canada come to Winnipeg to compete for the best poster presentation. Traditionally, Immunology students have placed very well in these competitions with almost half our students winning awards each year. Also at this time the Faculty of Medicine and local sponsors like the Health Sciences Foundation award prizes for graduate research. Deadlines for these awards and the competition are at the beginning of April. Watch for emails from Dr. Ed Kroeger in the spring. More information is available online at: http://www.umanitoba.ca/medicine/research_days/

Science Outreach

If you enjoy sharing your love of science with the next generation, the University of Manitoba hosts a chapter of the national organization Let’s Talk Science (LTS). LTS takes hands-on science projects to kids in elementary and high schools. In addition, the Bannatyne campus is located a fifteen minute walk from the Inner City Science Centre (ICSC). The ICSC is devoted to engaging youth from the inner-city and visible minorities in the sciences. They are always looking for volunteers and also host the Annual Summer Biomedical Youth Camp. Finally the Department of Immunology participates in Discovery Days every year where high school students come through our lab to learn about immunology. For more information contact:

LTS: http://letstalkscienceumanitoba.com/
ICSC: Dr. Francis Amara amara@cc.umanitoba.ca
Discovery Days: Dept of Immunology Head

Health Sciences Graduate Student’s Association (HSGSA) Events

The HSGSA is a branch of the Graduate Student’s Association and organizes social events for all graduate students at the Bannatyne campus, National Research Council & St. Boniface College. Watch for emails from the HSGSA representative and posters around the department. If you are interested in student politics, you can run for the elections to be an executive member of the HSGSA or the GSA. The HSGSA website is http://hsgsa.ca/
**Orientation:** Held every fall to welcome and inform all graduate students (new and returning). Free food, drinks and entertainment! Watch for emails and posters in September.

**Holiday Party:** HSGSA often holds a holiday party in December. Free food, drinks and prizes!

**HSGSA Curling League:** Curling takes place every other Saturday from January to March. Beginners are welcome, the first session is instructional.

**Spring it Up:** Another social event that is usually held in April / May.

The HSGSA also hosts several very helpful **seminars and workshops** throughout the year. These range on topics from how to manage your money and make investments, panel discussions about career choices, how to be a good teaching assistant, how to write research papers, and many more. Watch for emails and posters around campus. The HSGSA also keeps an office in the Medical Student’s Lounge that is open daily for questions and concerns.

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**Security**

**University of Manitoba Security Services**
- Fort Garry Campus & Bannatyne Campus.
- Emergency Telephone: Dial 555 from any university phone, #555 if you have MTS or Rogers cellular, or 474-9341 from any other phone
- There are also red emergency phones and code blue stations located throughout campus
- Non-emergency Telephone: 474-9312 or 789-3330

**Safewalk**
- University of Manitoba Security Services will provide Safewalk services to your vehicle 24 hours a day, 7 days a week, all year round upon request. Please call 789-3330 Bannatyne or 474-9312 Fort Garry Campus.

**Winnipeg Police Department**
- Emergency Telephone: 911
- Non-emergency Telephone: 986-6222

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**TAXATION**

**Canada Revenue Agency tax information for students**

**Important Dates**
- Tax packages are available at post offices as of early February.
- Your employer is required to give you a T4 slip by the last day of February. If you have not received your slip, contact your employer.
Filing by Mail
- Printable forms are available online.
- Alternatively, tax return forms can be picked up at local post offices until May.

Filing Online
- The Canadian Federation of Students and UFile.ca have joined together to provide free online tax preparation and filing for all Canadian post-secondary students.
- Eligibility requirements are available on-line: http://www.drtax.ca/en/ufile/news/current-promotions/ufile-online-promo/99-12-31/students_can_use_ufile_online_for_free.aspx

Tax Assistance for International Students
- The International Centre for Students organizes tax information sessions and coordinates a group of volunteers to complete international students' tax returns.
- Information sessions begin in the fall.
- Volunteer appointments begin in April.

University Tax Credit Form
- This printable T2202A Tax Credit Form is available on the University of Manitoba website University of Manitoba via AURORA system under the heading “Enrolment & Academic Records” https://aurora.umanitoba.ca/banprod/twbkwbis.P_GenMenu?name=homepage

Banking

Almost all major banks in Winnipeg offer student accounts. Students are advised to visit the websites below and get the required information. Most banks ask for the following documents at the time of opening a new account:

- Passport (original)
- Driver licence
- Student card
- Letter from the department confirming student status and duration of stay (mandatory).
- Each bank has set up its own requirements. Bring as many proofs of identification as possible to be on the safe side. It is advisable to set up an appointment by calling the branch to avoid waiting times.

