Preparing competent graduates from both undergraduate and post-graduate programs who:

- demonstrate confidence in their abilities to take responsibility for their role in optimizing the health status of society;
- demonstrate the practical and professional application of knowledge, skills, and attitudes;
- are critical thinkers;
- demonstrate professionalism in the values, ethics and attitudes reflected in their practice;
- demonstrate skills and processes of active life-long learners.

Ensuring that ownership and responsibility for the College’s educational outcomes are widely shared by both internal and external stakeholders:

- Students share responsibility for their own academic and professional development;
- Students are involved in the definition of education outcomes, curriculum development, evaluation and professional activities;
- Faculty, staff, preceptors and students work collaboratively to achieve the mission of the College;
- All stakeholders are aware of curriculum components, research programs and governance/accountability structures, as well as the goals and outcomes achieved by each.

Collaborating with the profession to enhance the continuing competence of pharmacy practitioners in Manitoba.

Fostering a reciprocal relationship with graduates to advance both the education program and the development of the profession.

Working with all stakeholders to proactively influence health care system innovation, change and reform to optimize the health status of society.

Encouraging collaborative models of research that support the strategic direction of the College.

Implementing transparent structures, systems and processes to manage and support ongoing change in both internal and external environments, including regular evaluation and feedback from stakeholders on the achievement of the College mission.
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Year 1, First Term

☐ I have enrolled in Pharmacy Seminar 1 (PHRM 7160); section A01 for Sept-April or A02 for Jan-Dec (section 4.4.1).

☐ My advisor has selected an advisory committee and submitted their names to the Chair of the PGSC for approval within the first two months of my program (section 4.6).

Year 1, Second Term

☐ My advisor and I have completed the Advisor Student Guidelines (ASG) via the Jump portal before starting any research and before the submission of the first Progress Report (section 4.5).

☐ I have completed my thesis proposal within 12 months of entering the program and have completed it prior to submission of my first “Faculty of Graduate Studies Progress Report Form” (section 4.8.1). I have submitted the final copy of the proposal to the Dean’s office.

☐ Annual Review: I have submitted a typewritten, double-spaced progress report of 2-5 pages (not including references and figures) to each committee member at least seven days prior to my formal Annual review. My committee has conducted a formal Annual Review of my progress using the “Faculty of Graduate Studies Progress Report Form” and has submitted it to the PGSC by May 31st of each year. (section 4.7.3)

☐ I have completed the “Recommendation for Advance Credit (Transfer of Courses)” form (available on the FGS website) and submitted it to the Faculty of Graduate Studies by this time if I have advance credit for courses prior to the beginning of my program (section 4.4.5).

Year 2, First Term

☐ I have enrolled in Pharmacy Seminar 2 (PHRM 7170); section A01 for Sept-April or A02 for Jan-Dec (section 4.4.1).

☐ Yearly: I have registered in GRAD 7020 A02 Master’s re-registration, in order to retain status in the graduate program (section 1.2.2).
Year 2, Second Term and Final Stages

☐ The “Master’s Thesis/Practicum Title and Appointment of Examiners” form (available on the FGS website) has been completed and submitted to the Faculty of Graduate Studies Office before the oral exam (section 4.8.1.2).

☐ After submitting my thesis to my advisory committee for review, I will have scheduled my oral examination. (section 4.8.1.3).

☐ After the approval and revisions required by my committee, I will submit my thesis to the Faculty of Graduate Studies via MSpace (https://mspace.lib.umanitoba.ca/index.jsp). I will also submit the following forms via MSpace: 'Thesis release form' and 'Permission to use copyrighted material in a thesis form', by the appropriate deadline for my desired graduation date as published on the Faculty of Graduate Studies website. (section 4.10 & 4.11)

Year 3 and After/ Reoccurring Requirements

☐ Yearly: I have registered in GRAD 7020 A02 Master’s re-registration, in order to retain status in the graduate program (section 1.2.2).

☐ Yearly: “Faculty of Graduate Studies Progress Report Form” due every year to the PGSC by May 31st. A typewritten, double-spaced progress report of 2-5 pages (not including references and figures) must be submitted to each committee member at least seven days prior to the Annual Review (section 4.7.3).

☐ Yearly: Present at least one research seminar in the College of Pharmacy Graduate Seminar series and attend the College of Pharmacy Graduate Seminar series while registered as a full time student (sections 4.7.5).

☐ Complete and submit the “Request for Extension” form along with a realistic timeline for completion that has been agreed upon by myself, my supervisor and endorsed by the Dean of Pharmacy at least 4 months before entering into the sixth year (12th semester) of the Master’s program (section 7).
Year 1

☐ I have enrolled in the Pharmacy Seminar 1 course (PHRM 7160); section A01 for Sept-April or A02 for Jan-Dec. If I completed it during the M.Sc. Program, I may choose to enroll again (section 5.4).

☐ My advisor has selected an advisory committee and completed the form “Ph.D. Program of Study and Appointment of Advisory Committee” and submitted the form to the Chair of the PGSC for approval within the first six months of my program (section 5.3).

☐ Thesis Proposal (section 5.9): I have notified the Pharmacy Graduate Program Administrator of my scheduled Thesis Proposal presentation and provided the 5-10 page (excluding reference list, figures, table and appendices) written proposal to him/her at least two weeks in advance of my scheduled presentation. My committee has completed the “Ph.D. Thesis Proposal Form” (available from the FGS website) and submitted it to the Faculty of Graduate Studies.

☐ Annual Review: I have submitted a typewritten, double-spaced progress report of 2-5 pages (not including references and figures) to each committee member at least seven days prior to my formal Annual review (section 5.6). My committee has conducted a formal Annual Review of my progress using the “Faculty of Graduate Studies Progress Report Form” (distributed to students in the spring and also available online from the FGS website) and has submitted it to the PGSC prior to a specified date at the end of each academic year (section 5.6).

☐ I have completed the “Recommendation for Advance Credit (Transfer of Courses)” form (available from the FGS website) and submitted it to the Faculty of Graduate Studies if I have advance credit for courses prior to the beginning of my program (section 5.4.2).

Year 2

☐ I have enrolled in the Pharmacy Seminar 2 course (PHRM 7170); section A01 for Sept-April or A02 for Jan-Dec. If I completed it during the M.Sc. Program, I may choose to enroll again (See Dean’s Office) (section 5.4).

☐ I have registered in GRAD 8020 Ph.D. re-registration, to maintain my status in the program (section 1.2.2).

☐ Candidacy Exam (section 5.8). I have selected two themes to be examined at least 6 months prior to my candidacy exam. After the scheduling of my candidacy exam, I have submitted my written overview and oral presentation visual aids to the member of the examining committee at least one week prior to the exam. I have completed my candidacy exam.

☐ Annual Review: I have submitted a typewritten, double-spaced progress report of 2-5 pages (not including references and figures) to each committee member at least seven days prior to my formal annual review (section 5.6). My committee has conducted a formal annual review of my progress using the “Faculty of Graduate Studies Progress Report Form” (available online on the FGS website) and has submitted it to the PGSC prior to a specified date at the end of each academic year (section 5.6).

Year 3 and After/Reoccurring Requirements

☐ Yearly: I have registered in GRAD 8020 Ph.D. re-registration, to maintain my status in the program (section 1.2.2).

☐ Yearly: I have presented a research seminar in the College of Pharmacy Graduate Seminar Series (section 5.4) and attended the series throughout the year (section 5.6.2).

☐ Complete and submit the “Request for Extension” form along with a realistic timeline for completion that has been agreed upon by myself, my supervisor and endorsed by the Dean of Pharmacy and
the Faculty of Graduate Studies at least 3 months, but no more than four months before entering into the sixth year of the Ph. D. program (section 7).

Final Stages of Program

☐ I have submitted my thesis to my advisor and have allowed 6 weeks for suggested modifications.

☐ I have submitted my thesis via my JUMP account, under the FGS tab at the link Submit Thesis for Ph.D. Distribution and entered the names of the internal examiners on my committee below. All internal examiners must be members of the Faculty of Graduate Studies. Under normal circumstances these will be members of the candidate's advisory committee, if not, prior approval must be obtained from the Dean of the Faculty of Graduate Studies (section 5.11). The candidate's advisor/co-advisor, in consultation with the student and the head of the unit, will recommend at least three internal thesis examiners to the Faculty of Graduate Studies (section 5.11.2). One member must hold a primary appointment within the unit and one member must hold no appointment within the unit (section 5.11.1)

☐ My thesis has received pre-approval for advancement to the oral examination by my internal committee members. The Dean of the Faculty of Graduate Studies shall provide electronic copies of all reports to each of the advisor/co-advisor, examiners and Head of the unit. (Section 5.11.6)

☐ At least two weeks prior to the scheduled oral examination of my thesis, I have electronically submitted biographical information and an abstract of the thesis to the Faculty of Graduate Studies (section 5.12.1).

Summary of The Oral Examination

The oral examination shall be open to all members of the University of Manitoba community and the general public. In exceptional cases the final oral examination may be closed. Regardless of open or closed status, no recording devices will be permitted.

The Chair will introduce the candidate and request him/her to give a concise (20 to 25 minute) oral presentation of the thesis to include a summary of the problem addressed, the results obtained and the conclusions drawn from the study.

Following the presentation, the Chair will invite questions from each member of the examining committee, taking care to ensure that each examiner has approximately equal time for questions. The total time for questions by the examining committee must not exceed two (2) hours.

The Chair may exercise his/her discretion in allowing questions from the audience following completion of the formal examination. Once assuming the role of Chair, he/she foregoes the right to comment on the merits of the thesis whether or not he/she is an expert in the field.

Following completion of the formal examination, the candidate and audience must leave the examination room. The decision of the examining committee will be based both on the content of the thesis and on the candidate's ability to defend it.

The judgment of the examiners shall be reported by the Chair to the Faculty of Graduate Studies in the qualitative terms “pass” or “fail” on the "Final Examination of the Ph.D. Thesis" form.

With a “pass”, the advisor is charged with ensuring that any minor editorial or typographical revisions are satisfactorily completed. Those examiners in agreement must indicate, by their signatures, concurrence with the passing grade.
Annual Review

What if my advisory committee decides I have shown unsatisfactory progress at my formal Annual Review meeting?

- A rating of unsatisfactory progress is considered failure, and the student’s progress will be reviewed again in 3-6 months by their committee. If a second rating of unsatisfactory progress is received again, the student will be required by the Faculty of Graduate studies to withdraw from the program (4.7.3)

Appeals

What if I disagree with a decision pertaining to academic, discipline, admission or administrative affairs?

- Comprehensive information about the various appeals procedures can be found in regulation 9. It should be noted that resolution of disputes should first be attempted internally within the College of Pharmacy before lodging a formal appeal with the Faculty of Graduate Studies.

Credits, Courses and Grades

What if I want to withdraw from a course?

- The student must provide the Chair of the PGSC, or designate, with written approval of their advisory committee in order to withdraw from a course (regulations 1.2.3, 4.7.1)

What if I want to transfer credit from courses from another institution?

- Courses must be approved for transfer to the College of Pharmacy and the Faculty of Graduate Studies before the student may register for them. Permission is obtained in the form of a Letter of Permission which can be obtained at the Registrar’s Office. Transfer credit cannot exceed 50% of the minimum credit hours of coursework required (regulations 4.4.6, 5.4.3)

What GPA/grades do I need to maintain during grad school?

Students are required to maintain a 3.0 GPA (on a 4.5 scale) with no grades below a C+ (regulation 2.9). What if I fail to meet the minimum GPA/grades?

- Students who fail to maintain a 3.0 GPA (on a 4.5 scale) or receives a grade below a C+ will be required to withdraw unless a departmental remedial recommendation is approved by the Dean of Graduate Studies. Students receiving a grade of C or less in more than 6 credit hours of coursework are required to withdraw. The student may be permitted to repeat a course or take an equivalent substitute course to replace the deficient grade only once per class. A student cannot repeat or replace coursework for more than 6 credit hours. If a course is repeated or replaced, the highest grade received will be used in the determination of the GPA (regulation 2.3).
What If’s and Commonly Asked Questions

How many course credit hours do I need to take?
- A College of Pharmacy Master’s student is required to complete a minimum of 12 credit hours, which includes the Pharmacy Seminar series (6 credits). At least 6 credits must be at the 700/7000 level. Any additional credits must come from at least the 300/3000 level (regulation 36). A College of Pharmacy Ph.D. student who is admitted directly from a Master’s program must complete a minimum of 12 credit hours at the 700/7000 level or higher, which includes the Pharmacy Seminar series (6 credits). Any further coursework beyond the 12 credit hours at the 700/7000 level must be at the 300/3000 level or above. If a Ph.D. student in the College of Pharmacy does not hold a Master’s degree, a minimum of 24 credit hours is required with a minimum of 18 credit hours from 700/7000 level courses (including the 6 credit hours from the Pharmacy Seminar series) with the remaining credits coming from the 300/3000 level or above (regulation 4.4.1).

What courses am I required to take?
- Students must enroll in the Pharmacy Seminar 1 and Pharmacy Seminar 2 courses (PHRM 7160 and PHRM 7170, respectively). There are no other required courses for graduate students in the College of Pharmacy but students must acquire approval from their advisory committee when selecting courses to fulfill their remaining credit hour requirements (regulations 1.2.1, 4.4.1) If the seminar series was completed during a Ph.D. student’s Master’s program, the student may opt to repeat the series for credit (regulation 4.4.1).

I would like to take a course outside of those offered by the College of Pharmacy. Which courses have College of Pharmacy graduate students taken in the past?
- CHSC 7520—Principles of Epidemiology I
- CHSC 7810—Biostatistics for the Health and Human Sciences
- IMED 7100—Fundamentals of Neuroscience
- IMED 7090—Cell Biology
- PHAC 7210—Clinical Trial Design
- PHGY 7240—Medical Physiology
- PHGY 7350—Cardiovascular Pathophysiology

*Students may take other courses not listed above. All courses taken must be approved by the student’s advisory committee (regulations 1.2.1, 4.4.1)

Leave of Absences

What if I would like to take a vacation?
- Graduate students are entitled to three weeks vacation throughout a 12-month period (section 8.5).

What if I need to take a leave of absence not related to parental or medical/compassionate reason?
- A regular leave is intended to allow students to meet family, travel or employment responsibilities or plans and circumstances not covered by the Parental or Medical/Compassionate leaves. At the request of the student, the Dean of the College of Pharmacy may recommend to the Dean of Graduate Studies that a student be granted a leave of absence for a period of time no longer than 1 year. While on leave, the student is not expected to maintain study and/or thesis research work. However, a student will be required to maintain continuous registration and pay the appropriate continuing fee. If the student has tuition fees as opposed to continuing fees at the time of granting leave, the tuition fee will be deferred until the student returns from leave. A REGULAR LEAVE OF ABSENCE DOES NOT EXTEND THE MAXIMUM TIME LIMIT TO COMPLETE THE STUDENT’S PROGRAM (regulation 8.1).

What if I need to take a leave of absence for a medical or compassionate leave (exceptional leave)?
- A student may be granted a leave of absence for medical or compassionate reasons (e.g., the need to care for an ailing relative or for personal health reasons). At the request of the student, the Dean of Pharmacy may recommend to the Dean of Graduate Studies that the student be granted an exceptional leave of absence for no longer than 1 year. While on leave, the student cannot maintain study and/or thesis research work and are not required to maintain continuous registration nor pay tuition fees. The leave period would not be included in the time period allowed for the completion of the degree. This type of leave does not cover circumstances related to travel, employment or other financial concerns (regulation 8.2).
What if I need to take a leave of absence for parental reasons?
- A student who is bearing a child or who has primary responsibility of the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request should be made through the College of Pharmacy for a leave of four to twelve months. Leaves of other duration will be considered on an individual basis. When possible, a student should coordinate their request with the beginning of an academic term if doing course work. While on leave of absence for parental reasons, a student is not permitted to maintain study and/or thesis research work and is not required to maintain continuous registration nor pay tuition fees. The leave period will not be included in the time period allowed of the completion of the degree (regulation 8.3).

