

University of Manitoba

Faculty of Medicine

Department of Immunology

The Graduate Student

*“Everything-You-Need-to-Know-
and-Then-Some”*

Guide

August 5, 2010; Revised August 12, 2011

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ACADEMIC REGULATIONS

PROGRAM MILESTONES

Within the 1st month:

- Read Department of Immunology Graduate Program Supplementary Regulations
- Decide on courses to be taken (in consultation with supervisor)
- Establish advisory committee membership

Within 3 months:

- Hold first committee meeting > discuss project outline/first steps and course choices

6 month-1 year:

- Complete 6-9 credits of coursework, including Introductory Immunology (IMMU7070)
- Apply for external studentship funding
- Give Immunology seminar presentation to communicate project plan and preliminary results to the Department
- Hold second committee meeting to assess progress (approve administrative transfer to Ph.D. program if applicable)
- Give Immunology Journal Club presentation

Year 2:

- Complete 0-6 credits of coursework, including Immunobiology (IMMU7020)
- Give Immunology seminar to present project progress
- Hold third committee meeting to discuss M.Sc. thesis outline or plans for Ph.D. thesis proposal
- Write and defend Ph.D. thesis proposal, transfer to Ph.D. program OR write and defend M.Sc. thesis (may spill over into 3rd year)
- Give Immunology Journal Club presentation

Year 3:

- Complete 0-6 credits of coursework
- Give Immunology seminar to present project progress
- Hold fourth committee meeting to assess progress in experimental work and approve Ph.D. candidacy exam topic
- Give Immunology Journal Club presentation

Year 4:

- Complete 0-3 credits of coursework
- Complete Ph.D. candidacy exam
- Give Immunology seminar to present project progress
- Hold fifth committee meeting to assess progress in experimental work and develop "writing outline" for Ph.D. thesis
- Give Immunology Journal Club presentation

Year 5:

- Finish experimental work and thesis writing
- Give Immunology seminar to present project progress
- Give Immunology Journal Club presentation
- Hold fifth committee meeting (if needed) to assess progress in thesis writing
- Do Ph.D. oral exam and graduate!

THESIS ADVISORY COMMITTEE

The Department requires that all students have an advisory committee consisting of two members plus the supervisor (one from Immunology and one from another Department). Ph.D. 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.

The names of the members of each committee should be sent to the Departmental Administrative Assistant who forward them to the Head and Chair of Graduate Studies and include them in the student's file.

Within the first 3 months of the Program, committee members should be presented with a one-page outline of the proposed research (examples are available at the Department office). This outline should be written by the student in consultation with the thesis supervisor.

It is strongly recommended that the first committee meeting be held within 6 months of starting the program. Since annual student research presentations are scheduled between January and April of each year, it is normally most efficient for the student to contact their advisory committee members **early** in the academic year, confirm that they can be present for the departmental seminar, then hold the advisory committee meeting later that afternoon or shortly thereafter. 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.

The committee should meet with the student at least once a year thereafter. A 2-3 page written summary of progress must be submitted one week in advance of the meeting (see next page for guidelines on preparing the progress report). The Faculty of Graduate Studies Annual Progress Report form must be submitted after each committee meeting. **A copy of this report is required in the Department of Immunology office by May 31st each year. The Department Head will not sign Annual Report forms for submission to Graduate Studies unless the summary of progress document is attached to it.**

Below are guidelines regarding committee meeting format and expectations:

Guidelines for the first committee meeting to be held within 3 months

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

Guidelines for subsequent spring 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

PROGRESS REPORTS

The student Progress Report is normally completed after a meeting of the student's thesis advisory committee. In addition to the Progress Report form required by Faculty of Graduate Studies, a 1-2 page summary of progress is required by the Department. This summary must be prepared by the student, (usually also pre-reviewed by the Advisor to ensure agreement between the two) and must (i) summarize the progress made in the year to date and (ii) provide an outline of where the student's research will be focussed in the coming year. This summary must be circulated to the entire advisory committee by email **AT LEAST one week prior to the seminar**. This allows the meeting to be spent in discussion rather than a long formal presentation. **The Department Head will not sign Faculty of Graduate Studies Annual Report forms unless the summary is attached to it. See below for a template Progress Report (note that this template is included as an example, but is not intended as a rigid format – students can adapt as needed to meet the objectives outlined above).**

Summary of Progress

Trainee: YOUR NAME

Program and location: PhD or MSc, Dept. of Immunology, YOUR LOCATION

Program Start date: Month YEAR as MSc (transition to PhD in Month YEAR).

Supervisor:

Title of Research Project:

1. Research Accomplishments

Provide "abstract-style" summary of laboratory progress since last meeting

If applicable:

My project(s) are...published, under peer-revision for publication, or under advanced stages of preparation, or half way through to completion!

I have had some difficulties in optimizing XYZ parameters in project A. I would like the feedback of committee members on this!

2. Academic Record

Course number	Course Description	Grade
IMMU XYZ	Intro Immunology	in progress

3. Professional Development

I attended the following professional development activities: Thesis writing workshop, HSGSA Networking symposium....

I helped mentor an undergraduate student and trained him/her in

I attended an NIH-sponsored workshop in functional genomics...