Branch locations and relevant phone numbers can be found from the following websites:
- TD (Toronto Dominion) Canada Trust (http://find.td.com/ )
- CIBC (Canadian Imperial Bank of Commerce) (https://locations.cibc.com/?locale=en_CA)

THINGS TO DO IN WINNIPEG

The Forks
One of the loveliest public spaces in Winnipeg and a "must see" for any visitor, The Forks is an expanse of riverside property in the heart of downtown Winnipeg. A meeting place for thousands of years, it is the
city's most popular gathering place, attracting nearly four million visitors each year.
http://www.theforks.com/

**Festival du Voyageur (February)**
Founded in 1969 by a group of Saint-Boniface entrepreneurs, this once three-day event, held in Winnipeg’s French Quarter, has evolved into a 10-day province-wide celebration of sights, sounds, snow and spirit. Dubbed “The World’s Largest Kitchen Party”, Festival du Voyageur celebrates the joie de vivre of the fur traders, who established the Red River Colony and the ever-growing French-Canadian community in Western Canada. The spirit and culture of the Voyageur is present in the vibrant community that comes together to celebrate, every February, their history through this event.
http://festivalvoyageur.mb.ca/en/

**Winnipeg Comedy Festival (April)**
The CBC Winnipeg Comedy Festival was the brainchild of Al Rae and CBC Radio’s Tom Anniko, who worked in partnership with Osborne Village Cultural Centre to bring the first comedy festival to life. Eight years later, the festival remains the OVCC’s flagship event and has come to include year-round outreach programs, rural tours, workshops and television broadcasts that attract over 2 million viewers annually thanks to the hard work of the CBC team. The Winnipeg Comedy Festival is proud to be the highest rated comedy festival series on CBC Television. http://www.winnipegcomedyfestival.com/

**Winnipeg International Jazz Festival (June/July)**
Jazz Winnipeg is a non-profit organization promoting the art of jazz through concert presentations and community outreach. As producers of the annual jazz festival, as well as concerts and workshops throughout the year, Jazz Winnipeg is a vibrant and essential organization, dedicated to the enrichment of Winnipeg’s cultural community. http://jazzwinnipeg.com/

**Winnipeg Fringe Festival (July)**
Presenting live theatre in an informal, accessible and inexpensive environment, the Fringe strives to break down traditional boundaries between audiences and artists, encouraging open dialogue between theatre-goers and theatre-creators. Please visit their website for ticket and show information.
https://www.winnipegfringe.com/

**Folklorama (August)**
Folklorama began in 1970 as a one time multicultural event to celebrate Manitoba's Centennial. It was so successful it has returned every year since then. In 1970, the festival was only 7 days long with 21 pavilions participating. Since then the festival has grown to two full weeks with 20-plus pavilions open in week 1 and a second set of 20 pavilions running in week 2. Today, the festival typically draws about 425,000 pavilion visits plus 15,000 visitors to the Kick-Off event held the night before pavilions open.
http://www.folklorama.ca/

**Bison Recreational Services**
Recreation Services is part of the Active Living department within the Faculty of Kinesiology and Recreation Management at the University of Manitoba. They provide membership and recreational programming opportunities for 29,000 U of M Students, U of M Faculty & Staff, Alumni and the community at large at both the Fort Garry and Bannatyne campuses.

Recreation Services offers more fitness and recreation options for patrons than any other facility in the
province. They have over 600,000 square feet of buildings and spaces dedicated to fitness, sport and recreation coupled with a comprehensive programming mix and flexible and affordable membership options.