**Ph.D. Candidacy Exam**

Where can I find information about the Ph.D. Candidacy Exam?
- Information pertaining to the College of Pharmacy Ph.D. Candidacy Exam can be found in regulation 5.8.

What if I do not pass my Ph.D. Candidacy Exam?
- If a student fails the Candidacy Exam, they are allowed one additional attempt no later than 6 months after their first attempt. If the student does not pass the second attempt, they must withdraw from the Faculty of Graduate Studies (regulation 5.5).

**Program Time Limits**

What is the minimum time limit to complete my degree?
- A Master’s program is equivalent to at least four terms in length (regulation 5.5) and a Ph.D. will normally be at least two years beyond a Master’s degree or three years beyond a Bachelor’s degree (regulation 5.5).

What is the maximum time limit to complete my degree?
- The maximum time to complete a Master’s in the College of Pharmacy is 5 years (regulation 5.5) and 7 years for a Ph.D. (5.5) If a student has transferred from the Master’s to the Ph.D. program, the years spent in the Master’s program are counted as years in the Ph.D. program (regulation 5.5.2).

What if I can’t complete my degree within the time limit?
- A student may request an extension by completing the “Request for Extension” form and submitting it to the PGSC for recommendation to the Faculty of Graduate studies. This form must be submitted at least four months prior to the deadline date for completion of the program requirements. Requests must be accompanied by a realistic timeline that has been agreed upon by the student and supervisor and endorsed by the Dean of Pharmacy. Requests are reviewed by the Faculty of Graduate Studies on a case by case basis. The requested extension time must closely reflect the time required to complete the program. More than one extension period may be considered. The total amount of extensions will not normally exceed two years. If an extension is granted, students may be required to enroll full-time during the extension period and meet contingencies to carry out remedial work associated with the extension (section 7).

**Thesis and Thesis Examination Information**

What is required for my thesis proposal?
- The College of Pharmacy’s graduate program thesis proposal consists of a written proposal and an oral presentation. For more information, see regulations 4.81 and 5.5.
Where can I find information about thesis regulations for the College of Pharmacy?

- Thesis regulations can be found in regulations 4.8.1 and 5.5. Students should consult with the Academic Schedule in the Graduate Calendar to assure deadlines for theses submission are met. The “Thesis Guideline Booklet” is available in the Faculty of Graduate Studies and online at the FGS website.

What if my advisory committee does not approve my thesis proposal?

- If the student’s advisory committee does not approve their thesis proposal, the student will have 2 weeks to consult with the advisory committee and resubmit a revised proposal for approval (regulations 4.8.1.1)

Where can I find information about the thesis examination procedures for the College of Pharmacy?

- Thesis examination information for Master’s students can be found in regulation 4.8.1.1 and 5.5 for Ph.D. students.

What if my written thesis in not approved by the Examining Committee?

- Master’s Thesis: If the written thesis is not approved, a second attempt is allowed. If the written thesis is not approved by the Examining Committee for a second time, the Chair of the Examining Committee will recommend to the Faculty of Graduate Studies that the student be required to withdraw from the program (regulation 4.8.1.4).

- Ph.D. Thesis: If the student’s internal examiners (except the candidate’s advisor) deem the written thesis unacceptable, it is considered a failure (regulation 5.12.5). A student who receives a failure twice shall be required to withdraw form the Faculty of Graduate Studies (regulation 5.15).

Transitioning from the Master’s to the Ph.D. Program

What if I would like to transfer into the Ph.D. program from the Master’s program without completing my Master’s degree?

- A student who has not completed the College of Pharmacy Master’s program may transfer to the Ph.D. program upon recommendation to the Faculty of Graduate Studies by the College of Pharmacy within 4 terms (including summer term) of the student’s enrollment into the Master’s program. The coursework completed in the Master’s program will become a part of the Ph.D. program and the number of years spent in the Master’s program will be counted as years in the Ph.D. program. The request to transfer from the Master’s to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one month prior to the term for which the student intends to commence the Ph.D. program. The following documents are required when making the request to transfer: The "Application for Admission" form and application fee: "Ph.D. Selection Committee Report" form, and; in the case where the student does not hold a Master’s degree, a memo from the Dean of Pharmacy. For more information, see regulation 5.1.3.

- In order for a student to be eligible for transfer, the student must have maintained at least a 3.75 GPA (on a 4.0 scale) during their Master’s program over at least 6 credit hours of coursework not including the mandatory PHRM7160/7170 Pharmacy seminar. Approval to transfer into the Ph.D. program must also be granted by the student’s advisory committee as well as the Pharmacy Graduate Studies Committee. To seek approval from the Pharmacy Graduate Studies Committee, the student must request approval in writing from the Chair of the Pharmacy Graduate Studies Committee and must include a copy of the student’s transcript and evidence of research productivity. The student’s advisor must also provide a letter to the Chair of the Pharmacy Graduate Studies Committee indicating their approval of transfer and willingness to increase financial support to the level at least Equivalent to the University of Manitoba Graduate Fellowship for Ph.D. students. (regulation 5.1.3).

- A student may request transfer from the M.Sc. to the Ph.D. program only once. Students who do not transfer may apply to the Ph.D. program after completing their M.Sc. Program (regulation 5.1.3).
What if I am completing my Master’s degree and would like to continue graduate studies at the College of Pharmacy by enrolling in the Ph.D. program?

- If a student is nearing completion of their Master’s degree in the College of Pharmacy, he or she may be accepted provisionally to the Ph.D. program for a 12 month period commencing with their first registration in the Ph.D. program. After 12 months, further registration in the Ph.D. program is contingent upon completion of all requirements of the Master’s degree. During this 12 month period, a student must maintain continuous registration in the Master’s program until completion. A student will require assistance from the College of Pharmacy or Faculty of Graduate Studies to complete dual registration in the Master’s and Ph.D. program simultaneously (regulation 5.1.4).

Graduation Deadlines

What are the deadlines for February, May and October graduation?

- The exact deadline dates for graduation is published every year in the academic calendar and on the FGS website.

Funding

What are the funding sources available for the graduate students in the College of Pharmacy?

- The Faculty administers 3 competitive awards each year. Application forms are circulated in August. Eligibility information for these awards can be found at the College of Pharmacy’s website.

What if I need to present my findings at a conference? Is there support to defray the travel costs?

- The College of Pharmacy provides funds to attend conferences. See the Graduate Program Administrator for more details. The Faculty of Graduate Studies Travel Award is also available (see the FGS website for information and application) along with opportunities through the Graduate Student Association (GSA).
The Faculty of Graduate Studies academic guide contains all the rules and policies pertaining to the Faculty of Graduate Studies. Adherence to these rules is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. The integrity of the process is at stake. The major goal of this guide is to prevent potential problems that may affect the completion of a student’s program. It is the responsibility of students and the unit offering a graduate program to read and follow the policies contained herein.

All regulations as laid out in the Faculty of Graduate Studies Academic Guide are subject to revision by the appropriate bodies of the Faculty of Graduate Studies. This compendium is presented as the most recent set of regulations as a guideline for students and staff. Regulations may vary from one department or program to another. Individual departments may have additional regulations that supplement these general regulations. All such supplementary procedures and regulations must be approved as specified by the By-Laws of the Faculty of Graduate Studies, be published and available to students, and kept on file in the Faculty of Graduate Studies Office.

For those programs that are administered through a Faculty (as opposed to a Department) the term “Department” should be substituted by “Unit” within this document (i.e. Department Head becomes Unit Head.)

Section 1: Application, Admission, and Registration Policies

1.1 Application and Admission Procedures

The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies. Applicants should contact the department to which they are applying for the procedures, requirements and departmental application deadlines in effect.

1.1.1 Process:

1.1.1 (a) A completed official application for admission form must be submitted, together with the application fee and supporting documentation, to the Faculty of Graduate Studies.

NOTE: International students must pay special attention to the appropriate requirements with respect to transcripts (see application form for details).

1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit’s criteria including, but not limited to, space, facilities, and advisors.

1.1.1 (c) Notification of recommended/rejected applications are sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies’ eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.

The Pharmacy Graduate Studies Committee (PGSC) consists of the Pharmacy Graduate Chair, who may vote only in the case of an equality of votes; five faculty members, one graduate student (2-year term); and one support staff member as secretary (non-voting). The graduate student member will be recused from any consideration of confidential student files and/or materials.

Its functions are:

- to advise the Dean on issues related to graduate studies in Pharmacy, including graduate honours and awards.
- to evaluate and advise the dean on appointments of Adjunct Professors under the University of Manitoba Policy 716.
- to consider applications for admission, and to monitor student progress in the College of Pharmacy graduate program.

Meetings are called at the discretion of the Chair. Decisions are by a simple majority.

Admission to the College of Pharmacy Graduate Program involves several stages.

First, the applicant must negotiate with faculty researchers for a traineeship position.

Second, the applicant must present, through its application to the Faculty of Graduate Studies, evidence of satisfactory academic qualifications as well as personal, intellectual, and professional attributes which would predict success as an independent investigator. The applicant must hold a four year Bachelor of Science degree in Pharmacy or a science degree with a cumulative GPA of at least 3.0 (4.3 scale), based on the last 60 credit hours (or two full years or equivalent) of university study.

Third, the potential advisor must provide a written statement to the PGSC, and the Dean, indicating (i) that he/she will provide the student with a stipend at a level equivalent to University of Manitoba Graduate Fellowship support for at least two years, and (ii) the source of this financial support.

Finally, the PGSC will review the applicant’s background and suitability for admission. Admission will also depend upon the willingness and suitability of the proposed advisor, as well as the availability of resources to support the student’s research. The Graduate Chair will send recommendations of approval or rejection of admission of the student to the Faculty of Graduate Studies. The Faculty of Graduate Studies verifies eligibility requirements, and notifies applicants of their acceptance or rejection.

Unit Contact Name and Address:
College of Pharmacy, University of Manitoba
Apotex Centre, 750 McDermot Avenue
Winnipeg, MB, Canada R3E 0T5
Email: pharmacy@umanitoba.ca
1.1.2 Deadlines for Recommended Applications (from Departments to the Faculty of Graduate Studies)

The following are the deadlines for receipt by the Faculty of Graduate Studies for recommendations from graduate units. Individual units may have earlier deadlines.

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>Canadian/US</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td>September</td>
<td>July 1</td>
<td>April 1</td>
</tr>
<tr>
<td>WINTER</td>
<td>January</td>
<td>Nov. 1</td>
<td>August 1</td>
</tr>
<tr>
<td>SUMMER</td>
<td>May</td>
<td>March 1</td>
<td>December 1</td>
</tr>
</tbody>
</table>

IMPORTANT: Applicants are required to submit the application and documentation to the Faculty of Graduate Studies for an earlier deadline than those listed above. Applicants are advised to confirm the deadline of the unit to which the application is being made. Contact information for each unit can be found at [http://umanitoba.ca/faculties/graduate_studies/admissions/index.html](http://umanitoba.ca/faculties/graduate_studies/admissions/index.html)

The deadlines are meant to accommodate the needs of students in securing appropriate documentation. Late applications may be considered for the next available start date.

1.1.3 Application Fee

A $100.00 (CDN) fee must accompany admission applications from all Canadian, Permanent Resident or International applicants.

1.1.4 Transcripts

Applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the University of Manitoba. Applicants must ensure that the original transcripts bearing the university seal or attested copies are sent directly from their issuing university to the Faculty of Graduate Studies. In cases where the transcript does not/will not clearly state that a degree has been conferred, an official degree certificate must accompany the transcript. It is important that the transcript(s) arrive as soon as possible to coincide with the arrival of the application.

1.1.5 Transcripts: International

Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution.

1.1.6 Transcripts: University of Manitoba

University of Manitoba students are not required to submit University of Manitoba transcripts.

Application Deadlines:

The College of Pharmacy deadline for application forms is one month prior to the dates listed for the Faculty of Graduate Studies.
1.1.7 Proficiency in English

A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a high school diploma or university degree from Canada or one of the countries listed on the English Language Proficiency Test Exemption List (see next section). If applicable, this score is required as a basis for admission and applicants will NOT be accepted pending receipt of an acceptable score. Documented proof of either of the above must be submitted with the application for admission. Please note: scores more than two years old are not acceptable.

Thresholds required for successful completion are indicated in parentheses. Note: Some units may require a specific test or test scores greater than those indicated below:

- University of Michigan English Language Examination Assessment Battery (MELAB) (80%)
- Test of English as a Foreign Language (TOEFL)- Paper-based test (567); Internet based - iBT (86) with a minimum of 20 in each section (applies to iBT only).
- Canadian Test of English for Scholars and Teachers (CanTEST) (band 4.5 in listening and reading and band 4.0 in writing and oral interview)
- International English Language Testing System (IELTS) (6.5)
- Academic English Program for University and College Entrance (AEPUCE) (65%)
- Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset)

Note: In addition, foreign language students may be asked by the unit to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the unit may recommend remedial measures in language skills based on the results of the CanTEST.

1.1.8 English Language Proficiency Test Exemption List

Applicants holding secondary school diplomas and/or university degrees from certain countries, where the language of instruction if English, are exempt from the English Language Proficiency Test requirement. A list of additional countries exempt from the English Language Proficiency Test can be found at [http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm](http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm)

1.1.9 Letters of Recommendation

Letters of Recommendation forms are available in the Faculty of Graduate Studies Office, 500 University Centre or on the web: [http://umanitoba.ca/faculties/graduate_studies/media/Letter_Support-Application.pdf](http://umanitoba.ca/faculties/graduate_studies/media/Letter_Support-Application.pdf)

Two Letters of Recommendation must be sent to the Faculty of Graduate Studies in individually sealed envelopes with the referee’s signature across the closing flap of the envelope. Alternatively electronic letters of reference will also be accepted. Applicants should check with the unit to which they are applying as some units require more than two Letters of Recommendation on a form approved by individual units.
1.1.10 Admission Tests
Some units require admissions tests, such as the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT). These requirements are listed in the supplemental regulations of the particular unit, and if required, the scores must be submitted at the time of application.

1.1.11 Entrance Requirements
The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a 3.0 Grade Point Average (GPA) or equivalent in the last two previous years of full time university study (60 credit hours). Note: This is the minimum requirement of the

1.1.12 Eligibility of University of Manitoba Staff Members
A staff member at the University of Manitoba at the rank of Assistant Professor or above is not eligible to apply for admission to a graduate program in the unit in which the appointment is held.

1.2 Registration Procedures
1.2.1 Registration
Undergraduate students are not allowed to register in graduate courses; that is, admission to the Faculty of Graduate Studies is a condition for registration in courses at the 6000 level and above.

All graduate students must initially register in the term specified in their letter of acceptance as specified in the Academic Schedule of the Graduate Calendar. Any student not registering by registration deadline for the term specified in their letter of offer will be required to re-apply for admission. In exceptional circumstances and with prior approval from the unit, a student may defer registration for up to one term following acceptance into the Faculty of Graduate Studies. In the case of international students, admission may be deferred, with prior approval from the unit, for up to one year following acceptance.

All programs must be approved by the Head of the major unit or designate. Approval to take courses from units outside the major unit must be obtained from the outside unit.

The approval or denial of admission and registration to two programs rests with the Dean of the Faculty of Graduate Studies in consultation with the unit concerned. The must be submitted to the Faculty of Graduate Studies prior to the student's admission/registration.