I am currently a member of... Canadian Society for Immunology, multidisciplinary National Training Program in Allergy and Inflammation (NTPIA)...

4. Awards, Honors and Achievement

List of studentships, travel and poster awards received during past academic year!

5. Future Directions

Brief description of research plans/milestones you hope to achieve over the next year.

If applicable:

I expect to finish X part of the project by DATE. I am planning to start writing manuscript/review/thesis/conference abstract etc.

I am planning to work on my PHD thesis proposal/ PhD candidacy exam/ MSc thesis by DATE

I would like to transition into PhD program by DATE

6. Publications

Articles Published

Manuscripts under revision/ preparation

Abstracts

The goal of having the trainee prepare the summary report is to ensure that the student has identified a clear project of their own with a well defined hypothesis, that they self-evaluate what is working well and what is not, so that they can benefit from the time that their advisory committee is investing in their career development, and finally, so that the student can open the Advisory committee meeting with a very brief 5 minute recap of "where the project stands" and invest the rest of the hour in discussion of upcoming problems/opportunities.

The supervisor, the student and most, preferably all, of your committee members should attend both the seminar and subsequent advisory committee meeting. In some instances, one of the advisory committee members may not be able to attend a particular meeting. This is acceptable if the student and Advisor are in agreement, but students should make the effort to meet with them independently afterwards to obtain their input on career progress.

The Research seminar is presented to the department as a whole, in a 20 minute period with an additional 10 minutes for questions from the audience. Students may wish to provide their advisory committee members with a paper copy of their PowerPoint presentation at the beginning of the seminar.

PH.D. CANDIDACY EXAMINATION

The Ph.D candidacy exam must be completed satisfactorily 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 Ph.D. 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 should be 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.

The Ph.D. 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 Ph.D. 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 Supervisor or 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 Ph.D. 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 Ph.D. 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 Ph.D. 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?

M.SC., PH.D. 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 M.Sc. and Ph.D. theses for style. They are kept in Room 413, Apotex Centre, 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 Ph.D. 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 Ph.D. 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

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. The copyright permission form is located at http://www.umanitoba.ca/faculties/graduate_studies/forms/index.html

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.

M.Sc. Thesis Examination

The M.Sc. 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 exam. The examiners must provide copies of their written comments to the Chair at least one week prior to exam. 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 30 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.

Ph.D. Thesis Proposal

The purpose of the Ph.D. 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 18 months of beginning graduate studies in the Department, and should be **completed within two years** of starting the program. The exam consists of writing a comprehensive research report detailing the research accomplished to date and the proposed Ph.D. 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 M.Sc. students passing the Ph.D. thesis proposal, the "Ph.D. selection committee report" form should be filled out indicating recommendation for acceptance into the Ph.D. program. This completed form should be given to the

Department office for filing and forwarding to the Faculty of Graduate Studies.

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 Ph.D. 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 Ph.D. program. In the case of M.Sc. students seeking admission to the Ph.D. program via the non-thesis option, if the student is unsuccessful a second time, s/he will no longer be eligible for Ph.D. admission but can proceed via the M.Sc. 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.

Ph.D. Thesis Examination

The final examination for the Ph.D. 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 "Ph.D. 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.)

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 Ph.D. 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).

GRADUATE STUDENT / SUPERVISOR PROGRAM GUIDELINES (HSGSA draft subject to approval by Faculty of Medicine)

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. All areas within this document are applicable to both full and part-time graduate students.

The Graduate Program

The graduate program at the University of Manitoba is 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 each department separately.
4. Supervisors and students shall not seek or maintain any improper personal relationship or agreement with one another that would directly or indirectly impact the nature of the working relationship (ROASS 2009).

5. Supervisors will comply with existing human rights legislation, and refrain from differential treatment of individual students on the basis of their actual or presumed membership in, or association with some class or group of persons (ROASS 2007).
6. No preferential treatment shall be given to any particular student by their supervisor that places other students working under the same supervisor at disadvantage.
7. 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 (2009): Responsibilities of Academic Staff With Regard to Students

See full text on this University Policy on the web at:

http://www.umanitoba.ca/admin/governance/governing_documents/students/278.htm

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

1. Undergraduate, graduate, and continuing education instruction, including the organization, preparation and delivery of course material, the evaluation of student academic progress, the reporting of such evaluation in accordance with approved policies and schedules, consultation with students out of class or laboratory hours, and supervision of student research and thesis preparation;
2. Scholarly attainment through personal study and research, including study for purposes of academic self-improvement or course improvement, keeping abreast of new developments, and research that leads to a useful or original contribution toward the advancement of knowledge and understanding;
3. The collective responsibilities of the academic staff belonging to an academic unit are to provide an effective learning environment and to endeavor to ensure fair and consistent treatment of students.

Department of Immunology

NEW STUDENTS' SURVIVAL GUIDE

The Department of Immunology graduate students prepared the information in this guide during the spring of 2010. The purpose of this guide is to compile useful information for new students to make their transition into the graduate program as easy as possible. This guide includes information about our city, university, and department; as well as a list of resources that will be helpful to students in many aspects of their academic life.

DISCLAIMER

If any discrepancies exist between this document and official information such as the university calendar, or any university or non-university related official document, this document should be considered in error.