UofM Student Membership:
http://umanitoba.ca/faculties/kinrec/recreationservices/membership/details.html

YMCA-YWCA
The Y is best known for its work with youth and in promoting health, but it also provide opportunities for people to develop leadership skills, philanthropic attitudes and a global perspective – many of the tools needed for value- based personal development. Membership allows access to all Y locations in Winnipeg and across North America, although restrictions on the use of some facilities and programs may apply. Check their website for locations around Winnipeg.
http://www.ymcaywca.mb.ca/

City of Winnipeg Fitness and Leisure Centres
The city operates several fitness and leisure centres, as well as swimming pools. The centre closest to the Bannatyne campus is the Cindy Klassen Recreation Complex. See links below for more details:

http://www.winnipeg.ca/cms/recreation/facilities/leisurecentres/default.stm
http://winnipeg.ca/cms/recreation/facilities/pools/indoor_pools/cindy_klassen.stm

Indoor Swimming Pools
The City of Winnipeg Community Services Department - Aquatics Branch operates 13 indoor swimming pools. They are open year round. To find out locations, hours of operation and admission rates, check
http://www.winnipeg.ca/cms/recreation/facilities/pools/indoor_pools/indoorpools.stm

Outdoor Swimming Pools
The City of Winnipeg, Community Services Department - Aquatics Branch operates 10 outdoor swimming pools. Outdoor Pools are open daily during the summer months, weather permitting. To find out locations, hours of operation and admission rates, check
http://www.winnipeg.ca/cms/recreation/facilities/pools/outdoorpools.stm

Shopping Centres
Winnipeg has numerous shopping centres located around the city with a variety of different stores located within each centre. To find out which stores are within each mall, and their business hours, follow the individual links.
- St. Vital Centre www.stvitalcentre.com
- Grant Park Shopping Centre www.grantparkshoppingcentre.com
- Cityplace Shopping Centre www.cityplacewinnipeg.com
- Portage Place Shopping Centre www.portageplace.mb.ca
- Polo Park Shopping Centre www.polopark.ca
- Kildonan Place Shopping Centre www.kildonanplace.com

Movie Theatres
Winnipeg has varios movie theatres located around the city. They include:
- Cineplex Odeon McGillivray Cinemas (2190 McGillivray Blvd)
- Cinema City Northgate (1399 McPhillips St.)
- Cinematheque (100 Arthur Street at Bannatyne)
- Landmark Cinemas 8 Grant Park (Empire) (Unit 127-1120 Grant Ave.)
- Kildonan Place (1555 Regent Avenue West)
- SilverCity Polo Park (817 St. James Street)
- SilverCity St. Vital (160-1225 St. Mary's Road)
- Towne Cinema 8 (301 Notre Dame Ave.)
- Bandwidth Theatre (585 Ellice Ave.)

For what’s playing and show times, check [http://www.winnipegmovies.com/](http://www.winnipegmovies.com/)
ACKNOWLEDGEMENTS:

We gratefully acknowledge the Department of Biochemistry and Medical Genetics for allowing us to use their Student Guide as a template for some parts of our guide.
QUICK REFERENCES & CHECKLISTS
Information Services and Technology

□ Aurora Student
  • Aurora Student: [https://aurora.umanitoba.ca/](https://aurora.umanitoba.ca/)
  • Ensure Access Early
  • Log in using the student number and pin found in your letter of acceptance.
  • Locate when you can begin registering for courses in the Aurora “Registration Time and Status” Section.

□ Iridium (to claim your UMnetID)
  • Use to claim your UMnetID and synchronize passwords among accounts.
  • For more information on Iridium visit: [http://umanitoba.ca/computing/ist/accounts/iridium.html](http://umanitoba.ca/computing/ist/accounts/iridium.html)

□ U of M Email Account
  • All U of M communications will be through your myumanitoba.ca account making; therefore it is essential that you monitor this email account on a regular basis.
  • Activate your new email at [https://iridium.umanitoba.ca/](https://iridium.umanitoba.ca/) the day after you register for courses.
  • For step-by-step instructions visit: [http://umanitoba.ca/computing/ist/accounts/enabling-accounts.html](http://umanitoba.ca/computing/ist/accounts/enabling-accounts.html)

□ JUMP Portal
  • JUMP: [https://jump.umanitoba.ca/cp/login/](https://jump.umanitoba.ca/cp/login/)
  • Log in using your UMnetID and password developed in Iridum.
  • **JUMP can be used for PhD thesis distributions**
  • For more information visit: [http://umanitoba.ca/computing/ist/staff/servicecataloguejump.html](http://umanitoba.ca/computing/ist/staff/servicecataloguejump.html)

□ Desire2Learn (D2L) (UofM online learning environment)
  • Website: [https://universityofmanitoba.desire2learn.com/](https://universityofmanitoba.desire2learn.com/)
  • **D2L can be used to self-register for the Epigeum ethics course**
  • Guide to Getting Started: [http://intranet.umanitoba.ca/academic_support/cat/desire2learn/documentation/9.4.1_icd_help/learningenvironment/getting_started/getting_started_with_learning_environment.htm](http://intranet.umanitoba.ca/academic_support/cat/desire2learn/documentation/9.4.1_icd_help/learningenvironment/getting_started/getting_started_with_learning_environment.htm)