Where a student does register in two programs, the student must declare themself as part-time in at least one of the programs. Students should note that completing a graduate program as a part-time student will affect their eligibility for the University of Manitoba Graduate Fellowship (UMGF) and may limit other funding possibilities.

1.2.2 Re-Registration
Any student whose program of study extends for more than one year must re-register in both the fall and winter terms of each succeeding year of his/her program until a degree is obtained (or in the case of pre-Master’s students, their program is completed). Failure to re-register will result in the discontinuation of his/her graduate status. A student
who has been discontinued and would like to be considered for continuation in a program
must apply for re-admission, which is not guaranteed. The re-registration requirement
does not apply to occasional students, visiting students, pre-Master’s students or students
on an Exceptional or Parental Leave of Absence (please refer to “Leave of Absence”, Sec-
tion 8 of this Guide).

The notation ‘Discontinued Graduate Program’ will be placed on the academic record of
any graduate student who has failed to maintain continuous registration.

1.2.3 Registration Revisions

For designated periods subsequent to registration, approved revisions may be made. It is
required that students adhere to dates and deadlines as published in the Academic Sched-
ule of the Graduate Academic Calendar.

Note: Graduate students are not permitted to withdraw from courses without written
permission from their unit Head on recommendation from their advisor/academic com-
mittee. The notation “Required to Withdraw” will be placed on the academic record of any
graduate student who has withdrawn from courses without such approval.

1.2.4 Western Deans’ Agreement

This agreement was established in 1974 as an expression of co-operation and mutual sup-
port among universities offering graduate programs in western Canada. Its primary pur-
pose is the reciprocal enrichment of graduate programs throughout western Canada. This
agreement is not intended to preclude other agreements between participating institu-
tions.

1.2.4.1 The Western Deans’ Agreement normally provides an automatic tuition fee waiver
for visiting students. Graduate students paying normal required tuition fees to their home
institution will not pay tuition fees to the host institution.

1.2.4.2 Students may be required to pay student, activity, application, or other ancillary
fees to the host institution, according to general policies in effect at the host institution.
Wherever possible, these fees will also be waived.

1.2.4.3 Students will qualify for the fee waiver if they:
a) present the “Authorization Form: Western Deans’ Agreement” signed by the Dean or
designate and the unit Head or advisor of a participating Western institution specifying
the courses to be taken for credit toward a graduate degree program at their home institu-
tion;
b) are in good standing in a graduate program at the home institution;
c) have paid all current and back fees at the home institution.

1.2.4.4 Students must meet all requirements as prescribed by the host university’s regula-
tions, deadlines, class capacities, and course prerequisites.

1.2.4.5 Registration is possible in courses at both the graduate and undergraduate levels,
and in credit courses offered through distance education or other means. To be eligible,
courses must be an integral part of the applicant’s graduate degree program. Fee waiver is
not permitted for audit or non-credit courses.
1.2.4.6 Students must have the Authorization Form approved by the relevant unit Head and the Faculty of Graduate Studies at the host institution at least two weeks prior to the commencement of the course(s) requested. The fee waiver is not available retroactively.

1.2.4.7 Students are subject to regulations of the home institution governing credit for the courses to be undertaken. As a condition of registration at the host institution, students will arrange for official transcripts from the host institution to be sent to the home institution confirming successful completion of courses selected.

1.2.4.8 Students must send confirmation of registration and notice of any change to the graduate Records Office of the home institution at the time of registration or course change is completed.

1.2.4.9 Students may not claim fee waivers under the terms of this Agreement for a period of more than 12 months in total.

1.2.4.10 Each institution has its own regulations regarding the maximum number of transfer credits permitted in a given degree program. A list of the participating Universities can be found at http://wcdgs.ca/

1.3 Course Classifications
1.3.1 General Classifications

Students who register through Aurora Student Information System (Aurora Student) must also have prior approval of the unit Head or designate. Students registering through Aurora Student should only add those courses that are a Major course in their program. Courses with Auxiliary “X”, Audit “A”, or Occasional “O” status (see below) must be added by the unit.

“X” Auxiliary course: Course is not a major requirement of the program but is required by the student’s advisor.** Extra courses that are not part of the Master’s or Ph.D. program but which are specified and required by the student’s advisor, may be classified as X (Auxiliary) and the grade will not be included in the degree GPA which appears on the transcript. However, X course grades may be used in the calculation of the GPA for continuation in the program and a minimum grade requirement may be required for X coursework by the unit. (Please consult the individual unit’s supplemental regulations.) Additionally, X courses are used in the calculation of the GPA for the purposes of Admission and Awards. (The University of Manitoba Graduate Fellowship (UMGF) and International Graduate Student Scholarship (IGSS) use X courses in the calculation of the GPA.) The student’s advisor and unit Head must determine if there is a valid need for the registration in courses under the X classification. A maximum of 12 credit hours under the X course classification is permitted while registered in a given program.

“A” Audit course: Course is not taken for credit. No grade is recorded.

“O” Occasional course: Course is not a requirement of the program.

** Note: Changes in course classifications are regarded as course/program changes and may not be made without approval (refer to the “Registration Revision” section of this Guide) or after the deadline dates for course changes as indicated in the Academic Schedule of the Calendar.
1.3.2 Continuing Courses (CO)
For those graduate level courses (6000, 7000, and 8000) which are being taken by students enrolled in the Faculty of Graduate Studies and which continue beyond the normal academic term, the instructor shall recommend that a mark classification of “CO” be used until such time as a final grade can be established. If the course is not completed by August 31, the student must re-register for the course(s).
In the absence of an assigned mark of “CO”, the student may receive a mark of “I” in that term.

Note: A CO will normally not be permitted longer than twelve months. In exceptional circumstances, where a CO grade is requested for a second twelve months, at the time the CO grade is submitted, the instructor and unit Head must also submit the “Recommendation for Continuing Status of a Course” form stating the reason for the CO and the deadline by which the course must be completed.

1.3.3 Incomplete Courses
Students who are unable to complete the term work prescribed in a course may apply to the instructor prior to the end of term for consideration of a grade classification of “Incomplete”. It is understood that the student is to write the final examination if one is scheduled for the course.

Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade using a zero value for incomplete work.

Normally, the following maximum extensions are allowed:
August 1st for courses terminated in April
December 1st for courses terminated in August
April 1st for courses terminated in December

If a final grade is not reported within one month of the extension deadline, the the Incomplete (I) classification will be dropped and the grade will remain as awarded. The student will no longer have an opportunity to improve the grade. In no case will the satisfaction of the incomplete requirements result in a lower grade being awarded.

1.4 Student Status/Categories of Students
1.4.1 Full-Time And Part-Time Students
Graduate students who are participating in studies on a regular basis in an academic term and/or are registered in the academic year are considered to be full-time students. Graduate student status is not determined by the number of credit hours taken per term. Therefore, such students who spend much of the time in a laboratory or library engaged in research or writing a thesis/practicum, or who spend part of the academic year engaged in research elsewhere, are regarded as full-time students.
Student status should be determined by the student and advisor/co-advisor, and changes must be requested on the "Change of Status" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). The form must be approved by the unit Head and submitted to the Faculty of Graduate Studies.

Declaration of full/part time status must be made prior to the end of the registration revision period in the Fall and/or Winter terms and within one month of the start of the Summer term.

For every full year (twelve months) a student is declared as part time they will receive an additional four months in time. For every two years (24 months) a student is declared as part time they will receive an additional year (12 months) in time. Retroactive status changes will not be made.

### 1.4.2 Pre-Master’s Or Qualifying Students

In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the unit may recommend that the student be admitted to a pre-Master’s program of study. The pre-Master’s program is intended to bring the student's standing to approximately the level of an Honours graduate in the major unit, and to provide any necessary prerequisites for courses.

### 1.4.3 Occasional Students

A student wishing to take graduate courses with no intention of applying them toward an advanced degree at the University of Manitoba is classified as an occasional student. Occasional students must meet the same degree and grade point average entrance requirements as regular graduate students and must write final examinations in the courses taken (unless audited), but will not receive credit toward a degree. In special circumstances, an occasional student may apply for permission to proceed to a degree program and also apply for transfer, for credit, of courses previously taken in the occasional category. **Note:**

1. Transfer of courses from the "occasional" category to a degree program is not automatic: request for advance credit must be made within the first year of a degree program.

2. Fees paid by a student while registered as an occasional student are not transferable, at a later date, to a degree program.

3. Registration in the occasional student category can be for no more than one academic year without reapplication.

4. At least 60% of coursework per academic year must be taken at the graduate level while registered as an occasional student.

### 1.4.4 Joint Masters (With the University of Winnipeg)

The University of Manitoba and the University of Winnipeg offer four joint Master’s programs: History, Religion, Public Administration, and Peace and Conflict Studies. The University of Manitoba Faculty of Graduate Studies is responsible for the administration of the joint programs, and students must complete the regular University of Manitoba application and registration forms. Students taking pre-Master’s qualifying work for these programs register at the University where the courses are being taken.

The pre-Master’s program serves as a mechanism for applicants who hold a B.Sc. degree in Pharmacy or in a related area, but do not fulfill the requirements for admission to the M.Sc. program. Successful completion of the Pre-Master’s is expected to provide the academic qualifications to enable a student to be eligible to apply to the M.Sc. program.
1.4.5 Visiting Students

Visiting students are students who are registered at another institution who are taking one or more courses at the University of Manitoba on a Letter of Permission from their home university.

SECTION 2: Academic Performance - General

2.1 General Note

Students are ultimately responsible for ensuring that they meet all degree and program requirements. The advisor (and if appropriate co-advisor), advisory committee, and unit must ensure that each student follows the guidelines and meets the program requirements. The Faculty of Graduate Studies performs a final check of program requirements for each student just prior to graduation. Students are cautioned, therefore, to periodically check all regulations with respect to the degree requirements. Failure to meet all the requirements will render a student ineligible to graduate.

Units may make recommendations with respect to the regulations concerning minimum academic performance; however, enforcement of academic regulations rests with the Faculty of Graduate Studies. The following procedures apply to recommendations made by units:

The unit is responsible for informing the Faculty of Graduate Studies when a student's performance is unsatisfactory in research or coursework and the unit must outline any recommended remedial action(s).

The unit must notify the student of the deficiency and of its recommendation.

If the student fails to satisfy any remedial action recommended, the student may be required to withdraw from the Faculty of Graduate Studies.

Note:

When a graduate student is required to withdraw from a program of study, the notation on the academic record will be: "Required to withdraw". Voluntary withdrawal from a program is only permitted if the student is in good academic standing.

Recommendations of units will supersede student requests for voluntary withdrawal.

A student who has been required to withdraw from a graduate program at the University of Manitoba may be permitted to apply for admission to another graduate program only if the application for admission is approved by the Dean of the Faculty of Graduate Studies.

2.2 Academic Performance

Student progress shall be reported at least annually to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw.
2.3 Performance in Coursework
A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. Each failed course may be repeated or replaced only once, to a maximum of 6 credit hours of coursework. If a course is repeated or replaced, the most recent grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of C or less in more than 6 credit hours of coursework are required to withdraw, unless otherwise stated in the unit’s supplemental regulations. Note:

In exceptional circumstances, the unit may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.

Supplemental exams are not permitted to students in the Master’s or Ph.D. program, unless otherwise stated in the unit’s supplemental regulations.

All actions taken administratively are to be reported, in summary form, to the Faculty of Graduate Studies Executive Committee.

SECTION 3: General Regulations: Pre-Master’s
3.1 Admission and Program Requirements
Graduates of bachelor degree programs with a minimum grade point average (GPA) of 3.0 in the last two full years of university study will be considered for admission to a pre-Master’s program.

These are the minimum requirements of the Faculty of Graduate Studies. Units may specify higher or additional criteria. Admission to a pre-Master’s program does not guarantee future admission to a Master’s program. As the pre-Master’s program of study is intended to bring a student’s background up to the equivalent of the required 4-year degree, units should assign to students, as part of their pre-Master’s program of study, an appropriate number of applicable upper level (3000 or 4000) undergraduate courses. Courses at the 7000 level or above cannot be taken in a pre-Master’s program. Courses taken as part of the pre-Master’s program may not be transferred to a Master’s program at a later date.

3.2 Academic Performance
3.2.1. The unit Head is responsible for assigning the courses and monitoring the progress of each student.

3.2.2. A minimum degree grade point average of 3.0 with no grade below C+ must be maintained to continue in a pre-Master’s program. Students who fail to maintain this
3.2.3. Students deficient in 6 hours of credit or less may be permitted to write a supplemental examination (when offered in the unit’s supplemental regulations) in courses in which a grade of C or less was obtained.

3.2.4. Students deficient in 6 hours of credit or less with a grade of C, D, or F in a course or courses may be permitted, if the overall average is C or better, to write one supplemental examination in each course (when offered in the unit’s supplemental regulations), to repeat the courses, or to take equivalent substitute courses.

**Note:** In exceptional circumstances, when a student is deficient in more than 6 credit hours, the student may be permitted to repeat the pre-Master’s year, or to write supplemental examinations (when offered), or to substitute equivalent coursework in order to make up the deficiencies.

A student may be permitted to repeat the pre-Master’s year only once, and to remove deficiencies in grades by writing a supplemental examination or repeating courses only once for each course to a maximum of 9 credit hours of coursework.

If a course is repeated or a supplemental examination is written, the most recent grade obtained in that course will be used in the determination of the degree GPA.

The degree GPA is cumulative in a pre-Master’s program if more than one year is required to complete the course requirements.

All action taken administratively is to be reported in summary form to the Faculty of Graduate Studies Executive Committee.

**SECTION 4: General Regulations: Master’s**

**4.1 General**

Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (http://umanitoba.ca/faculties/graduate_studies/admin supplemental regulations.html), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, progression and completion. Individual units may offer Master’s programs by one or more of the following programs:

- Thesis/practicum-based;
- Course-based/comprehensive;
- Accredited professional.

**4.2 Diploma Programs**

The regulations for the Master’s program shall also prevail for diploma programs. All students should consult the unit supplemental regulations regarding diploma programs.
4.3.1 General Criteria

Students who are eligible to be considered for direct admission to a program of study leading to the Master’s degree include:

- Graduates of four-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from:
  - Canadian institutions empowered by law to grant degrees; or
  - Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.
- Graduates from first-cycle Bologna compliant degrees.
- Students who have completed the pre-Master’s program from:
  - the University of Manitoba; or
  - Canadian institutions empowered by law to grant degrees; or
  - Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.

All students applying for a Master’s degree program must have attained a minimum GPA of 3.0 in the last two full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a pre-Master’s program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.

4.3.2 Pre-Master’s Programs

In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the unit may recommend that the student be admitted to a pre-Master’s program of study (Section 3).

The pre-Master’s program of study is intended to bring a student’s background up to the equivalent of the required 4-year degree in the major unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master’s program.

4.4 Program Requirements

In general, students must complete one of the programs of study described below for the Master’s degree. However, the program of study is determined by the unit and may follow the unit’s supplemental regulations. Any single course cannot be used for credit toward more than one program.

Admission to the College of Pharmacy M.Sc. Program involves several stages.

First, the applicant must negotiate with faculty researchers for a traineeship position. Second, the applicant must present, through its application to the Faculty of Graduate Studies, evidence of satisfactory academic qualifications as well as personal, intellectual, and professional attributes which would predict success as an independent investigator. The applicant must hold a four year Bachelor of Science degree in Pharmacy or a science degree with a cumulative GPA of at least 3.0 (4.5 scale), based on the last 60 credit hours (or two full years or equivalent) of university study.