LOCATION AND FACILITIES

University of Manitoba Bannatyne Campus

The University of Manitoba (Bannatyne campus) is located at Health Sciences Centre (HSC) in Winnipeg. The University of Manitoba (Bannatyne campus) is home to the Faculties of Medicine, Dentistry, and Pharmacy, and Schools of Medical Rehabilitation and Dental Hygiene. University buildings in the Bannatyne campus include Faculty offices, Dentistry, Chown Building, Apotex Centre, Basic Medical Sciences Building (BMSB), Pathology, Basic Sciences, Medical Rehabilitation, John Buhler Research Centre, Manitoba Institute of Cell Biology (MICB) at CancerCare Manitoba and the Brodie Centre. (see Map 1)



Apotex Centre
750 McDermot Avenue
Winnipeg MB
R3E 0T5

Located across the street from the Brodie Centre, **the Apotex Centre houses the Faculty of Pharmacy and the Department of Immunology.**

Website: <http://www.umanitoba.ca/faculties/medicine/units/immunology/>

A list of department faculty can be found at the website:
<http://www.umanitoba.ca/faculties/medicine/units/immunology/directory.htm>

Brodie Centre
727 McDermot Ave
Winnipeg MB
R3E 3P5

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



The Joe Doupe Recreation Centre (the Bannatyne campus gymnasium and studio) occupies the lower level. Membership details can be found in the Living in Winnipeg section of this booklet.

The Bookstore sells medical related textbooks, computer software and hardware, gifts and stationery materials. Their website is <http://www.umanitoba.ca/bookstore/hsc/index.php> and hours can be found at <http://umanitoba.ca/bookstore/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 circulation, free photocopying/printing service, document delivery and reference section. Through this library 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.ca/libraries/units/health/index.html>

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 it activated.

Basic Medical Sciences Building (BMSB)

730 William Avenue
Winnipeg MB
R3E 0W3

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



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 have their research space in JBRC. We have listed the important ones below.

The Manitoba Institute of Child Health (MICH)

MICH is a paediatric research facility for research and training programs dedicated to child health. MICH is located on the 5th and 6th floor of the JBRC. For more information about the clinical support, research facilities, recent events and researchers at the MICH, see <http://www.mich.ca/>

CancerCare Manitoba

CancerCare Manitoba is a centre for the treatment and research of cancer. The centre supports patient through treatment and diagnosis and hosts many research programs.

The Manitoba Institute of Cell Biology (MICB)

MICB is located on the 5th, 6th and 7th floors of the CancerCare Building. Some of the immunology cross-appointed faculty are in MICB. On-site research facilities at MICB 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 MICB can be found at

http://www.umanitoba.ca/institutes/manitoba_institute_cell_biology/



Chown Building

The Chown Building at 753 McDermot Avenue houses the research, graduate education and administrative offices of the Faculty of Medicine as well as the Department of Pharmacology and Therapeutics. It is connected to the Brodie Centre, across from the Apotex Centre. It is also home to the Bannatyne campus counseling services, cashier's office, information technology services (IST) and print shop; all are located on the 2nd floor.

GETTING STARTED

The Department of Immunology

a). 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 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 same webpage.

Your supervisor should also 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 offices are located, among others. The Faculties of Medicine, Dentistry and, of course, the Department Immunology are located at the Bannatyne campus or Health Sciences Centre. The third campus is St. Boniface College which is located in the neighborhood of Winnipeg known as St. Boniface.

Maps of the Bannatyne and Fort Garry campuses can be found at:

<http://www.umanitoba.ca/campus/security/maps/maps.html>

A map of the Health Sciences Centre can be found at: <http://www.hsc.mb.ca/map.htm>

b). Registration for Graduate Courses

Between the middle of July and the end of August, new graduate students should discuss course selection with their supervisor. Registration of courses 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://www.umanitoba.ca/faculties/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 web survey detailing information such as awards, publications, presentations and conference attendance, prior to re-registration. This information helps the Department in reporting the success of our graduate program to the University.

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.

c). 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 must give her a copy of your Study Permit (if you are an international student) plus your Social Insurance Number (all new students, Canadians included). She will ask you to fill in a Personal Information form and a Direct Deposit form as well.

If you do not have a Social Insurance Number (S.I.N.), you must apply for one. Please see <http://www.servicecanada.gc.ca/eng/sin/apply/proof.shtml> for instructions. A S.I.N. is necessary for you to apply for a Canadian bank account.

Once you have filled on the S.I.N. application form, take it and your documents to the Winnipeg Service Canada Office in the Stanley Knowles Building, 391 York Avenue, Winnipeg, Manitoba between 8:30 a.m. and 4 p.m. If everything is in order you will get a number the same day and a card within ten business days.

Your student ID card is also your library card and your key to enter the Apotex building after hours including the lab and student offices on the 4th floor. It is also your gym card should you purchase these services. It is wise to always carry it with you. Student photo identification cards are issued at both campuses. At the Bannatyne Campus you can get it from the Neil John MacLean Library on the second floor of the Brodie Building between 9 a.m. and 9 p.m. At the Fort Garry campus you can get the ID at the Registrar's Office (400 University Centre) between the hours of 8:30 a.m. and 4:15 p.m. To activate your card for key pass 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.