□ Connecting to the Internet
  • At the U of M you may connect to the Internet via the Wireless Network, Wired Network or in Open-Area Computer Labs using your UMnetID and password.
  • For more information on connecting to the internet visit: [www.umanitoba.ca/ist/connect/wireless](http://www.umanitoba.ca/ist/connect/wireless) or [http://umanitoba.ca/computing/ist/connect/index.html](http://umanitoba.ca/computing/ist/connect/index.html)

For further information about your e-mail, general computing, password resets, supported software, wired & wireless network and more contact the IST Help & Solutions Centre:
  • Fort Garry Office: 123 Fletcher Argue, Phone: 204-474-8600

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- Bannatyne Office: 231A NJM Library, Phone: 204-789-3541
  - Email: support@umanitoba.ca or help_desk@umanitoba.ca
  - Website: http://umanitoba.ca/computing/ist/help/index.html
  - Live chat: www.umanitoba.ca/computing/ist/help

- **Statistical Packages** (see Additional Resources section below)

- **Professional presentations**: Students have access to audiovisual and production services. Website: www.umanitoba.ca/computing/ist/teaching/classtech
Financial Support

- **Funding and Awards**
  - Contact FGS for more on internal awards, external awards, or needs-based funding:
    - Office: 500 University Centre, Phone: 204-474-9377
    - E-mail: graduate_awards@umanitoba.ca
    - Website: [http://umanitoba.ca/faculties/graduate_studies/funding/index.html](http://umanitoba.ca/faculties/graduate_studies/funding/index.html)

- **Academic Travel/ Conference Grants** (funds to assist graduate students with costs for travel for presentations of papers, posters, or other creative work pertinent to their studies)
  - FGS Travel Award:
    - [http://umanitoba.ca/faculties/graduate_studies/media/FGS_Travel_App.pdf](http://umanitoba.ca/faculties/graduate_studies/media/FGS_Travel_App.pdf)
  - UMGSA Conference Grants:
    - [http://www.umgsa.org/our-services/conference-grant-application/](http://www.umgsa.org/our-services/conference-grant-application/)
  - Department Funded Travel:
    - (If applicable, include a department website related to funded academic travel)

- **Emergency Loans**
  - FGS Emergency Fund:
    - To assist full-time graduate students with immediate educational & living costs not applicable to Tuition Fees. For more information: [http://umanitoba.ca/faculties/graduate_studies/media/emergency_loan.pdf](http://umanitoba.ca/faculties/graduate_studies/media/emergency_loan.pdf)
  - UMGSA Hardship Fund:
    - UMGSA offers limited financial support to students who are not eligible for FGS emergency loans. For more information contact the UMGSA VPA
      - Office: 221 University Centre, Phone: 204-474-9181
      - E-mail: vpa@umgsa.org
  - Department Website:
    - (If applicable, include a department website related to emergency loans)

- **U of M Food Bank**
  - Students are eligible to collect from the food bank if they are enrolled in the current academic term and bring their Student Photo ID Card.
    - Office: 518 University Centre, Phone: 204-474-9850
    - E-mail: foodbank@cc.umanitoba.ca
    - Website: [www.foodbank.umsu.ca](http://www.foodbank.umsu.ca)

- **Tuition Fee Tax Rebate**
  - If you graduated with a degree, diploma or certificate from a post-secondary institution recognized by the Canada Revenue Agency on or after January 1, 2007 and now work and pay taxes in Manitoba, you can benefit from the Tuition Fee Income Tax Rebate, a 60% income tax rebate on their eligible tuition fees.
  - For more information please see: [http://www.gov.mb.ca/tuition/](http://www.gov.mb.ca/tuition/)

- **Tax Support**
  - The UMSU Tax Office provides free tax services to students.
    - Office: 112 University Centre - Sundown Room
Additional Resources

□ Important Dates and Deadlines
  o Academic Calendar: [http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx](http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx)
  o Website: [http://umanitoba.ca/student/records/deadlines/](http://umanitoba.ca/student/records/deadlines/)