Third, the potential advisor must provide a written statement to the PGSC, and the Dean, indicating (i) that he/she will provide the student with a stipend at a level equivalent to University of Manitoba Graduate Fellowship support for at least two years, and (ii) the source of this financial support. Fourth, the PGSC will review the application and send recommendations of approval or rejection of admission of the student to the Faculty of Graduate Studies.

The PGSC will review the following:

a. student’s application/qualifications.

b. advisor’s funding (financial picture) and ability to support at least two years of the incoming student’s stipend and operating costs. The requirement of stipend provision by the advisor may be waived on a case-by-case basis (see below).

c. expertise as an advisor. Factors to be reviewed might include, for example, publications, grants, supervision of research personnel, track record as a graduate advisor.

Finally, the Faculty of Graduate Studies verifies eligibility requirements, and notifies applicants of their acceptance or rejection.
### 4.4.1 Thesis/Practicum Route
A minimum of 12 credit hours of coursework, unless otherwise stated in the unit’s supplemental regulations, plus a thesis or practicum. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the unit’s supplemental regulations indicate otherwise. The student must complete the thesis/practicum at the University of Manitoba.

### 4.4.2 Course-based/Comprehensive Examination Route
A minimum of 24 credit hours of coursework and comprehensive examination(s). The minimum must include at least 18 credit hours at the 7000 level or above with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed unless supplemental regulations indicate otherwise.

### 4.4.3 Accredited Professional Route
The credit hours and course requirements shall reflect the requirements of the external accrediting body.

### 4.4.4 Language Reading Requirements
Some units specify a language requirement for the Master’s degree. Students should check unit supplemental regulations regarding this requirement.

### 4.4.5 Advanced Credit
Advance credit for courses completed prior to admission to a Master’s program will be considered on an individual basis. The student’s unit makes the request to the Faculty of Graduate Studies by completing the "Recommendation for Advance Credit (Transfer of Courses)" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

- Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section).
- No more than half of the required coursework for the program can be given advance credit.
- A course may not be used for credit toward more than one program.
- The student must register at The University of Manitoba for at least two terms within a single academic year as a full-time student and must also complete the thesis at the University of Manitoba.

Regardless of the extent of advanced credit received, all students are required to pay applicable program fees.
4.4.6 Transfer Credit

Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:

- must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree;
- may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar’s Office; an original transcript and course equivalency must be provided.

4.4.7 Time in Program

The minimum time for students in the Master’s program is equivalent to two terms. Most units require more than this and students should check unit supplemental regulations regarding specific requirements.

The maximum time allowed for the completion of the Master’s degree is four years for students declared as full-time and six years for students declared as part-time (see section 1.4.1). Some units may have specified maximum time limits and students should periodically check unit supplemental regulations regarding specific requirements.

Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies at least three, but no more than four, months prior to expiration of the respective maximum time limit.

A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be “Required to withdraw”.

4.5 Student’s Advisor/Co-Advisor

Each student should have an advisor upon entry into the program, and must have one assigned no later than one term following registration. The advisor must:

- hold at least a Master’s degree or equivalent
- be a member of the Faculty of Graduate Studies, and
- have expertise in a discipline related to the student’s program
- must hold an appointment in the student’s unit.

It is the responsibility of the unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency.

Note: Maximum time to completion is now 4 years for full-time students. See section (box) 1.4.1 for criteria relating to full-time and part-time status.

Prior to admission to the Faculty, each applicant to the M.Sc. program must have an advisor who is a member of the Faculty of Graduate Studies. If the primary advisor is an Adjunct Professor of Pharmacy, then an internal co-advisor (i.e. primary appointment within the College of Pharmacy) is required. Normally, the advisor must provide the student with a stipend at a level equivalent to University of Manitoba Graduate Fellowship support for at least two years, whether from a studentship, research grants, teaching assistantships, or a combination of the above. It is expected that the student, with the assistance of the advisor, will apply to all appropriate granting agencies for which they are eligible and competitive for continued support.
as necessary. Any exceptions or special circumstances must be recommended by the unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.

In units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the unit Head, within one term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.

In special circumstances, an advisor and co-advisor, upon approval of the unit Head may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor. Together the advisor/co-advisor shall fulfill the role of advisor. When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both co-advisors' signatures are required on all documents where the advisor's signature is required.

The advisor/co-advisor will advise the student on a program of study, direct research, and supervise the thesis or practicum work.

The advisor and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor and the student are required to sign the agreement; if the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit Graduate Chair, Head of the unit or the Dean of the Faculty of Graduate Studies.

Should, during the student's program, the relationship between the student and advisor significantly deteriorate, the matter should be referred to the unit Graduate Chair, the Head of the unit or to the Dean of the Faculty of Graduate Studies.

All students should consult unit supplemental regulations for specific details regarding advisor/co-advisor requirements.

### 4.6 Advisory Committee

**4.6.1 Thesis/Practicum Route**

Advisory committees are normally selected by the advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her research program. The advisory committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies, at least one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. It is expected that, under normal circumstances, Examination Committee members have a Master’s degree or equivalent. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.

Additional specifications regarding the advisory committee are found in the unit.
supplemental regulations and students should consult these regulations for specific requirements.

4.6.2 Course-based/Comprehensive Examination Route

Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit’s supplemental regulations and students should consult these regulations for specific requirements.

4.6.3 Accredited professional programs

Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit’s supplemental regulations and students should consult these regulations for specific requirements.

4.7 Courses and Performance

4.7.1 Course or Program Changes

Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and unit Head. Withdrawal from courses or changes of course category without such approval will result in the student being required to withdraw from the Faculty of Graduate Studies.

4.7.2 Lapse of Credit of Courses

Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.

4.7.3 Academic Performance

Student progress shall be reported at least annually to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive “in need of improvements” normally requires the student to withdraw.

Within two months of beginning the M.Sc. program, each advisor, in consultation with the student, will select an advisory committee and submit their names to the Chair of the PGSC for approval. The advisory committee consists of at least three members, including the advisor. One member of the committee must hold a primary appointment outside of the College of Pharmacy. (Cross-appointed and adjunct academics are considered internal to Pharmacy.) The student’s advisor is chair of the advisory committee.

The Committee must conduct a formal Annual Review of the student’s progress, such that the “Faculty of Graduate Studies Progress Report Form” is submitted to the PGSC by a specified date at the end of each academic year.

Advisory committees are encouraged to meet at other times during the year, in addition to the formal annual reviews, especially if the student or advisor is encountering any difficulties. A progress report may be completed at each additional meeting.

Note: Lapse of course credit is now 7 years.

On at least an annual basis, the advisory committee must meet to conduct a formal review of the student’s progress in course work and research. The student must submit a type-written, double-spaced progress report of 2-5 pages (not including references and figures) to each committee member at least seven days prior to the anticipated date of the review meeting.

The results of the progress review meeting must be documented on the “Faculty of Graduate Studies Progress Report Form,” signed by the advisory committee members, and submitted to the PGSC prior to May 31st of each year. After reviewing and signing the report, the Chair of the PGSC or designate will submit the completed form to the Faculty of Graduate Studies in accordance with its deadline.

A rating of unsatisfactory progress is considered a failure, and the student’s progress will be reviewed subsequently in 3-6 months. In the event that a second rating of unsatisfactory progress is assigned and the progress report forwarded to FGS, the student will be required by FGS to withdraw from the M.Sc. program.
4.7.4 Performance in Coursework
A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

4.7.5 Performance not related to Coursework
In some units, students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is outlined in individual unit supplemental regulations and students should consult these supplemental regulations for specific requirements. Unacceptable performance must be reported to the Faculty of Graduate Studies on the “Progress Report Form” (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the unit Head to the Dean of the Faculty of Graduate Studies.

4.8 Requirements for Graduation
All students must:
- maintain a minimum degree grade point average of 3.0 with no grade below C+,
- meet the minimum and not exceed the maximum course requirements, and
- meet the minimum and not exceed the maximum time requirements.
Individual units may have additional specific requirements for graduation and students should consult unit supplemental regulations for these specific requirements.

4.8.1 Thesis/Practicum Route
4.8.1.1 Thesis vs. Practicum
Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum.
A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The rigour required for the practicum is equal to that required for the thesis. The practicum takes the form of an exercise in the practical

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Note: Advisory committees are encouraged to meet at other times during the year, in addition to the formal annual reviews, especially if the student or advisor is encountering any difficulties. A progress report may be completed at each additional meeting.

Graduate students and WHMIS: Graduate students working in a laboratory are workers as defined in the WHMIS (Workplace Hazardous Materials Information System) legislation. All students must be trained in the WHMIS and Biosafety (if necessary) requirements and must follow the practices outlined in these policies. Please see page 120, For New Lab Workers, for the link to the WHMIS training module.

Graduate students and seminars: Students in the M.Sc. program are required to attend and participate in the College of Pharmacy Graduate Seminar Series during each year they are registered as a full time student.

The thesis proposal for students in the M.Sc. program must be completed within 12 months after entry into the program and prior to submission of their first Progress Report Form.
WRITTEN PROPOSAL: The written proposal is intended to allow the advisory committee to understand the rationale for the study, the hypothesis, and the approach. There should be enough detail to evaluate the validity of the approach, the feasibility, and the timeline for research.
The written proposal should be developed between the student and the
application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual units have specific requirements for graduation and students should consult unit supplemental regulations for specific requirements.

The thesis is developed under the mentorship of the advisor/co-advisor. Individual units may have specific guidelines regarding the thesis proposal and its acceptance by the student’s advisory committee/unit Head; students should consult unit supplemental regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research.

4.8.1.2 Examining Committee

The advisor will recommend an examining committee to the unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the “Master’s Thesis/ Practicum Title and Appointment of Examiners” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). This form must be approved by the Dean of the Faculty of Graduate Studies prior to the distribution of the thesis.

Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the unit’s Supplemental regulations. The examining committee must consist of a minimum of three members (including the advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. It is expected that, under normal circumstances, Examination Committee members have a Masters degree or equivalent. All examiners must be deemed qualified by the unit Head and be willing to serve. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual units require specific requirements for examination and students should consult unit supplemental regulations for specific requirements.

The Head of the unit arranges for the distribution of the thesis/practicum to the examiners. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories:

- Acceptable, without modification or with minor revision(s); or
- Acceptable, subject to modification and/or revision(s); or
- Not acceptable.

If two or more examiners do not approve the thesis, then the student is deemed to have failed the distribution.

4.8.1.3 Oral Examination

For units requiring students to pass an oral examination on the subject of the thesis/ practicum and matters relating thereto, the format of the oral examination is described in

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advisor, and in consultation with the advisory committee if required, and submitted to each advisory committee member at least 7 days prior to the anticipated date of the advisory committee meeting (usually the Annual Review Meeting). The proposal should be 5-10 pages in length (excluding reference list, figures, tables, and appendices).

ORAL PRESENTATION: A 30 minute oral presentation, outlining the thesis proposal, followed by questions must be delivered to the advisory committee prior to submission of the first Progress Report Form.

The advisory committee will assess the thesis proposal and indicate approval on the Progress Report Form. If the proposal is not approved, the student will have 2 weeks to consult with the advisory committee and resubmit a revised proposal for approval. Once the proposal is approved, a final copy will be placed on file with the student’s records in the College of Pharmacy Dean’s office.

The thesis examining committee is normally comprised of the advisory committee members.

M.Sc. students must pass an oral examination on the subject of their thesis, and matters relating thereto, before they obtain the M.Sc. degree.

Approval of the written thesis by the Examining Committee must be acquired.
the supplementary regulations of the unit. Students should consult these supplementary regulations for specific requirements. A student has the right to an examination of the thesis/practicum if he/she believes it is ready for examination. It is the unit’s responsibility to warn the student of any risk involved should he/she decide to proceed against the unit’s recommendation.

All members of the examining committee must be present at the examination. The oral examination shall be open to all members of the University of Manitoba community except in exceptional cases. The oral examination may be closed, for example, when the results of the thesis/practicum research must be kept confidential for a period of time. In such cases, the examining committee and unit head shall recommend such action to the Dean of the Faculty of Graduate Studies who shall then approve that the final examination be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies.

Following completion of the examination of the thesis/practicum, examiners will consider the oral examination and the written thesis/practicum. The examiners will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the thesis to the Faculty of Graduate Studies. The advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee.

The judgement of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms “approved” or “not approved” on the thesis/practicum final report form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Each examiner must indicate his/her opinion by his/her signature. If two or more examiners do not approve the thesis, then the student is deemed to have failed the defence.

The examining committee may recommend to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.

4.8.1.4 Failure

In the case of a failure of the thesis/practicum at the Master’s level, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student and advisor/co-advisor.

A student will be required to withdraw when the thesis/practicum has been rejected twice at the stage where:

- The examining committee reports on the merits of the written thesis;
- The defence; or
- A combination of both stages.

The examining process should be completed within one month of distribution of the thesis/practicum.

before proceeding to the oral examination. Therefore, each member of the Examining Committee, within one month of the receipt of the thesis, shall submit to the Chair of the PGSC, or delegate, a recommendation to "not approve" or "approve" the written thesis. In the event that the first attempt does not gain approval, a second attempt is allowed. If the second attempt is unsuccessful, the Chair will recommend to FGS that the student be required to withdraw from the program.

On approval of the written thesis by the Examining Committee, the student will proceed to the oral examination within 2 weeks. The oral examination will be conducted by the Chair of the PGSC or designate. The Examining Committee will normally consist of the student’s advisor and members of the advisory committee.

In terms of format, the candidate will present the thesis clearly and concisely within 30 minutes. It should be noted that the ability of the candidate to present the thesis within the time required is considered part of the examination process and will be considered when deciding the result of the examination. At the conclusion of the candidate’s presentation, the examiners will be invited to pose questions. Questions will then be invited from other Faculty and members of the audience.

Following completion of the question period, faculty, members of the audience, and the candidate will be dismissed. The examining committee will then meet to discuss the result of the examination, which is Pass or Fail. Two or more examiners’ failing votes lead to a failed defence.

In the event of failure of the oral examination, a second attempt may be scheduled only if the written thesis was approved on the first attempt. If the second attempt is unsuccessful, the student will be required to withdraw from the program.
4.8.2 Course-based/Comprehensive Examination Route

Students must demonstrate his/her mastery of their field. The specific procedures for evaluation of this mastery are stated in individual units’ supplemental regulations. Students should consult unit supplemental regulations for specific requirements.

In those units where comprehensive examinations are required, students should consult unit supplemental regulations for specific requirements. The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the Report on Comprehensive Examination form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) in the terms “pass” or “fail.” No student may sit comprehensive examinations more than twice. Any student who receives a "fail" on the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.

4.9 Style and Format

The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (see Appendix 1).

4.10 Deadlines for Graduation

The final requirements of the degree, in the form of the final report on the thesis/practicum (and the corrected copy of the thesis/practicum); comprehensive examination; or M. Eng. project, design thesis, must be submitted to the Faculty of Graduate Studies by the appropriate deadline. For those programs that do not have a culminating exercise (thesis/practicum/comprehensive examination/M.Eng. project/Design thesis) the unit must forward potential graduate names to the Faculty of Graduate Studies by the deadline. The deadline for each of the graduation dates is published on the Faculty of Graduate Studies website at umanitoba.ca/faculties/graduate_studies/deadlines/index.html.

4.11 Details for Submissions of Final Copies

Following the approval of the thesis/practicum by the examining committee and the completion of any revisions required by that committee, the thesis/practicum, must be submitted to the Faculty of Graduate Studies as follows:

- One digital version submitted as an e-thesis/practicum at the MSpace website (https://mspace.lib.umanitoba.ca/index.jsp)
- One hard copy submitted to the Faculty of Graduate Studies. This is required for the University Library and remains the property of the University of Manitoba.
- Final approval and release forms.