As a student, you are assigned a University email account and are also entitled to a computer account for use of the computers on campus. You can set up these two accounts by going to: <https://pasweb.cc.umanitoba.ca/webapp/gu/claimid/>. This username and password will also give you access to the U of M unsecured wireless internet and the U of M online storage space. To access the online storage space for files see <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!

d). Study Carrels/Lockers

Study carrels are located at the end of the 4th floor Apotex Centre hallway, in the 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 they lockers are located in a public space.

e). Photocopier Account

All students may obtain a photocopier account number from Administrative Assistant, Karen Morrow. The department has 2 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.

f). Safety 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://www.umanitoba.ca/faculties/medicine/units/immunology/safetypg.htm> or visit the University's Environmental Health and Safety Office website 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 PowerPoint presentation webpage: http://www.umanitoba.ca/admin/human_resources/ehso/media/UofM_Basic_Lab_Safety_and_WHMIS_Final_Version090211.pdf

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: http://umanitoba.ca/admin/human_resources/ehso/rad_safety/rad_training2.html.

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://www.umanitoba.ca/research/ors/ethics/animalcare_wetlab_schedules.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 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 the safety training or are unclear about your designated task, contact the LMC chair (TBA) or the Safety Coordinator (Dr. Kennedy Makondo).

g). 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. Make sure to log on to the university's library webpage and see what seminars are offered: <http://umanitoba.ca/libraries/units/health/training/index.html>.

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.

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:

Doctoral Award: October each year

Master Award: February each year.

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

Contact Information:

For questions regarding CIHR funding guidelines, how to apply, and the peer review process contact:

CIHR Doctoral Research Awards Program Delivery Coordinator

Research Capacity Development Branch

Phone: 613-941-0847

Fax: 613-954-1800

Email: DRA@cihr-irsc.gc.ca

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

a). Manitoba Health Research Council (MHRC)

All graduate students are eligible to apply for this funding. It is strongly recommended to visit this website <http://www.mhrc.mb.ca/programs/competition.asp> 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.

Main Application Checklist:

1. Complete Online Common CV form
2. Submit Common CV as part of online eGMS Application
3. Complete & Submit online eGMS Application
4. Ensure Hard Copy of Transcripts sent to MHRC Office
5. Arrange for 3 supporting letters to be sent to MHRC office

The deadline is usually the end of January of each year.

For update and current information, always consult the MHRC website.

The faculty of graduate studies arranges informative sessions for preparation of funding applications, it is highly recommended to visit their website for dates.

Contact Information:

Manitoba Health Research Council
P216 - 770 Bannatyne Avenue
Winnipeg, Manitoba CANADA R3E 0W3
Telephone: (204) 775-1096
Fax: (204) 786-5401

Electronic Mail:

Electronic Grants Management (eGMS) Help Desk: helpdesk@mhrc.mb.ca
General Inquiries: info@mhrc.mb.ca

b). University of Manitoba Graduate Fellowship

Eligibility Criteria:

Academic standing: Students with a minimum GPA of 3.75 (above B+) in the last two full years of study at a recognized university based on a Bachelor, Masters, Graduate Diploma or a Doctoral degree. Please use admissions criteria in calculating GPA, i.e., Last 60 credit hours or equivalent.

Citizenship: All students regardless of citizenship are eligible to apply. Canadian citizens and permanent residents are encouraged to apply to CIHR, NSERC and SSHRC scholarships, if they are eligible for funding from these research councils. Student eligible for CIHR or NSERC who do not apply for those awards may be considered ineligible for a UMGF.

Fields of study: Students in all fields of study of graduate studies are eligible to apply.

Years of graduate study: Students are eligible to receive the UMGF for the first 24 months of their Master's program

and the first 48 months of their Ph.D. program. Total maximum UMGF support for any individual graduate student is 48 months.

See: http://umanitoba.ca/faculties/graduate_studies/funding/585.html for more information

Financial Aid and Awards Office

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 at 422 University Centre, Fort Garry Campus, University of Manitoba. For more information, visit their website http://umanitoba.ca/student/fin_awards/

Some of their programs include:

University of Manitoba Bursary Program

The University of Manitoba subsidizes a bursary program for new and continuing full-time and part-time students with good academic marks who demonstrate a significant level of financial need. Bursaries are usually issued in amounts ranging from \$100 to \$1,000, with over \$2.1 million awarded annually. They also offer a number of special bursaries to target groups of students. Examples of these include bursaries for students who are in the military or have a spouse or parent serving in the military, single parents, aboriginal students, and students with disabilities or special needs.

Candidates require:

- Clearly demonstrated financial need (usually students will have already applied for government sponsored student aid).
- Application for bursary through the Financial Aid and Awards Office by **OCTOBER 2nd**.

Awards Database

Most information and/or applications for academic awards is available at <http://webapps.cc.umanitoba.ca/gradawards/>

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

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.

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.

Applicants must

- Provide documentation indicating that they will be receiving sufficient funding to meet tuition and living costs for the academic session (Government Loan Notice of Assistance, loan documents, sponsorship letter);
- Be able to explain clearly why emergency assistance is required and how the loan will be repaid.