□ Online Research Integrity Course: learn about student-advisor relationships, ownership of data, research records, plagiarism, self-plagiarism, copyright, authorship, and much more, as well as reviewing publication ethics and avoid common avoidable breaches.
  o All students are highly encouraged to self-register through D2L (umanitoba.ca/d2l). Use your JUMP id and password and look for “my courses” to see the research integrity course. To complete, click the “self register” button in the top navigation bar in D2L.
  o For more information on ethics please visit: [http://umanitoba.ca/research/ors/ethics/](http://umanitoba.ca/research/ors/ethics/)

□ iThenticate
  o Plagiarism detection software designed for researchers to ensure the originality of written work before publication. For more information: [http://umanitoba.ca/research/integrity/iThenticate%20.html#What_is_iThenticate](http://umanitoba.ca/research/integrity/iThenticate%20.html#What_is_iThenticate)

□ Thesis: FGS Thesis Submission and Distribution
  o For Thesis/Practicum Specifications or a Submission Checklist please visit [https://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html#checklist](https://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html#checklist)
  PhD: When ready to submit a dissertation for distribution to internal examination committee you may now submit it online through the JUMP portal under the FGS tab.

□ Faculty of Graduate Studies (FGS)
  o FGS Academic Guide: To answer general regulations about your graduate program, leaves of absence, appeals, policies related to application, admission or registration etc.
  o Thesis Toolkit: Gateway to information and learning resources for Graduate Students:
    ▪ Website: [http://libguides.lib.umanitoba.ca/thesis](http://libguides.lib.umanitoba.ca/thesis)
  o FGS Workshops: Financial Aid and Awards, Strategic Consideration of Career Opportunities Upon Graduating With a Doctoral Degree, Refworks and more!
    ▪ Website: [http://umanitoba.ca/faculties/graduate_studies/workshops/schedule.html](http://umanitoba.ca/faculties/graduate_studies/workshops/schedule.html)

□ University of Manitoba Graduate Students’ Association (UMGSA) or Health Sciences Graduate Student Association (HSGSA)
  o UMGSA is the official voice of graduate students. Their mission focuses on graduate student advocacy, student involvement, providing services and benefits, financial assistance, and support to students.
    ▪ Fort Garry: 221 University Centre, 204-474-9181
    ▪ Bannatyne: 114 Brodie Centre, 204-480-1313
      • The HSGSA Student Lounge: 402 Brodie Center
      • TV, video games, mini fridge, microwave, sink, and coffee available. Available for booking for small scale student events. For more
information, email vpmarketingevents@hsgsa.org.
- E-mail: gsa@umgsa.org or pres@umgsa.org or president@hsgsa.org
- Website: www.umgsa.org or www.hsgsa.org

- Career Services
  - For more on resources related to resume and cover letters, job searches, interviews, career fairs, career decision-making, research occupations, education resources, career mentor program, co-operative education and internship programs, contact Career Services:
    - Office: 474 University Centre, Phone: 204-474-9456
    - E-mail: es.receptionist@umanitoba.ca
    - Website: http://umanitoba.ca/student/careerservices/

- Health, Dental, and Travel Insurance
  - All full time graduate students are automatically members of the UMSU Health & Dental Plan, and are assessed the fee on their Aurora tuition fee statements in the fall term. You have the option to opt-out of this plan with alternate coverage.
  - For more information about your Insurance Plan please contact:
    - Office: 110 University Centre, Phone: 1-855-535-3282 & 204-474-6666
    - E-mail: healthplan@umsu.ca
    - Website to opt-in, opt-out, or review your benefits: http://ihaveaplan.ca/

- Health Services
  - To learn about on-site laboratories and immunizations, appointments with physicians, consultant psychiatrists, and other health services contact University Health Services at:
    - Office: 104 University Centre, Phone: 204 474 8411
    - Website: www.umanitoba.ca/student/health

- Recreation Services
  - For more information about gym memberships, personal training and fitness assessment, programs, training and certifications, leagues, Intramurals and much more please contact Recreation Services at:
    - Fort Garry: 145 Frank Kennedy Centre, Phone: 204-474-6100
    - Bannatyne: 727 McDermot Ave. (Brodie Centre Basement), Ph: 204-789-3858
      - Website: http://umanitoba.ca/faculties/kinrec/facilities/jdc/
      - E-mail: rec_services@umanitoba.ca
      - Website: http://www.umanitoba.ca/faculties/kinrec/bsal/programs/