4.12 Publication and Circulation of Thesis/Practicum

Every graduate student registering in a thesis/practicum Master’s program at The University of Manitoba shall be advised that, as a condition of being awarded the degree, he/she will be required to grant a license of partial copyright to the University and to the Library and Archives Canada for any thesis or practicum submitted as part of their degree.
program.

Note: This license makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.

The forms and conditions pertaining to these license agreements are available in the Faculty of Graduate Studies office. This and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully comprehended.

Publication in the above manner does not preclude further publication of the thesis or practicum report or any part of it in a journal or in a book. In such cases, an acknowledgement that the work was originally part of a thesis/practicum at The University of Manitoba should be included.

Notes:

Patents –Refer to the section “Policy of Withholding Theses Pending Patent Applications” in this Guide.

Restriction of Theses/Practica for Publication – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor, may request in writing that the Dean of the Faculty of Graduate Studies restrict access, for a period up to one year after submission, of the digital and unbound paper versions of a thesis or practicum submitted to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

Library and Archives Canada – A copy of the thesis is forwarded to the Library and Archives Canada.

SECTION 5: Doctor of Philosophy General Regulations

The degree of Doctor of Philosophy (Ph.D.) is granted only upon evidence of general proficiency and of distinctive attainment in a special field. In particular, the candidate must demonstrate an ability for independent investigation, original research or creative scholarship. This is expected to be presented in a thesis with a degree of literary skill and by an oral examination wherein the candidate exhibits mastery of their field. The Ph.D. is a research degree and is not conferred by the University of Manitoba solely as a result of coursework study.

Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, progression and completion.

Admission to the College of Pharmacy Ph.D. Program involves several stages. First, the applicant must negotiate with Faculty members for a traineeship position. Second, the applicant must present, through its application to the Faculty of Graduate Studies, evidence of satisfactory academic qualifications as well as personal, intellectual, and professional attributes which would predict success as an independent investigator. The applicant must hold a Master of Science degree in Pharmacy or related field from a recognized university, with a cumulative GPA of at least 3.0 (4.5 scale), based on the last 60 credit hours (or two full years or equivalent) of university study.

Third, the potential advisor must provide a written statement to the PGSC, and the Dean, indicating (i) that he/she will provide the student with a stipend at a level equivalent to University of Manitoba Graduate Fellowship support for at least two years, and (ii) the source of this financial support.
5.1 Admission

5.1.1 General criteria

Normally, the completion of a Master’s degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program. However, the criteria for admissions into the Ph.D. program are more stringent than for Masters’ programs; therefore, the completion of a Master’s program does not guarantee admission into the Ph.D. program. Some units require completion of a thesis-based Master’s program prior to admission to a Ph.D. program.

5.1.2 Direct Admission from the Bachelor’s Honours or equivalent

With special recommendation of the unit concerned, applicants with an honours Bachelor’s degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study). Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual unit’s approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for 3 years.

5.1.3 Transfer from the Master’s to the Ph.D. program

Students who have not completed a Master’s program may transfer to the Ph.D. program within the same unit upon the recommendation by the Head of the unit to the Faculty of Graduate Studies. The recommendation should be made within 4 terms (including summer term) of the student’s commencement of the Master’s program. The coursework completed and time spent in the Master’s program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual unit’s approved Supplemental regulations specify otherwise.

The request to transfer from a Master’s to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one month prior to the term for which the student intends to commence the Ph.D. program. The following are required when making the request: The “Application for Admission” form (and application fee); “Ph.D. Selection Committee Report” form (http://umanitoba.ca/faculties/graduate_studies/media/ cte_selection_report.pdf); and in the case where the student does not hold a Master’s degree, a letter of recommendation from the Head of the unit.

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Fourth, the PGSC will review the application and send recommendations of approval or rejection of admission of the student to the Faculty of Graduate Studies.

The PGSC will review the following:

a. student’s application/qualifications.

b. advisor’s funding (financial picture) and ability to support at least two years of the incoming student’s stipend and operating costs. The requirement of stipend provision by the advisor may be waived on a case-by-case basis (see below).

c. expertise as an advisor. Factors to be reviewed might include, for example, publications, grants, supervision of research personnel, track record as a graduate advisor.

If satisfactory, the PGSC will recommend admission of the student to the Faculty of Graduate Studies using the appropriate “PhD Selection Committee Report.”

Finally, the Faculty of Graduate Studies verifies eligibility requirements, and notifies applicants of their acceptance or rejection.

Pharmacy does not permit direct admission from the Bachelor’s Honours or equivalent to the Ph.D. program

Students without a recognized Master’s degree are admitted initially into the M.Sc. program. If, after 12 months, the student has demonstrated academic excellence, including a cumulative GPA of at least 3.75 (4.5 scale) during the time in the Pharmacy graduate program, then subject to the concurrence of the student’s Advisory committee and the PGSC, the student may apply for transfer to the Ph.D. program as outlined below.

Students registered in the M.Sc. program who have made excellent progress over the first 12 months in their program may be considered for transfer to the Ph.D. program. The transfer must be completed within 18 months of the student’s commencement in the Master’s program.

Such transfer will be considered only when:

• The student requests, in writing, approval of the PGSC to transfer to the Ph.D. program.

  Documentation including a copy of the student’s transcript as well as evidence of research productivity should also be provided. This request should be made to the Chair of the PGSC.
If the transfer occurs within 12 months of the initial registration in the Master’s program, the student will be assessed Ph.D. fees for 3 years. If the transfer occurs after 12 months, the student will be assessed Ph.D. program fees for 2 years (as they will have already paid fees for the Master’s program). Students are cautioned that such transfers may impact on the University of Manitoba Graduate Fellowship duration. Where a student with a Master’s degree or equivalent is initially admitted and registered in a Master’s program, that student may be transferred to the Ph.D. program within the same unit on the recommendation of the student’s advisor/co-advisor and Head of the unit, provided that follow up transfer recommendation occurs within 12 months of the initial registration in the Master’s program. In such a case, the application fee is waived and fees assessed towards the Master’s program will be deducted from the full 2 years of Ph.D. program fees. Transfers later than 12 months must pay an application fee and their fees will be assessed as a 3 year Ph.D.

5.1.4 Provisional Admission to the Ph.D.

Students nearing the completion of the Master’s degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master’s degree within the 12 months. Students must maintain continuous registration in their Master’s program until its completion. Students will require assistance from the unit and the Faculty of Graduate Studies to complete dual registration in the Master’s and Ph.D. program simultaneously.

5.1.5 English Language Proficiency

Applicants whose first language is not English and who have not resided in a designated English-speaking country for three years immediately prior to application must provide proof of English language proficiency. Normally, this is done by providing results directly to the Faculty of Graduate Studies from one of the following recognised English language competency tests:
- MELAB – Minimum Final score of 80
- TOEFL – Minimum iBT score of 80, or a minimum PBT 550
- canTEST – Minimum band of 4.5 in Listening and Reading, and a band of 4.0 in Writing
- IELTS – Minimum score of 6.5 on the Academic Module
- CAEL – Minimum 60 overall and 60 on each subject
- AEPUCE – Minimum 65% overall.

The language competency test may be waived if the applicant has completed a degree at a recognised University where the language of instruction is English. Some units specify an additional language requirement for the Ph.D. degree. Students should check unit supplemental regulations regarding this requirement.

In all cases, test scores older than two years are invalid.
5.1.6 Students with Disabilities
See Accommodation Policy for Students with Disabilities:
http://umanitoba.ca/admin/governance/governing_documents/students/281.html

5.2 Student Advisor, Co-advisor and Advisory Committee

5.2.1 Student Advisor

Every Ph.D. student must have an advisor, appointed by the Head of the unit. The advisor is responsible for supervising the student’s graduate program. The advisor is the student’s first point of contact at the University of Manitoba, and therefore should be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic unit. The advisor is directly responsible for the supervision of the student’s graduate program. In this capacity, the advisor assists the student in planning the graduate program, and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic unit, the Faculty of Graduate Studies, the university, and external funding agencies. The academic advisor provides counsel for all aspects of the graduate program, and stays informed of the student’s scholarly activities and progress. The student’s advisor also acts as a channel of communication to the student’s advisory committee, the unit and the Faculty of Graduate Studies.

The advisor must:

- be a member of the Faculty of Graduate Studies,
- hold a Ph.D. or equivalent*,
- be active in research,
- have expertise in a discipline related to the student’s program, and
- hold an appointment in the student’s unit

*Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case by case basis and assessed by the potential advisor’s demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not considered per se to be equivalent to a Ph.D.

Usually the student and the advisor choose to work together by mutual agreement. In units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the unit or the selection committee shall appoint a faculty member to advise the student as to the rules and regulations and on a program and course requirements. This interim period must not exceed eighteen months after entry in to the program before a permanent advisor is chosen.

The advisor and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor and the student are required to sign the agreement; if the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit Graduate Chair, the Head of the unit.

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Prior to admission to the Faculty, each applicant to the Ph.D. program must have an advisor who is a member of the Faculty of Graduate Studies. If the primary advisor is an Adjunct Professor of Pharmacy, then an internal co-advisor (i.e. primary appointment within the College of Pharmacy) is required. Normally, the advisor must provide the student with a stipend at a level equivalent to University of Manitoba Graduate Fellowship support for at least two years, whether from a studentship, research grants, teaching assistantships, or a combination of the above. It is expected that the student, with the assistance of the advisor, will apply to all appropriate granting agencies for which they are eligible and competitive for continued support.

Note: The requirement of stipend provision by the advisor may be waived on a case-by-case basis (for example, part-time graduate training during full-time employment); a Letter of Agreement (signed by both the advisor and the applicant) must be submitted to the Chair of the PGSC. Waiver of stipend is subject to approval by the Dean of Pharmacy.
Should, during the student’s program, the relationship between the student and advisor significantly deteriorate, the matter should be referred to the unit Graduate Chair, the Head of the unit or to the Dean of the Faculty of Graduate Studies.

5.2.2 Co-advisor

In special circumstances, upon approval of the Head of the unit, an advisor and co-advisor may advise a student.

The co-advisor must:

- be a member of the Faculty of Graduate Studies
- hold a Ph.D. or equivalent*,
- be active in research, and
- have expertise in a discipline related to the student’s program

*Equivalency will be approved by the Dean of the Faculty of Graduate Studies, determined on a case by case basis and assessed by the potential co-advisor’s demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not considered per se to be equivalent to a Ph.D.

The co-advisor will usually be identified either:

A) at the beginning of a student’s program in situations where:

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

B) mid-way through a student’s program due to:

1. the student’s project developing in such a way as he/she requiring an additional advisor from a different discipline, or
2. the unit introducing a new Faculty member, to the standards of the unit, whose expertise facilitates the student’s project.

When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both the advisor and co-advisor’s signatures are required on all documents where the advisor’s signature is required. In all instances the Faculty of Graduate Studies must be informed of the co-assignment.

5.2.3 Advisory Committee

The Head of the unit is responsible for the establishment of an advisory committee for each Ph.D. student. Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her program. The advisory committee must consist of a minimum of three members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. It is expected that, under normal circumstances, Advisory Committee members have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate studies.

Within six months of beginning the Ph.D. program, each advisor, in consultation with the student, will select an advisory committee and submit their names to the Chair of the PGSC for approval.

The Committee must conduct a formal Annual Review of the student’s progress, such that the Progress Report form is submitted to the PGSC by a specified date at the end of each academic year.

Advisory committees are encouraged to meet at other times during the year, in addition to the formal annual reviews, especially if the student or advisor is...
Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee. Advisory committee meetings which must be held at least annually are not intended to take the place of meetings between the student and advisor, which should occur with much greater frequency than the advisory committee meetings.

5.3 Program of Study
As soon as possible, but no later than 24 months after a student has commenced their program, the student’s program of study should be registered with the Faculty of Graduate Studies and should include:

- information about the minimum or expected time for completion of the degree;
- coursework to be taken;
- any foreign language requirement;
- the research area in which the thesis will be written.

The approval of the student's advisor/co-advisor and the Head of the unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory committee and the Head of the unit. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.

5.4 Program Requirements
All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved unit supplemental regulations:

- Where admission to the Ph.D. is directly from a Master’s degree, a minimum of 12 credit hours at the 7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000 level must be at the 3000 level or above. For those students who hold a Master’s degree, a maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.*

- Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a minimum of 24 credit hours plus a thesis is required. The coursework must include a minimum of 18 credit hours at the 7000 level or higher with the balance of the coursework at the 3000 level or higher. For those students who do not hold a Master’s degree, a maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.*

*Unless professional accreditation requirements and/or supplemental regulations indicate otherwise.

5.4.1 Language Reading Requirements
Some units specify a language requirement for the Ph.D. degree. Students are advised to

Students must enroll in the Pharmacy Seminar 1 and Pharmacy Seminar 2 courses (PHRM 7160 and PHRM 7170, respectively). However, if PHRM 7160 and PHRM 7170 were completed during the M.Sc. program in Pharmacy, the student may opt to repeat PHRM 7160/7170 or select other courses to meet credit hour requirements. Following completion of PHRM 7160 and PHRM 7170, students in the Ph.D. program are required to present at least one research seminar in the college of Pharmacy Graduate Seminar Series during each year they are registered as a full time student.

There are no other required courses, but students must acquire approval from their advisory committee when selecting courses to meet credit hour requirements.

Students may take one offering of PHRM 7120 during their program by default; subsequent PHRM 7120 offerings may be taken, provided the offering is from a different course coordinator, and only upon approval from PGSC.

Students must provide the Chair of the PGSC, or designate, with written approval of their advisory committee in order to withdraw from a course.
check unit Supplemental regulations regarding this requirement.

5.4.2 Advance Credit
Advance credit for courses completed prior to admission to a Ph.D. program will be considered on an individual basis. The student’s unit makes the request to the Faculty of Graduate Studies by completion of the “Recommendation for Advance Credit (Transfer of Courses)” form.

1. Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section).

2. No more than half of the required coursework for the program can be given advance credit.

3. A course may not be used for credit toward more than one degree, diploma or certificate.

4. The student must register at The University of Manitoba for one academic year as a full-time student and must also complete the thesis at The University of Manitoba.

5. Regardless of the extent of advanced credit received, all students are required to pay the program fee.

5.4.3 Transfer Credit
Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:

1. must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;

2. are considered on an individual basis;

3. cannot be used for credit towards another degree;

4. may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar’s Office; an original transcript and course equivalency must be provided.

5.4.4 Lapse of Credit of Courses
Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.

5.5 Time Limits
5.5.1 Minimum Time Limit

Note: Lapse of course credit is now 7 years.

Note: Maximum time in the Ph.D. is now 6 years.
The minimum time requirement for the program of study for a Ph.D. degree will normally be two years of study beyond the level of the Master’s degree, or three years beyond the level of a Bachelor’s degree. The student may be permitted to spend one of these years in an approved program of research or study elsewhere. Such permission must be approved by the Dean of the Faculty of Graduate Studies on the recommendation of the student’s advisory committee.

5.5.2 Maximum Time Limit
A student’s candidature shall lapse if he/she fails to complete the degree within six years following initial registration in the Ph.D. program. For those students who transfer from the Master’s to the Ph.D., years spent in the Master’s program are counted as years in the Ph.D. program. Recommendations for extensions of time to complete the degree will be considered on an individual basis and must be approved by the Dean of the Faculty of Graduate Studies.

A student who has not completed the degree requirements within the time limit or within the time limit of any extension that has been granted (see also sections “Extension of Time to Complete Program of Study” and “Leave of Absence”) will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be “Required to withdraw”.