Graduate students should contact the Graduate Studies Office for Emergency Loan information: Graduate Studies Office 500 University Centre Phone (204) 474-9836 http://umanitoba.ca/student/fin_awards/1459.htm

Travel Awards

The Faculty of Graduate Studies allocates funds to assist M.Sc. and Ph.D. students with travel expenses and other related fees. Applications for travel funds are assessed and awarded three times a year. Funds are paid to recipients after original receipts for travel and proof of attendance at the event have been submitted to the Awards Assistant at the Faculty of Graduate Studies, 500 University Centre.

Deadlines for application:

March 1 - for events scheduled from April 1 to July 31

July 1 - for events scheduled from August 1 to November 30

November 1 - for events scheduled from December 1 to March 31

(Applications must be received by the deadline for consideration)

Amounts:

\$500 for travel in North America

\$750 for international travel

\$500 maximum for international students who require a visa to attend an event in a country that does not require Canadian students to hold a visa (available on a trial basis).

The application form is available at:

http://www.umanitoba.ca/faculties/graduate_studies/media/FGS_Travel_App.pdf

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 Learning Centre

Located at 520 University Centre, 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).

For further information on registering for courses, fees, CanTEST(r) dates and other inquiries, please visit the ELC's website at <http://umanitoba.ca/student/elc/cantest/index.html> or their office at 520 University Centre on the Fort Garry Campus.

International Centre for Students (ICS)

<http://umanitoba.ca/student/ics/>

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.

ICS Contact information

ICS homepage: <http://umanitoba.ca/student/ics/>

Contact address: 541 University Centre
Phone: (204) 474 – 8501
Fax: (204) 474 - 7562

Email address: ics@cc.umanitoba.ca

To subscribe to the ICS Newsletter, send your email address to: Robyn_Tully@umanitoba.ca (Highly recommended)

A full list of contact information of ICS staff can be found at <http://umanitoba.ca/student/staffdir/ics.html>

Welcome Family Program

For international students who have no idea about what is going to happen when they first arrive in Winnipeg and don't want to be stuck in the airport in the middle of night with no place to go, Welcome Family Program is definitely something you should enquire about by contacting the ICS *before leaving your home country*.

A Welcome Family provides an arriving student with airport pick-up, a warm welcome, and 3 - 5 days of free accommodation. This allows the student to recover from jet lag and adjust to a new culture, city, and lifestyle while looking for permanent accommodation and completing registration at the University of Manitoba. Welcome Families orient students to the city, buses, banks, etc., and ensure that students find their way to ICS and their faculty.

Orientation program

ICS orientations are held at the start of the fall, winter, and spring/summer terms. Students will get information about the city of Winnipeg, University of Manitoba, ICS programs, university policies and procedures, finding accommodation, study permits and visas, health insurance, etc.

Star Lake one-day intercultural event: (highly recommended)

It is held in August. It features cultural discussions, drama, hiking, canoeing, and swimming at beautiful Star Lake in the Whiteshell Provincial Park. Fees are around \$30, including transportation, food, and rent for a canoe. It is a good opportunity to meet new friends and enjoy the great view of Star Lake.

Buddy Program

Experienced students at the U of M are matched with new international students to provide support and advice to help them adjust to their new environment, get registered, find computer labs, learn about the transit system, etc. The Buddy Program is a great way to get a student's perspective of student life at U of M.

Volunteer English Practice Program

International students who would like to improve their conversational English skills can meet volunteer conversational partners. It is a great chance to meet nice people and improve English speaking.

Workshops and Seminars

Workshops such as Leadership Development Series, Life as a Student - Skills for Success and Tax Assistance are offered by ICS. ICS newsletter will notify the dates and time for workshops

Exchange Programs

The U of M has exchange agreements with universities throughout the world! Students can apply to study in another country for one or two terms. Information about Exchange Programs can be obtained at ICS. Advisors from ICS will also help you to apply for this program.

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/>

Certification in Higher Education Teaching (CHET) Program

The goal of this program is to help Ph.D. 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 University Teaching Services to Ph.D. students at the University of Manitoba. Depending on space availability, M.Sc. and post-doctoral fellows might participate.

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 and course registration has to be done through the Aurora System. Alternatively, it can be taken as a non-credit course. This option requires registration at the University Teaching Services only. Upon completion of the course, students receive a certificate and a credential will be displayed in their transcripts. For more information visit:

http://umanitoba.ca/academic_support/uts/programs/chet.html

Learning Assistance Centre (LAC)

Located at 201 Tier building (Fort Garry campus), the Learning Assistance Centre (LAC) provides academic support to all University of Manitoba students through accessible, adaptable programs that facilitates learning and enhance writing. Some of their services include:

- free one-hour sessions on studying skills and writing topics.
- one-to-one tutoring on writing.
- on-line writing tutor

The LAC is now offering virtual writing support! Students who are unable to see an on-campus writing tutor or who feel more comfortable asking questions virtually can now submit papers electronically.

For more information visit their website www.umanitoba.ca/u1/lac

Student Counseling and Career Centre

The Student Counseling and Career Centre is staffed by professional counselors whose primary goal is to facilitate the personal, social, academic, and vocational development of university students. It is located at S207 Basic Medical Science Building. For information call (204) 789-3857 or (204) 474-8592.