- Student Counseling Centre
  - The excitement of attending university also brings with it stress and other challenges. It is common for students to seek help for worry, anxiety, depression, relationship problems with family, friends or partners, and career difficulties such as career decision-making and finding work. For more information contact:
    - Fort Garry Office: 474 University Centre, Phone: 204 474-8592
    - Bannatyne Office: S207 Medical Services Bldg., Phone: 204-789-3857
    - Website: http://umanitoba.ca/student/counselling/services.html
    - How to access services: http://umanitoba.ca/student/counselling/how-to-access-counselling.html
Quick Checklist: Minimum Course credit requirements

**MSc program:**
- 9 credit hours (CH)

**PhD program:**
1. Transfer from current MSc program: 6 additional CH (9 CH from MSc)
2. Completed MSc (outside Immunology): 12 CH
3. Completed BSc: 18 CH
Quick Checklist: MSc Transfer to PhD/Qualifying PhD exam

- Get approval from supervisor and thesis committee
- Write a research proposal which outlines your research project/plan for the next 3 years
- Notify Graduate Chair. The Chair will find an external examiner who is not familiar with your current work for your exam.
- Submit your proposal to the exam committee
- The examiners have 3-4 weeks to review your proposal.
- Find a tentative oral examination date that all examiners and the Chair are available.
- Book a room for the examination
- On the day of examination, the chair will have the following forms:
  Departmental Evaluation form, FGS thesis proposal form, Selection committee report form
- Oral examination consists of 30 min of oral presentation and 60 min questions.
- If the candidate passed the oral exam, the FGS proposal form will be signed. It will be submitted to FGS. The Chair or the supervisor may hold the form until the proposal is revised if the examination committee suggested a revision of the proposal.

*For MSc Transfer only: Create a PhD application on FGS website online according to FGS regulation. Once complete, the Chair will approve the application online to make the PhD status official.

** Submit an updated Program of study & appointment of advisory committee form if the members of the thesis committee change.
**Quick Checklist: MSc thesis oral examination**

- Get approval from supervisor and thesis committee
- Submit the forms to FGS:
  - Thesis/practicum proposal form
  - Thesis/practicum title & appointment of examiners form
- Submit your thesis to the thesis (exam) committee
- Notify Graduate Chair.
- The examiners have 3-4 weeks to review your proposal.
- Find a tentative oral examination date that all examiners and the Chair are available.
- Book a room for the examination
- A week before the tentative date of oral exam, the Chair will seek approval from the Exam committee to proceed to oral exam.
- On the day of examination, the chair will have the following form:
  - Thesis/practicum final report
- Oral examination consists of 30 min of oral presentation and 60 min questions.
- If the candidate passed the oral exam, the FGS MSc thesis form will be signed. It will be submitted to FGS. The Chair or the supervisor may hold the form until the thesis is revised if the examination committee suggested a revision is needed.
- Submit the required full package to FGS to complete the MSc program.
Quick Checklist: Candidacy exam

☐ Get approval from supervisor and thesis (exam) committee (as soon as you complete all the course requirements or a year before your expected graduation date)

☐ Write a candidacy exam research proposal on a topic unrelated to your graduate work

☐ Notify Graduate Chair.

☐ Submit your proposal to the exam committee

☐ The examiners have 3-4 weeks to review your proposal.

☐ Find a tentative oral examination date that all examiners and the Chair are available.

☐ Book a room for the examination

☐ On the day of examination, the chair will have the following forms: FGS Report on PhD candidacy examination form.

☐ Oral examination consists of 30 min of oral presentation and 60 min questions.

☐ If the candidate passed the oral exam, the FGS candidacy exam form will be signed. It will be submitted to FGS. The Chair or the supervisor may hold the form until the proposal is revised if the examination committee suggested a revision of the proposal.
Quick Checklist: PhD oral examination

- Get approval from supervisor and thesis committee
- Submit your thesis to FGS portal online
- Supervisor will suggest potential external examiners to FGS
- The internal examiners have 3-4 weeks to review your thesis.
- Obtain internal reports from the internal examiners, revise the thesis accordingly
- Re-submit the revised thesis to FGS portal
- FGS will distribute the revised thesis to the identified External examiner
- The External examiner will submit his/her report to FGS.
- Identify an oral examination date that all the internal examiners are present
- Find a room for the exam.
- Notify FGS for the date and location.
- FGS will assign a Chair to run the oral exam.
- Submit the required full package to FGS to complete the MSc program.