5.6 Academic Performance
Student progress shall be reported at least annually to the Faculty of Graduate Studies on the "Progress Report" form [http://umanitoba.ca/faculties/graduate_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive “in need of improvements” normally requires the student to withdraw.

5.6.1 Performance in Coursework
A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to

On at least an annual basis, the advisory committee must meet to conduct a formal review of the student’s progress in course work and research. The student must submit a type-written, double-spaced progress report of 2-5 pages (not including references and figures) to each committee member at least seven days prior to the anticipated date of the review meeting.

The results of the progress review meeting must be documented on the “Faculty of Graduate Studies Progress Report Form,” signed by the advisory committee members, and submitted to the PGSC prior to a specified date at the end of each academic year. After reviewing and signing the report, the Chair of the PGSC or designate will submit the completed form to the Faculty of Graduate Studies in accordance with its deadline.

In the event that a second rating of unsatisfactory progress is assigned and the progress report forwarded to FGS, the student will be required by FGS to withdraw from the Ph.D. program. Note: Advisory committees are encouraged to meet at other times during the year, in addition to the formal annual reviews, especially if the student or advisor is encountering any difficulties. A progress report may be completed at each additional meeting.
withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

5.6.2 Performance Not Related to Coursework
Students may be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, unsatisfactory attendance and lack of progress in research and/or thesis preparation. The student’s advisory committee will make a recommendation for required withdrawal to the Head of the unit. The Head of the unit may then recommend to the Dean of the Faculty of Graduate Studies that the student be required to withdraw for reasons of unsatisfactory academic performance.

5.7 Academic Requirement for Graduation
A cumulative degree grade point average of 3.0 or greater is required in those courses that constitute the program of study for graduation in the Faculty of Graduate Studies.

5.8 Candidacy Examination
The candidacy examination is an absolute requirement of the Faculty of Graduate Studies and, as such, cannot be waived under any circumstances. However, the format and content of the candidacy exam will vary from unit to unit. The purposes of the candidacy exam in doctoral programs is to determine the student’s competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analyzing, synthesizing, and communicating ideas about that material in depth.

At the time specified by the advisory committee—normally within the first year after the completion of the Ph.D. program coursework but in no case later than one year prior to expected graduation—the student must successfully complete the formal candidacy examination.

The examination is conducted according to a procedure established by the unit and approved by the Academic Guide Committee of the Faculty of Graduate Studies. Please see the unit supplemental regulations for the format and composition of the examination committee for the candidacy examination. The Candidacy Examination must be held at the University of Manitoba.

This examination, which is independent from the thesis Proposal, may be oral, written, or both and may cover subjects relevant to the general area of the candidate’s research. These must be made known to the students.

A pass decision of the examiners must be unanimous. Students must be provided with feedback on their performance and access to the reasons for the pass/fail.

The Dean of the Faculty of Graduate Studies must be informed whether the candidate has

Graduate students and WHMIS: Graduate students working in a laboratory are workers as defined in the WHMIS (Workplace Hazardous Materials Information System) legislation. All students must be trained in the WHMIS and Biosafety (if necessary) requirements and must follow the practices outlined in these policies. Training and testing can be accessed through UMLearn. Please see page 120, New Workers, for the link to the WHMIS training module.

Graduate students and seminars: Students in the Ph.D. program are required to attend and participate in the College of Pharmacy Graduate Seminar Series during each year they are registered as a full time student.

Goal: The goal of the Candidacy Exam is to determine the student's competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analyzing, synthesizing, and communicating ideas about that material in depth. The areas to be examined should not focus exclusively on the student’s thesis-related research activities as these are handled during the Thesis Proposal approval process.

Scheduling: The Candidacy Exam will occur at a time specified by the advisory committee, normally within the first year after the completion of the Ph.D. program coursework, but in no case later than one year prior to expected graduation.

Examining Committee: The Candidacy Examining Committee will include the advisor, the advisory committee, and a Pharmacy faculty member appointed by the Dean. To achieve fairness and consistency across candidacy exams, the latter examiner shall serve as the appointed examiner for a renewable term of 2 years.

Responsibility of the Chair: The non-voting chair will supervise all aspects of the examination. It is the responsibility of the Chair to intervene on behalf of the student if the questions are not consistent with the goals of the Candidacy Exam (stated above), and to assure that the questions are asked fairly (with cognizance of the nature of the student’s research project) and within the time allowed for the examination.

Format of the examination: The candidacy examination will consist of written and oral components and shall be open to all faculty-level members of Pharmacy, and the University of Manitoba. Both the written overview and the oral presentation visual aids will be submitted to the members of the examining committee at least one week prior to the date of the oral examination.
passed or failed the candidacy examination on the "Report on Ph.D. Candidacy Examination" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.htm).

Any student who fails the candidacy examination twice will be required to withdraw from the Faculty of Graduate Studies.

On successful completion of this examination, the student will be considered a candidate for the Ph.D. degree.

**Written Component:** The written component of the examination will comprise an overview (written in technical/scientific language) of each of the two themes (see below) selected as they relate to the student’s field of study (1500 words each).

**Oral Component:** The Chair will begin the examination by outlining the procedure.

The student will make a 20-minute oral presentation, in plain language, i.e. at a level understandable by an audience member, on the general field of study. It should be noted that the ability of the candidate to communicate his/her field of study clearly and within the time required is considered part of the examination process and will be considered when deciding the result of the examination. The examiners will be invited to pose questions; each examiner will be initially allowed approximately 20 minutes to pose their questions. If time permits, examiners may raise additional matters after hearing the initial round of questions. The questions, which will be developed by individual examiners, are intended to evaluate:

i. the depth of background knowledge in the research area (i.e. knowledge of the pertinent literature).

ii. the breadth of overall knowledge as pertains to the field of study in two of the following themes:

   - medicinal chemistry
   - pharmaceutical sciences,
   - basic medical science,
   - pharmacoeconomics,
   - pharmacoepidemiology pharmaceutical policy,
   - pharmacy practice,
   - patient/medication safety,
   - clinical pharmacy.

The advisor, in consultation with the student and the advisory committee, will determine the themes to be examined at least 6 months prior to the candidacy exam. Students are encouraged to further consult with advisory committee members in preparation for this exam.

Alternate themes not listed above may be proposed by the advisor, in consultation with the student and the advisory committee, at least 9 months prior to the candidacy exam. These will be considered by the Pharmacy Graduate Studies Committee within 2 weeks of submission and may, or may not, be accepted.

iii. critical thinking skills.

The time allocated to each examiner will be at the discretion of the Chair but the total length of the examination, including presentation and questions, will not exceed two hours.
5.9 Thesis Proposal

Some units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific unit supplemental regulations. If units require thesis Proposal approval, this exercise is independent from the candidacy examination. Regardless, the proposed thesis research must be approved by the advisory committee and, if necessary, by the Human Research Ethics Board or Animal Care Committee before the work has begun on the thesis research or project.

College of Pharmacy Supplemental Regulation

At the end of the examination, the student, along with the audience, is asked to leave so that a confidential meeting of the Examining Committee may be held. Each examiner is asked, in sequence, to comment on the student’s performance and on whether the candidate should Pass or Fail the candidacy examination. Performance during all aspects of the examination (written overview, oral presentation, and response to questions) will be considered; unsatisfactory performance in any one or combination of these aspects is sufficient to warrant a Fail decision.

The decision to award a Pass must be unanimous; a split decision is considered a Fail. The result of the examination will be reported, in writing, to the student, the Chair of the PGSC, the Pharmacy Associate Dean (Research), the Dean of the College of Pharmacy, and on the ‘Report on the Ph.D. Candidacy Examination’ form to the Faculty of Graduate Studies.

A student who fails the Candidacy Examination is allowed one additional attempt, no later than 6 months after the first attempt.

Goals: The goals of the Thesis Proposal are to examine the student’s understanding in their area of specialization, and to provide the student and advisor with a critical appraisal of the research proposed for the thesis.

Scheduling: The Thesis Proposal and presentation will occur at a time specified by the advisory committee, as soon as possible after preliminary studies are performed, but prior to any substantial portion of the research toward the Ph.D. thesis. For most students, the Thesis Proposal will be completed during the first year of their Ph.D. program.

Format: The Thesis Proposal will consist of a written proposal and an oral presentation.

Written Proposal: The written proposal is intended to allow the advisory committee to understand the rationale for the study, the hypothesis, and the approach. There should be enough detail to evaluate the validity of the approach, the feasibility, and the timeline for research. The written proposal should be developed between the student and the advisor, and in consultation with the advisory committee if required, and submitted to the advisory committee one week prior to the date of the presentation. As a general guideline, the written proposal should be 5-10 pages in length (excluding reference list, figures, tables, and appendices).

Oral Presentation: At least two weeks prior to the date of the presentation, the student must provide both notice of the presentation and the written proposal to the Pharmacy Graduate Program Administrator. It is the student’s responsibility to confirm the date and availability of the advisor, the advisory committee, and a non-voting Chair, normally a member of the PGSC. The student will present the proposal publicly and defend it before both faculty and students. 30 minutes will be allowed for presentation, and one hour for questioning by members of the advisory committee.
5.10 Thesis
An essential feature of Ph.D. study is the candidate’s demonstration of competence to complete a research project and present the findings. The thesis must constitute a distinct contribution to knowledge in the major field of study, and the research must be of sufficient merit to be, in the judgement of the examiners, acceptable for publication. The thesis must be written according to a standard style acknowledged within the candidate’s particular field of study and recommended by the unit, be lucid and well written, and be reasonably free from errors of style and grammar (including typographical errors). The final version of the thesis must be submitted by the candidate to the Faculty of Graduate Studies following the guidelines found at: [http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html](http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html)

5.11 Thesis Examination Procedures
The final examination for the Ph.D. degree proceeds in three stages (see Figure 5.1):
1. Examination of the candidate’s thesis by an internal examining committee.
2. Examination of the candidate’s thesis by an external examiner.
3. Oral examination of the candidate by all examiners on the subject of the thesis and any matters relating thereto.

5.11.1 Formation of the Examining Committee I - University of Manitoba (Internal) Examiners
The candidate’s advisor (and, if appropriate, co-advisor) is considered to be a voting member of the examining committee. The candidate’s advisor/co-advisor, in consultation with the Head of the unit, will recommend at least three internal thesis examiners to the Dean of the Faculty of Graduate Studies for approval via the Thesis Submission Portal on JUMP. One member must hold a primary appointment within the unit and one member...
must hold no appointment within the unit. All internal examiners must be members of the
Faculty of Graduate Studies. It is expected that, under normal circumstances, Examining
Committee members have a Ph.D. degree or equivalent. Equivalency will be determined
by the Dean of the Faculty of Graduate Studies. Under normal circumstances these will be
members of the candidate’s advisory committee, if not, approval must be obtained from
the Dean of the Faculty of Graduate Studies.

5.11.2 Formation of the Examining Committee II - External Examiner
The candidate’s advisor/co-advisor, in consultation with the advisory committee, will
recommend the names of three distinguished scholars from outside the University of
Manitoba with particular experience in the field of the thesis research and Ph.D. student
advisory/examination experience to serve as the external examiner to the Dean of the
Faculty of Graduate Studies for approval via the Thesis Submission Portal on JUMP. The
recommendations should, if possible, include a brief CV of each of the prospective exter-
nal examiners and a short statement detailing the rationale behind the recommendations,
the prospective external examiners’ qualifications, including a current list of his/her schol-
arly publications and research activities and, importantly, their experience with graduate
student education. No contact should be made with any of the prospective external exam-
iners. If any of the recommended examiners does not meet the following criteria, specified
below, a detailed explanation should be included with the rationale for the recommenda-
tion.
The external examiner should:
• hold a Ph.D. or equivalent;
• hold the rank of Associate Professor, Full Professor, Senior Scholar or Emeritus Profes-
sor (or the equivalent if outside North America) at a university, or have comparable
expertise and standing if not a faculty member at a university;
• have an established reputation in the area of the thesis research and be able to judge
whether the thesis would be acceptable at an institution comparable to the University of
Manitoba; and
• have significant recent experience with the supervision and/or examination of Ph.D.
students.
The external examiner should not:
• have acted as an external examiner for the same Ph.D. supervisor within the previous
two years;
• have been associated with the candidate at any time or in any significant way in the past
five years, present or reasonably foreseeable future (advisor/co-advisor, colleague,
teacher, co-author of published material, family member etc.); or
• be associated with the candidate’s advisor/co-advisor in any of the following ways:
• former student;
• research advisor/co-advisor;
• research collaborator within the last five years;
5.11.3 Changes in the Examining Committee
The Dean of the Faculty of Graduate Studies must approve changes in the membership of the examining committee. No changes shall be made in the examining committee after the thesis is submitted to the Faculty of Graduate Studies. Should the thesis not be submitted for examination within 12 months after the appointment of the examining committee, the committee appointment will lapse and the process shall revert to 5.11.1 above.

5.11.4 Distribution of the Thesis for Examination
It is the responsibility of the Faculty of Graduate Studies to distribute the electronic version of the thesis to all examiners. The Faculty of Graduate Studies shall attempt to ensure that the thesis is distributed to examiners as soon as possible after the submission of all required documentation. The Faculty of Graduate Studies website (umanitoba.ca/faculties/graduate_studies/deadlines/index.html) should be consulted regarding dates by which theses must be submitted.

Once the thesis has been submitted to the Faculty of Graduate Studies, neither the candidate nor the advisor/co-advisor shall have any communication with the examining committee regarding the thesis. However, should the need arise, the external examiner may contact the Dean of the Faculty of Graduate Studies to discuss any issues related to the thesis.

5.11.5 Responsibilities of the Examiners
In general the examiners are responsible for:
• ensuring that the thesis and the candidate meet recognised scholarly standards for a Ph.D.
• appraising the underlying assumptions, methodology, findings, and scholarly significance of the findings of the thesis
• ensuring that the thesis is organized, presents data and uses accepted conventions for addressing the scholarly literature in an acceptable manner
• evaluating that the candidate has the ability to present their findings orally and demonstrate their scholarship by responding to questions and defending the thesis

Notes:
1. Any potential breach of academic integrity should be reported to the Dean of
the Faculty of Graduate Studies for investigation by the Vice President (Research and International).

2. Submission of previously published, peer-reviewed material in the thesis does not preclude its examination, either as a written document being reviewed by examiners or at the thesis defence.

5.11.6 Process

Internal Examiners

The Dean of the Faculty of Graduate Studies will request the internal examiners to give, within three (3) weeks of the distribution of the thesis, a detailed written report of the thesis and place it into one of the following categories:

1. The thesis represents a distinct contribution to the candidate’s field of research and is acceptable as it stands. Minor revisions to content, structure, or writing style may be required. The thesis may proceed to external distribution.

2. The thesis has merit and makes a contribution to the candidate’s field; however, there are research-related concerns that have the potential to be addressed in the oral examination. The structure and writing style are acceptable or require only minor revisions. The thesis may proceed to external distribution.

3. The thesis has some merit, but is not acceptable in its current state and requires major revisions to one or more of its core components, such as research content, structure or writing style. The thesis cannot proceed to external distribution.

4. The thesis is unacceptable with respect to its core components, such as research content, structure, and writing style. The thesis cannot proceed to external distribution.

If none or one (the dissenting voice) of the internal examiners fails the thesis (i.e. places it in categories 3 or 4 above), the thesis receives an internal pass and shall proceed to external distribution. Prior to external distribution, the candidate shall have the opportunity to incorporate changes suggested by the examining committee but not necessarily those of the dissenting voice.

If two or more of the internal examining committee fail the thesis (i.e. places the thesis in categories 3 or 4 above) then the thesis fails.