The Centre provides the following services:

- **Personal Counseling** - Counselors are available to provide support and problem-solving assistance for emotional difficulties, interpersonal problems, or stressful life situations.
- **Group Development** - Group programs that provide support, develop skills, and aid in self-improvement in specialized areas are announced and offered throughout the year. Educational and informational programs are also part of the centre's activities. There is a nominal registration fee for some group programs.

All student Counseling and Career Centre contacts are strictly confidential.

In addition to counseling, the Centre provides many career resources including résumé and CV help, interview preparation workshops, help choosing the right career and hosting annual job fairs. For more information visit www.umanitoba.ca/student/counseling/

Student Advocacy

The Student Advocate provides confidential centralized services for receiving and resolving student complaints and grievances. This includes any type of conflict between staff and students, including grade appeals. In addition, student advocacy provides students with information on matters of academic integrity. Their office is located at room 519 University Centre, Fort Garry Campus. Tel: (204) 474-7423.

Grade Appeals

Any student dissatisfied with either their final grade or term grade has the right to make an appeal. A fee of \$35.00 is required for a grade appeal. There are strict deadlines for filing appeals. It is recommended that before filing for a grade appeal, a student should discuss concerns with the instructor. If the issue is not resolved and the situation warrants an official grade appeal, the process should be initiated as soon as possible to be able to meet the appeal's deadline. In addition, a student advocate can be of great help in the grade appeal process. For more information visit their website.

Academic Integrity

Student advocacy provides help for students who have been accused of an academic offence that includes cheating, plagiarism, fraud, and inappropriate collaboration. In addition, they offer booklets that help students understand the nature of these offences in order to avoid committing these offenses inadvertently. They provide advice on how to avoid being accused, what to do if accused, and how to report a violation. Website:

<http://www.umanitoba.ca/student/advocacy>

Equity Services - 515 Drake Centre, Fort Garry Campus

Equity Services Assistant	474-7491
Employment Equity Officer	474-8371
Equity Services Advisor	474-7388
Investigation Officer	474-8555

Equity Services supports a workplace in which everyone has equal opportunity in hiring and career advancement through **Employment Equity**.

Equity Services provides advice, assistance and investigation on **human rights, personal harassment, and sexual harassment** under the University of Manitoba's **Respectful Work and Learning Environment Policy**.

Website: <http://www.umanitoba.ca/equity>

EVENTS

a). 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>

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>

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>

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 programme 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

b). 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/

c). 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

d). 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.

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

- http://www.weatheroffice.gc.ca/city/pages/mb-38_metric_e.html

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 (Navigo Trip Planner, Schedules and Maps, Transit System Map, Telebus, etc.):

- <http://www.winnipegtransit.com/>
- Winnipeg Yellow Pages – Winnipeg Transit Guide (Red coloured section in the front of the book.)

Post-Secondary Student Monthly Pass

- A validation sticker will be affixed to your student Photo ID card when the pass is first purchased. (Tuition fees must be paid first.)
- Passes and validated ID are available only at Post-Secondary Institutions where students are enrolled.
- Student must show validated Student ID card when purchasing a new pass each month and when boarding a bus.
- Passes are available at:
 - **Answers Information Booths** (1st floor University Centre – Fort Gary Campus and 1st floor Brodie Centre – Bannatyne Campus) and at the **two U of M Bookstores** – one at lower level of the University Centre, Fort Garry Campus and the other on the main floor of the Brodie Centre at the Bannatyne Campus
- Be sure to keep your receipts and old passes for tax time.

- On campus, bus tickets are available at: Bannatyne Campus – Health Sciences Centre Volunteer Enterprises (The General Store, The Corner Store) and the St. Boniface Hospital Campus – Shopper’s Drug Mart (Hospital Atrium)
- Off campus, bus tickets are available at: University of Winnipeg Campus – Infobooth

Bus Transfers

- Are free with your cash or ticket fare.
- A transfer must be requested when you pay your fare.
- Transfers are 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 Centre, 771 Bannatyne Avenue
 - Women’s Hospital, 735 Notre Dame Avenue
 - William Avenue Parkade, inside near ticket booth
 - Cadham Lab, 750 William Avenue

c). By Car

Driving Licensing and Insurance

- <http://www.mpi.mb.ca/>
- Applications for a driver’s licence, driver’s licence renewals and photos as well as insurance payments can be processed at any Autopac agent.

Parking - Bannatyne Campus

- Approximately 475 parking spaces are available to staff and visitors on the Bannatyne Campus.
- Approximately 80 casual parking spaces are available in "H" Lot on McDermot Avenue by Tecumseh Street. Meters accept coin or major credit cards. <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.