If the thesis fails, the unit Head shall convene a meeting of the internal examining committee and the candidate’s advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard for a second submission to the internal examining committee. In normal circumstances, this will involve additional scholarly work which the unit Head will describe, in writing, to the advisor/co-advisor, the candidate and the Dean of the Faculty of Graduate Studies.

If more than one of the internal examining committee members fail the resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to external distribution, and the candidate is required to withdraw from the Faculty of Graduate Studies. The awarding of a passing grade by an individual internal
examiner does not preclude them from awarding a failing grade at a subsequent stage in the examination process.

**External Examiner**

The Dean of the Faculty of Graduate Studies will request the external examiner to give, within three (3) weeks of the distribution of the thesis, a detailed written report of the thesis and rate it either as a pass or a fail. The Dean of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until it has been determined that the student can proceed to oral defence.

- If the external examiner passes the thesis, the student can proceed to oral defence.
- If the external examiner fails the thesis, the unit Head shall convene a meeting of the internal examining committee and the student’s advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard. In normal circumstances, this will involve additional scholarly work which the unit Head will describe, in writing, to the advisor/co-advisor, the candidate and the Dean of the Faculty of Graduate Studies.
- If the external examiner fails a resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to oral defence, and the candidate is required to withdraw from the Faculty of Graduate Studies.

The awarding of a passing grade by an external examiner does not preclude them from awarding a failing grade at a subsequent stage in the examination process.

**Reports**

If advancement to the oral examination is approved, as outlined above, the Dean of the Faculty of Graduate Studies shall provide electronic copies of all reports to each of the advisor/co-advisor, examiners and Head of the unit.

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**5.12 The Oral Examination**

**5.12.1 Scheduling**

Units cannot proceed with scheduling the oral defence prior to receiving the approved examiners report from the Faculty of Graduate Studies. The examination must be held at the University of Manitoba. It is the responsibility of the unit to ensure that all room booking arrangements are made and appropriate facilities meet minimum standards expected for a Ph.D. defence. In addition, the candidate must submit, in electronic format biographical information and an abstract of the thesis to the Faculty of Graduate Studies.

**5.12.2 Attendance**

The Dean of the Faculty of Graduate Studies or designate shall act as Chair of the examination committee.

The attendance of the external examiner in person at the candidate’s oral examination is encouraged. If the external examiner will not be present in person, his/her participation via voice or video conferencing is expected. It is required that all internal members of the examining committee be present at the defence, unless exceptional circumstances prevent this, and with prior approval of the Dean of the Faculty of Graduate Studies.
Regardless, no more than two participants can use voice or video conferencing. Under no circumstances can the candidate participate by voice or video conferencing. Normally, the oral examination shall be open to all members of the University of Manitoba community and the general public. In exceptional cases the final oral examination may be closed; for example, when the results of the thesis research must be kept confidential for a period of time. In such cases, the examination committee and Head of the unit shall request prior approval in writing from the Dean of the Faculty of Graduate Studies. If approved, the final oral examination shall be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies or designate.

Regardless of open or closed status, no recording devices will be permitted.

5.12.3 Format of the Examination
The first part of the oral examination shall consist of an oral presentation by the candidate. This is followed by examination of the candidate by the examination committee. If time permits the Chair, at their discretion, may allow questions from members of the audience.

5.12.4 Procedures for the Conduct of the Examination
The Chair should discuss the examination procedures with the examiners in camera prior to the beginning of the formal examination.

The Chair will introduce the candidate and request him/her to give a concise (20 to 25 minute) oral presentation of the thesis to include a summary of the problem addressed, the results obtained and the conclusions drawn from the study.

Following the presentation, the Chair will invite questions from each member of the examining committee, taking care to ensure that each examiner has approximately equal time for questions. The total time for questions by the examining committee must not exceed two (2) hours.

The Chair may exercise his/her discretion in allowing questions from the audience following completion of the formal examination. Once assuming the role of Chair, he/she foregoes the right to comment on the merits of the thesis whether or not he/she is an expert in the field.

5.12.5 Decision of the Committee:
Following completion of the formal examination, the candidate and audience must leave the examination room. The decision of the examining committee will be based both on the content of the thesis and on the candidate’s ability to defend it.

The judgement of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms “pass” or “fail” and each examiner must indicate his/her opinion by his/her signature:

- Pass: the candidate has satisfactorily presented their findings orally and answered, to the satisfaction of the examination committee, the methodology, observations and
conclusions presented in the thesis. The advisor/co-advisor is charged with ensuring that any minor editorial or typographical revisions are satisfactorily completed. The Chair shall report this decision to the Dean of the Faculty of Graduate Studies on the "Final Oral Examination of the Ph.D. Thesis" form. Those examiners in agreement must indicate, by their signatures, concurrence with the passing grade.

- Fail: the candidate has failed to adequately orally present, or satisfactorily respond to questions posed related to, the thesis. This shall include significant defects in conception, methodology or context. The Chair shall report this decision, including providing the detailed written reasons for this decision, to the Dean of the Faculty of Graduate Studies on the "Final Oral Examination of the Ph.D. Thesis" form. Each examiner in agreement must indicate, by his/her signature, concurrence with the failing grade. A copy of the report will be made available to the candidate by the Dean of the Faculty of Graduate Studies.

If the external examiner or two or more internal examiners indicate a fail, the candidate fails the examination.

5.13 Candidate Awards
The examination committee may recommend in writing to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.

5.14 Graduation
The candidate will be recommended for the Ph.D. degree upon receipt by the Faculty of Graduate Studies of favourable reports by the thesis examining committee, a corrected copy of the electronic version of the thesis submitted to MSpace, final approval and release forms, and providing all other degree requirements have been satisfied.


Restriction of Theses for Publication – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one year after the submission of the digital version of a thesis to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

Library and Archives Canada – Library and Archives Canada obtains a copy of the thesis via the University’s MSpace repository.

5.15 Student Withdrawal
A student will be required to withdraw when the Ph.D. thesis has been rejected twice at the stage where:

a) The internal examining committee reports on the merits of the written thesis;

b) The external examiner reports on the merits of the written thesis;

b) The oral examination; or
d) A combination of any of these stages.

SECTION 6: Policy of Withholding Thesis Pending Patent Applications Content or Manuscript Submission
In 1970 the University of Manitoba Board of Governors and Senate approved a policy on accepting research grants from outside agencies. This policy defined the right of agencies to defer release of information and thus ensure freedom of publications for research findings of University personnel. Occasionally, the University may also wish to restrict the release of a thesis pending patent application. For additional details, see the University of Manitoba governing document: http://umanitoba.ca/admin/governance/governing_documents/community/235.html

This situation may arise in the two circumstances defined below, both of which are governed by the same set of regulations.
1. Where a research project is known to contain patentable items as defined in the research contract, then it is the responsibility of the advisor to give written information of the restrictions on publication to the student prior to the start of the thesis research. If the student agrees to carry out the research, then the regulation given below will apply.
2. Where a patentable item is found during the course of research, then the advisor and the student may make application for patent rights through the University Patent Committee, and the following regulation will apply concerning the release of the thesis.

Regulations Concerning Release of a Thesis During Application and Negotiation For Patents
The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor and the student, the Dean will retain the thesis for a period not to exceed one year.

Regulations Concerning Release of Thesis Pending Manuscript Submission
The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor and the student, the Dean will keep the thesis for a period up to one year.

SECTION 7: Extension of Time to Complete Program of Study Content
All requests for extensions will normally be dealt with administratively and reported, in summary form, to the Executive Committee of Graduate Studies for information. The student must complete the "Request for Extension" form http://umanitoba.ca/faculties/graduate_studies/forms/index.html and submit it to his/her major unit for recommendation to the Faculty of Graduate Studies at least three, but no more than four, months prior to expiration of the respective maximum time limit. Requests for an extension are reviewed by the Faculty of Graduate Studies on a case by case basis.

Requests for extension must be accompanied by a realistic timeline that has been agreed
upon by the student and advisor/co-advisor and endorsed by the unit Head. The extension time requested must closely reflect the time required to complete the program. The normal time requested for extensions is four to eight months. More than one extension period may be considered. However the total approved for all extensions will not normally exceed one year.

Section 8: Leaves of Absence

8.1 Regular Leave
A regular leave is intended to allow students to meet responsibilities/plans related to family, travel or employment and circumstances not covered by the parental or exceptional leaves. At the student’s request, the Head of the unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted a leave of absence for a period of time not to exceed one year. While on leave of absence, a student would not be expected to conduct study and/or thesis research work. Students on regular leaves of absence will be required to maintain continuous registration and pay the appropriate continuing fee. If a student has program tuition fees (as opposed to continuing fees) owing at the time of the granting of the leave, the tuition fees will be deferred until the student returns from leave; however, the continuing fee will be levied.* A regular leave of absence status does not extend the time limits as outlined in Faculty of Graduate Studies regulations.

*Program Fees: The continuing fee in effect at the time of the granting of the leave will be levied. However, if the student returns from leave in January, the normal tuition fee will be levied less the continuing fee already paid.

8.2 Exceptional Leave
In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), at the request of the student the Head of the unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted an exceptional leave of absence for a period of time not to exceed one year. While on an exceptional leave of absence, a student is not permitted to maintain study and/or thesis research work, would not be required to maintain continuous registration, nor pay tuition fees. In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave is not intended to cover circumstances related to travel, employment or financial concerns.

8.2.1 Fees
Students are not expected to pay fees for the term in which they have been granted an exceptional leave. Upon return from the exceptional leave, students will be assessed fees as determined by the Registrar’s Office.

8.3 Parental Leave
A graduate student who is expecting a child or who has primary responsibility of the care
of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request should be made through the unit, normally for a leave of four to twelve months. Leaves of other duration will be considered on an individual basis. Parental leaves must correspond with (an) academic term(s). While on leave of absence for parental reasons, a student is not permitted to maintain study and/or thesis research work. The leave period is not included in the time period allowed for completion of the degree.

8.3.1 Fees
Students are not expected to pay fees for the term in which they have been granted a parental leave. Upon return from the parental leave students will be assessed fees as determined by the Registrar’s Office.

Note: At the time of approval of an application for leave, the procedures for the return of the student to the unit at the completion of the leave must be stipulated.

8.4 Awards and Leave of Absence
Students granted exceptional or parental leave will retain the full value of a University of Manitoba Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such an award will be suspended at the onset of the leave and reinstated at the termination of the leave period (4 to 12 months) provided that the student returns to full time study at that time.

Note: Other awards will be paid according to the conditions established by the donor or granting agency.

8.5 Graduate Student Vacation Entitlement
Students are entitled to three weeks of vacation over a 12-month period.

SECTION 9: Appeals – Procedures and Guidelines

9.1 General
Students who disagree with a decision have access to appeal routes as laid out by various Faculty of Graduate Studies and University of Manitoba appeal procedures. Student appeals may be limited by the scope of the inquiry available at each level and category of appeal, as well as the time limitations for submission of appeals. A further limitation is that the Faculty of Graduate Studies rules and regulations, established to uphold the academic rigour of the University of Manitoba, are generally not subject to appeal unless an appeal route is otherwise stipulated. In situations where no appeal route is available, a student may make a written request to the Dean of the Faculty of Graduate Studies.

Students are referred to the appeals section of the University of Manitoba Governing Documents [http://umanitoba.ca/admin/governance/governing_documents/index.html] for further details.

1. Resolution of disputes will first be attempted internally within the College of Pharmacy. The student should initially approach the individual(s) directly involved. If this is not successful, the student should consult with the PGSC Chair, the Associate Dean (Research), and/or the Dean of Pharmacy, who will discuss the matter with all parties involved. The student will be notified in writing by the Dean of the nature and the disposition of this conflict.

2. Should it not be possible to resolve the issue through internal discussion, the Pharmacy Dean shall appoint an ad hoc Committee on Graduate Studies Appeals in Pharmacy. It shall be comprised of three academic personnel who are members of the Faculty of Graduate Studies (one chair who is non-voting except given a tie; two voting members), together with a graduate student conducting research in the College of Pharmacy. An additional academic staff member will be appointed as an alternate. The student will be informed of the procedures for appeal and directed to the services provided by the Student Advocacy and Ombudsman Office. The student may submit an appeal in writing to the Committee on Graduate Study Appeals in Pharmacy. The formal appeal must be
For students registered in Joint Master’s Programs (University of Manitoba and University of Winnipeg) there is a different process for handling appeals and academic dishonesty cases than for University of Manitoba students in regular programs (not Joint Programs). This process is outlined in the Joint Master’s Program Governing Documents available at http://umanitoba.ca/faculties/graduate_studies/media/IMP_Regulations.pdf.

9.2 Definitions

- “Appellant” – the graduate student appealing a decision affecting the student’s own admission to, academic standing in, awards from or disciplinary action by a unit or the Faculty of Graduate Studies;
- “Appeal Panel” – a panel convened from the members of the Faculty of Graduate Studies Appeals Committee by the Executive Committee of the Faculty of Graduate Studies empowered to deal with appeals stemming from decisions of units or the Faculty of Graduate Studies, or individuals designated to make such decisions;
- “Unit” – the unit council, or appeal body, whose decision is being appealed. This is understood to include decisions taken by individuals or committees acting in the name of the unit and also to the supplementary regulations pertinent to a unit’s operation which have been approved by the Faculty of Graduate Studies;
- “Respondent” – a representative of the unit or the Faculty of Graduate Studies designated by the unit Head/Dean of the Faculty of Graduate Studies to represent the unit or Faculty of Graduate Studies.

9.3 Types of Appeal

There are several areas of appeal which are open to appellants:

- admission;
- academic;
- discipline;
- administration (e.g. Fee appeals).

In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Faculty of Graduate Studies Appeal Panel is appealable only to the Senate Committee on Appeals or the University Discipline Committee, as appropriate.

9.4 Admission Appeals


within fourteen days of the date of the letter of disposition of the complaint.

2. The Committee on Graduate Study Appeals in Pharmacy will hear the appeal in camera. The student has the right to appear before this committee, and the committee may request the other parties appear before it to provide information. The decision regarding the appeal shall be communicated at the earliest opportunity following the appeal.

3. In the event that the appellant is dissatisfied with the ruling of the Committee on Graduate Studies Appeals in Pharmacy, a formal appeal may be lodged with the Faculty of Graduate Studies, within fourteen days of the date of receipt of the decision of the Committee.
9.5 Academic Appeals

9.5.1 Composition
Faculty members or students are disqualified from participating on an Appeals Panel if he/she:
- holds any academic appointment in the unit in which the appellant is registered;
- is/was a student in the unit in which the appellant is registered;
- was, as an individual, or as a member of a committee or board, responsible for making the decision being appealed.

Note: All members of an Appeal Panel shall participate in all of the deliberations essential for the determination of the matter in dispute. If, in the course of hearing an appeal, a member is not present at the commencement of the hearing or a member cannot continue, the Panel may elect to proceed in the absence of that member. If more than one member is not present at the commencement or cannot continue, the Appeal Panel must adjourn.

9.5.2 Consideration
Appeal Panels will consider appeals:
- stemming from a decision of a unit on academic matters (e.g. failure in a course) only after they have been dealt with by the appropriate unit-level appeal process (if any), as is outlined in its supplementary regulations;
- stemming from a decision of the Faculty of Graduate Studies following the recommend-ed action of a unit (e.g., qualifying examinations, candidacy examinations, thesis proposals, thesis examinations), only after they have been dealt with by the appropriate unit-level appeal process (if any), as outlined in its supplementary regulations;
- stemming from a decision of the Faculty of Graduate Studies.
In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals (see http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_policy.html).