Finding a Bite to Eat

On Campus

- Tim Horton's (1st floor, Brodie Centre, 2nd floor, Health Sciences Centre)
- Guildy's Coffee Bar (main floor, Thorlakson Bldg, 820 Sherbrook St.)
- Hospital Cafeteria (2nd floor, Health Sciences Centre)
- Pedway restaurant (1st floor, Health Sciences Centre near William Ave. entrance).
- Pita Pit (1st floor, Brodie Centre)

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.restaurantica.com/mb/winnipeg/>

<http://www.eatingwinnipeg.com/index.html>

Housing - Residences

Bannatyne Campus

- Health Sciences Centre Medical Centre Apartments offer one bedroom and bachelor unfurnished apartments
- There is a very long wait list (up to one year), and a high turnover rate from June-September
- Information and application forms are available online <http://www.hsc.mb.ca/housing/>
- Rent per month ranges from : \$421- \$505

Fort Garry Campus

- There are six residences on this campus with the total capacity of 950 students.
- Residences offer furnished rooms, board (meal) plans, study space, lounges, laundry facilities, storage space and reserved parking.
- On-campus residences are available for single students only.
http://www.umanitoba.ca/student/housing/on-campus_living.htm
- Application forms are available online. <http://www.umanitoba.ca/student/housing/applications.htm>
- Married students can apply for off-campus housing http://www.umanitoba.ca/student/housing/off-campus_living.htm

Homestay

- The Homestay program is intended to help International students learn about Canadian culture, and allows Canadian families to learn about International students and their culture.
- Any University of Manitoba International student registered in an academic program can apply.
- A \$150 placement fee and \$2,400.00 for the first 4 months (total of \$2,550.00 Canadian) is required.
- Applications are available online. <http://www.umanitoba.ca/student/elc/homestay/index.html>

Apartments

- Rent for off-campus accommodation ranges from \$275/month for a room in a house or a bachelor suite, to more than \$500 a month for 1, 2, or 3 bedroom apartments or houses.
- It is recommended that students review the list of Frequently Asked Questions prepared by the Winnipeg Residential Tenancy Branch before renting an apartment. <http://www.gov.mb.ca/finance/cca/rtb/faqs.html>
- Students can find a place to live off-campus in local newspapers, the Winnipeg Renter's Guide (Free at 7-11), billboard postings or online at:
- Winnipeg Internet Apartment Guide - <http://www.rentcanada.com/winnipeg/>
- Canada's Registry For Student Housing Listings - <http://www.homes4students.ca/>
- Renting Spaces off-campus housing registry - <http://www.rentingspaces.ca/index.htm>
- Winnipeg Free Press Classified Ads - <http://www.winnipegfreepress.com>
- Winnipeg Sun Classified Ads - <http://www.classifiedextra.ca>
- Kijiji - <http://winnipeg.kijiji.ca/>
- Craigslist <http://winnipeg.en.craigslist.ca/>

Need Furniture?

Check out the University of Manitoba's Re-Shop at

http://umanitoba.ca/campus/physical_plant/sustainability/inaction/599.htm

The mandate of the Re-Shop is to recycle furniture and office supplies donated by the University and the public. You may not find a sofa, but you may find a filing cabinet or bookcase.... FOR FREE!

Utilities

Electricity and Natural Gas

- Manitoba Hydro
- <http://www.hydro.mb.ca/>
- For general enquiries and billing account information: Telephone: (204) 474-3311
Email: publicaffairs@hydro.mb.ca

Water, Garbage and Recycling

- Winnipeg Department of Water and Waste
- <http://www.winnipeg.ca/waterandwaste/>
- For general enquiries and billing account information: Telephone: (204) 986-5858

Telephone, Cell Phone, Television and Internet

- Shaw Communications Inc.
<http://www.shaw.ca/>
For general inquiries, billing inquiries and support: Telephone: (204) 480-7429
- MTS Allstream
<http://www.mts.mb.ca/>
For general inquires, billing inquiries and support: Telephone: (204) 225-5687
- Rogers (<http://www.rogers.ca/wireless>)
- Telus (<http://www.telusmobility.com>)
- Fido (<http://www.Fido.ca>)

- Rates are \$1 for each hour between the hours of 7:30 a.m. and 4:30 p.m. up to a daily maximum of \$6. After 4:30 p.m. there it is a \$2 flat rate.
- Monthly passes are available. Although typically reserved for medical students, inquiries regarding graduate student parking can be made through the HSC Parking Office, 791 Notre Dame, between 8:30 a.m. - 4:30 p.m. or through their website: <http://www.hsc.mb.ca/parking/>

Health Services in Manitoba

For health services in Manitoba you will need a Manitoba Health Card. The form is available at <http://www.gov.mb.ca/health/documents/mg1883.pdf> Fill it out and mail to Manitoba Health Insured Benefits Branch 300 Carlton St. Winnipeg MB R3B2M9. If you qualify for a health card, call 204-786-7101 or visit the website <http://www.gov.mb.ca/health/mhsip/mbcard.html>.

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.

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.**

For information on obtaining a **provincial driver's license** visit http://www.mpi.mb.ca/english/dr_licensing/driverlicensing.html

How to 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 of 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 <http://www.mcfp.mb.ca/english/regional/manitoba/default.asp?s=1>

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/>

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

TAXATION

Canada Revenue Agency tax information for students

- <http://www.cra-arc.gc.ca/tax/individuals/segments/students/menu-e.html>

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.
- The deadline for tax return filing (online or by mail) is midnight of April 30.

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.
- You must be a resident of Canada, have tuition fees and have attended at least one month at a post-secondary institution in the tax year.

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://www.tdcanadatrust.com/>)

CIBC (Canadian Imperial Bank of Commerce) (<http://www.cibc.com/ca/personal.html>)

RBC (Royal Bank of Canada) Royal Bank, (<http://www.rbcroyalbank.com/personal.html>)

BMO (Bank of Montreal) Financial Group (<http://www.bmo.com/home>)

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/wp/>

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://www.jazzwinnipeg.com/jazz_festival/

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. <http://www.winnipegfringe.com/default.html>

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

Bison Recreation Services at the University of Manitoba is home to a wide range of excellent facilities for recreation, learning, teaching, and sport. With over 34 acres of green space and more than 350,000 square feet devoted to recreational pursuits, we have it all. Our facilities are open to students, U of M staff, U of M alumni and the community. A membership or day pass is valid for both the Fort Garry and Bannatyne Campus facilities.

Memberships can be purchased for 1, 4, 8 or 12 months and vary in price by which category you fall into.

<http://www.umanitoba.ca/faculties/kinrec/bsal/programs/>

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. Membership is \$38/month for adults, \$28/month for fulltime students or \$58/month for families. 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 will be open daily - Friday June 26th to Friday September 4, 2009, 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

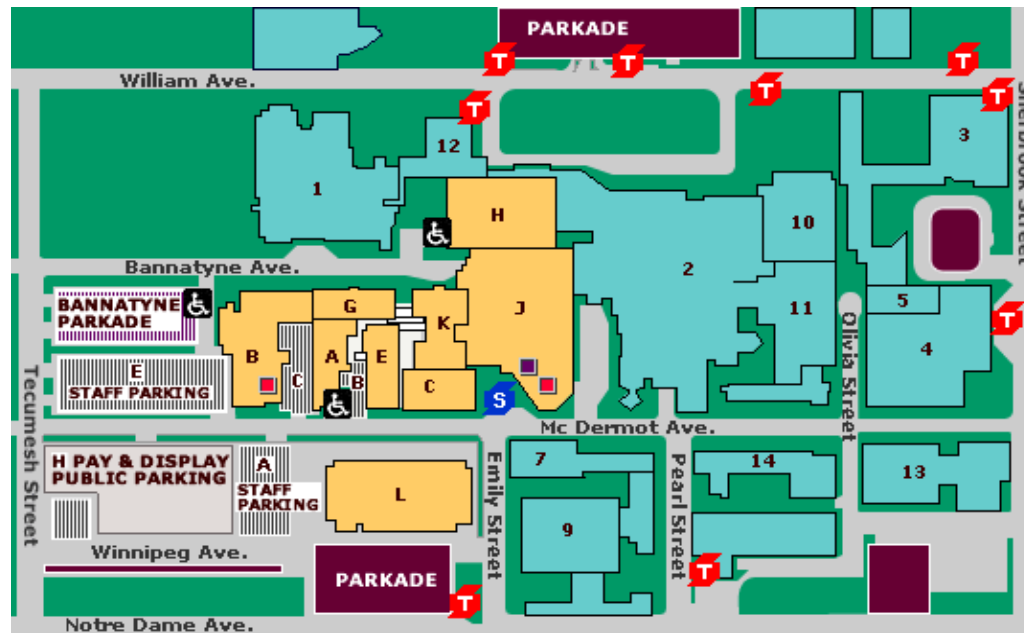
Movie Theatres

- Winnipeg has 11 movie theatres located around the city. They include:
- Cinema City McGillivray (2190 McGillivray Blvd) *cheap*
- Cinema City Northgate (1399 McPhillips St.) *cheap*
- Cinematheque (100 Arthur Street at Bannatyne)
- Empire Grant Park 8 Cinemas (Unit 127-1120 Grant Ave.)
- Garden City (2305 McPhillips Street)
- Globe Cinema (3rd Floor, 393 Portage Avenue)
- IMAX Theatre at Portage Place (Portage Place Shopping Centre, 393 Portage Ave.)
- Kildonan Place (1555 Regent Avenue West)
- SilverCity Polo Park (817 St. James Street)

- SilverCity St. Vital (110-1225 St. Mary's Road)
- Towne Cinema 8 (301 Notre Dame Ave.)

For what's playing and show times, check <http://www.winnipegmovies.com/>

Map #1: Bannatyne Campus:



University Buildings

- A. Medical Rehabilitation
- B. Dentistry
- C. Chown Building
- D. Immunology Annex
- E. Basic Science
- G. Pathology
- H. Basic Medical Sciences Building (BSMB)
- J. Brodie Centre (John Buhler Research Centre)
- K. Medical Services Building
- L. Apotex Centre (Faculty of Pharmacy and the Department of Immunology)

Hospital Buildings

- 1. PsychHealth Building
- 2. General Hospital
- 3. Children’s Hospital
- 4. Rehabilitation Hospital
- 5. Respiratory Hospital
- 6. Manitoba Cancer Foundation
- 7. Interns’ Residence
- 8. School of Nursing
- 9. Women’s Hospital
- 10. Thorlakson Building
- 11. CancerCare
- 12. Cadham Provincial Lab
- 13. Manitoba Clinic
- 14. Isabel M. Stewart Building

Map #2: Basic Medical Sciences Building Floor plan.



#1 Ground Floor Plan



#2 Second Floor Plan

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.

Special thanks to Dr. Aaron Marshall, Helen Muleme, Mark Collister, Sajid Mahmood, and Vidyanand Anaparti for coordinating the preparation of the different sections and to Karen Morrow for document editing and formatting.