9.5.3 Grounds for an Academic Appeal
The Appeal Panel shall only consider an appeal if there is some evidence that:
- the unit or the Faculty of Graduate Studies failed to follow the rules of natural justice;
- the unit or the Faculty of Graduate Studies failed to follow procedures;
- a unit or Faculty of Graduate Studies regulation has been unfairly or improperly applied, or has become inapplicable through lapse of time;
- there are documented mitigating circumstances (e.g. medical, compassionate);
- there is apparent conflict between a Senate Regulation, a Faculty of Graduate Studies policy and/or a unit regulation.

Note: It shall be the responsibility of the appellant to indicate clearly and specifically the grounds warranting consideration of the appeal.
9.5.4 Academic Appeal Deadlines

9.5.4.1 Appeal of Term Work:
Students are encouraged to discuss matters relating to grading of term work with their instructor in the first instance. Further appeals of grades on academic term work shall be directed, by the appellant, to the unit responsible for the course within ten (10) working days after the grades for term work have been communicated to students. Following receipt of the appropriate appeal form and evidence of payment of the refundable appeal fee, the unit shall consider the appeal and provide a decision within fifteen (15) working days.

9.5.4.2 Appeal of Faculty of Graduate Studies Decision:
An appeal of action taken by any unit, committee, administrator or faculty member within the Faculty of Graduate Studies must be submitted in writing by the appellant to the Dean of the Faculty of Graduate Studies within fifteen (15) working days of the date from the date that the appellant was informed in writing of the action to be appealed.

9.5.4.3 Appeals to Senate:
As per the University of Manitoba Governing Documents: Students: Policy: Appeals Procedures and Guidelines (http://umanitoba.ca/admin/governance/governing-documents/students/senate_committee_on_appeals_procedures.html), appeals to the Senate Committee on Appeals shall be filed with the University Secretary within twenty (20) working days after the mailing of the notice of decision from which the appeal is made.

9.5.5 Academic Appeals Process

9.5.5.1 Documentation
The Dean of the Faculty of Graduate Studies may, on consideration, attempt first to reach an informal solution. If that is judged by the Dean of the Faculty of Graduate Studies to be inappropriate or unfeasible, an Appeal Panel will be formed.

The Dean of the Faculty of Graduate Studies shall inform the appropriate unit head of the nature of the appeal, forward a copy of the appellant’s written submission, and request a written response to the appeal within ten (10) working days. An Appeal Panel will be struck and a meeting set by the Dean of the Faculty of Graduate Studies as soon as possible after receipt of the written response from the respondent.

The appellant shall receive, through the Dean of the Faculty of Graduate Studies, the response of the respondent at least one week prior to the date set for the hearing of the appeal. Notices of the hearing shall be sent by the Dean of the Faculty of Graduate Studies to the individuals affected, giving the specific time and place for a hearing.

All documentation that the Appeal Panel will consider shall be made available through the Dean of the Faculty of Graduate Studies Office to both the appellant and the respondent in advance of the hearing. No additional materials may be presented at the time of the hearing. In the case where a request is made to submit additional materials, the Chair shall postpone the hearing and allow no more than ten (10) working days for the other party to respond to the new materials.
9.5.5.2 Hearing

The appellant and respondent shall have the right to appear before the Appeal Panel and to call witnesses that he/she wishes to appear before the panel. It is the responsibility of the party calling witnesses to ensure that the witnesses are informed of the date and time of the hearing. The Dean of the Faculty of Graduate Studies shall be notified not less than four working days prior to the hearing of the names of all witnesses that are to be called and shall inform the other party.

The appellant shall be advised by the Dean of the Faculty of Graduate Studies of the right to appear in person or to be represented by the student advocate, a fellow student or other full-time member of the University community not receiving payment for appearing, or working for legal aid.

In addition, if the appellant wishes, one member of his/her immediate family, and a lawyer, may be present, but only as observers who do not participate. The Dean of the Faculty of Graduate Studies must be notified of any persons to be accompanying the appellant at least four working days prior to the hearing.

Hearings shall be held in closed session unless at least one party requests an open hearing and all parties to the appeal agree to the request. During the hearing, the appellant or the respondent may request a change in the open or closed nature of the hearing, at which time the Appeal Panel shall determine its procedures.

As the first item of business in dealing with any appeal, the Appeal Panel shall convene (in closed session) to consider whether:

- the Hearing should be an open or closed session;
- whether there are sufficient grounds to proceed with the Hearing;
- whether the Panel has jurisdiction to determine the matter at hand.

If necessary, the Appeal Panel may hear submissions from either party on any of these points. Normally, the appellant and the respondent will be present during the presentation of the other’s case.

When an Appeal Panel determines that there are insufficient grounds or that it lacks the jurisdiction to proceed with an appeal hearing, it shall report its reasons to the Dean of the Faculty of Graduate Studies.

Both the appellant (and/or representative) and respondent(s) (and/or representative) will be invited to make opening statements, including calling any witnesses. These statements will be subject to questioning by members of the Appeal Panel and cross-examination by the other party. Both the appellant (and/or representative) and respondent(s) (and/or representative) will be invited to make closing statements at which point no new information may be introduced.

The Appeal Panel may request either the appellant or the respondent(s) to provide additional information, or of its own volition call additional witnesses, before reaching a
decision. This should be accompanied by a statement that the parties have a right to be made aware of the Panel’s request for information and the results thereof.

All parts of the meeting required by the Appeal Panel to deliberate or determine resolution of the appeal shall be held in camera.

9.5.5.3 Disposition
The Chair of the Appeal Panel shall inform the Dean of the Faculty of Graduate Studies in writing of the disposition of the appeal, the reasons for the decision, and any actions that may result. The Dean of the Faculty of Graduate Studies shall, in turn, inform the appellant and the unit in writing of the disposition of the appeal, the reasons for the decision and any actions that may result. The further right of appeal to the Senate Committee on Appeals should be acknowledged, along with any relevant time limits. The Dean of the Faculty of Graduate Studies may inform the unit of any recommendations brought forward by the Appeal Panel.

9.6 Discipline Appeals
The specific jurisdiction of each of the Disciplinary Authorities is outlined in: University of Manitoba Governing Documents: Students: Bylaw: Student Discipline. See 2.3.3: Table 1: Jurisdiction of Disciplinary Authorities [http://umanitoba.ca/admin/governance/governing_documents/students/868.html]

When the appeal is against a disciplinary decision made by the Faculty of Graduate Studies, the appeal routes and procedures as outlined in the following shall prevail: University of Manitoba Governing Documents: Students: Procedures: Student Discipline [http://umanitoba.ca/admin/governance/governing_documents/students/868.html]

If the appeal is from a decision of the Dean of the Faculty of Graduate Studies the appeal statement shall be delivered to the Dean of the Faculty of Graduate Studies on behalf of the Local Discipline Committee (also commonly referred to as the “L.D.C.”)

If the appeal is from a decision of the L.D.C., the official statement shall be delivered to the Secretary of the University Discipline Committee (U.D.C.) with a copy to the Dean of the Faculty of Graduate Studies.

9.6.1 Discipline Appeal Deadlines
If a student wishes to appeal a decision, the notice of appeal must be delivered in writing to the appropriate person(s) within ten (10) working days of the student being notified of the decision the student intends to appeal.

9.6.2 Appeal of Violation/Penalty
As per section 2.7.2 of the University of Manitoba Governing Documents: Students: Procedures: Student Discipline [http://umanitoba.ca/admin/governance/governing_documents/students/870.html]

The student shall clearly indicate in the notice of appeal whether they are appealing the
decision on:
(a) the finding of facts;
(b) the disposition determined by the disciplinary authority; or
(c) both (a) and (b).

9.7 Fee Appeals
Please refer to the Registrar’s Office webpage on fee appeals: http://umanitoba.ca/student/records/fees/830.htm. To initiate the Fee Appeal procedure, the student completes a Fee Appeal form, available online or in the Registrar’s Office, 400 University Centre.

9.8 Grade Appeals
Please refer to the Registrar’s Office webpage on grade appeals: http://umanitoba.ca/student/records/exams_grades_hub.html. To initiate the Grade Appeal procedure, the student completes a Grade Appeal form, available online or in the Registrar’s Office, 400 University Centre.

9.9 Assistance with Appeals
The Office of Student Advocacy, 519 University Centre, provides information and assistance to students regarding all appeal processes. It is strongly recommended that students contact the Office of Student Advocacy to assist them with any appeal they are considering.
For New Lab Workers

Environmental Health & Safety Office:

Pharmacy Laboratory Standards Committee:
Frank Burczynski (chair),
Angela Shank (recorder).
Dennis Cote,
Yuwen Gong,
Paola Cordova
Yuefei Chen (graduate student representative)

WHMIS
• View WHMIS online training presentation.
• Send the WHMIS test to Paola Cordova for records.
• Complete the Laboratory safety checklist for new personnel
  with your supervisor
  http://umanitoba.ca/admin/vp_admin/risk_management/
  ehso/chemical_safety/6336.html

Biosafety
• Biosafety training
• Send the Biosafety test to Steven Cole
  http://umanitoba.ca/admin/vp_admin/risk_management/
  ehso/bio_safety/biotraining.html

Training
• Attend Fire safety training when available.
• Attend LDS safety training
  http://umanitoba.ca/admin/human_resources/lds/
Introduction
Reference: University of Manitoba’s Working Alone Procedure:
http://umanitoba.ca/admin/governance/governing_documents/staff/839.htm
http://umanitoba.ca/faculties/architecture/facstaff/603.html
When individuals work alone at any time the purpose of a working alone procedure has two parts:
1. Ensure that individuals working alone can get help in an emergency.
2. In cases where an individual is incapacitated or unable to call for help themselves someone must come looking for them.
Emergencies include but are not limited to physical injury due to illness or trauma, fire, flood, explosion, structural collapse, poisoning, intrusion/invasion by unauthorized or dangerous people or any other event which threatens the safety and security of people, property or the environment.
The areas individuals potentially may work alone in the College of Pharmacy Apotex Centre is the Dean’s Office, faculty offices, labs, open areas, storage areas, lecture theatres and tutorial rooms.

Procedure
1. Communication – An individual must be able to attract assistance in case of emergency. Communication elements include:
   - Phones (land lines, cell phones and emergency red phones in the stairwells)
   - Panic buttons (hard wired and wireless personal alarms)
   - If all else fails pull the fire alarm.

DON’T FEEL FOOLISH IN ASKING FOR EMERGENCY HELP, IT COULD MEAN YOUR LIFE!

2. Planning – When an individual works alone someone should know and care. Planning elements are:
a) Check in and check out – with a supervisor, friend, or family member (your guardian).
   - Let them know where you will be (including room number, address and contact phone number). Advise them of Security Services phone # (474-9312)
   - Tell them if you move locations!
b) Checkup – Contact your guardian at a specific time or periodically if you will be working alone for a long time so they know you are all right.
c) Response if you miss your check up or check out time make sure your guardian will try to contact you. IF THEY CAN’T CONTACT YOU THEY SHOULD COME LOOKING FOR YOU!
d) Don’t let ‘unknown’ people follow you into the building and make sure locked doors behind you close securely.
e) Keep your office door closed and locked after hours. If someone knocks, and you don’t know who it is, ask prior to opening the door.
f) Individuals can contact the U of M Security Officer by calling 789-3330 (Bannatyne Office) or you can reach them by dialing #555 from your cell phone or any University Phone.
g) Individuals can contact U of M Security Officers for a Safe Walk Program to ensure they get to their vehicle safely. This program is available at both campuses.

Lab Personnel
1. Employees are encouraged to work during regular faculty hours.
2. Employee must request permission from their supervisor (PI), to work alone.
3. Employee must not work with any chemicals or equipment that presents risk for an individual working alone.
4. Employee must exchange phone numbers with their supervisor and arrange check in/out times.
5. No lab access allowed to unauthorized persons.
It is the responsibility of the supervisors to ensure that workers are trained and comply with safe work procedures and to review this procedure every three years.
See also Appendix A and B.

Record of Distribution:
- FMC, Jan 20/11
- Staff meeting, Feb 9/11
- Include in the New Staff Guide
- E-mailed to undergraduate and graduate students and include in their handbook
**Important Information**

**Emergencies – Fire or Other**

**In the event of an emergency:**

1. Call 911
2. Pull any of the red fire alarms
3. Use a Red Call Box Emergency Phones located on each floor of the two stairwells in the building.
4. Dial 555 from:
   - a cell phone (Rogers or MTS only) (dial 474 9312 from other cell phone providers)
   - phones located on the lecture podiums in the lecture theatres
   - a university phone
5. Use a ‘Code Blue’ emergency telephone station, located:
   - Northwest side of Dentistry Building
   - Northwest side of Brodie Building
   - South side of Brodie Building
   - Tecumseh Parkade

**Non-Emergency:**
Security Services: 474-9312
Bannatyne Campus: 789-3330

**In the event of a fire alarm:**
**Evacuate the building immediately using the nearest fire exit**

**DO NOT USE BUILDING ELEVATORS**

All students are required to leave the classrooms and lab areas immediately and evacuate the building. When it is safe to do so, the Building Emergency Leader will allow everyone back into the building.

**Security Services & Your Personal Safety**

It is important that everyone be mindful of their personal safety, along with other individuals’ personal safety. Be aware of your surroundings. Trust your instincts. **DON’T HESITATE TO ASK FOR HELP, IT COULD SAVE YOUR LIFE!**

If you see someone that looks out of place, be aware. There are several resources you can contact to ensure your safety:

- Safewalk: 24 hours a day, 7 days a week, call (204) 789-3330.
- University Security Services: 474-9312 or 555 from a University phone/MTS or Rogers cellphone.

**Police:** 911 or pull the fire alarm

Or locate one of the Code Blue stations:

**Code Blue**

Emergency telephone stations have been installed in several key remote areas. These stations consist of a 9 foot high pole that will provide area lighting, project a visible blue light 24 hours a day, and provide instant two-way voice communication with the Security Services Department, if the emergency button on the pole is pushed. The Code Blue Poles are a welcome sight then walking alone at night. When a Code Blue alarm is activated, officers will be priority dispatched to the location and, in most cases, will arrive in under 2 minutes. The current Code Blue Stations are located in the following locations:

- Northwest side of Dentistry Building
- Northwest side of Brodie Building
- South side of Brodie Building
- Tecumseh Parkade

For a map of the exact locations, please see the following website:
http://umanitoba.ca/campus/security/media/Bannatyne_Code_Blue.pdf

To further ensure your and others’ personal safety review the following:

- Check in and check out with a supervisor, friend or family member (your guardian)
  - Let them know where you will be (including room number, address and contact phone number). Advise them of Security Services phone # (474-9312)
  - Tell them if you move locations
  - Let them know when you expect to leave
- Check up – contact your guardian at a specific time or periodically if you will be working alone for a long time so they know you are all right
- Respond if you miss your check up or check out time. If they can’t contact you they should come looking for you!
- Don’t let unknown people follow you into the building and make sure when you are exiting that doors are securely closed behind you. Conversely, don’t let strangers into the building as you are leaving (think of those who are in the building!)
- Keep your door closed and locked after hours. If someone knocks ask who it is prior to opening the door
## Intellectual Property

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<th><strong>INTELLECTUAL PROPERTY</strong></th>
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<tr>
<td><strong>Revised Date:</strong></td>
<td>October 1, 2013</td>
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<td><strong>Review Date:</strong></td>
<td>March 16, 2020</td>
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<td><strong>Responsible Executive Officers:</strong></td>
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<td>Students; External Parties (Individuals with adjunct appointments, salaried appointments, senior scholars, professor emeriti and/or retirees); Employees (all employment groups except UMFA members).</td>
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### Part I

**Reason for Policy**

1.1 To advance objectives that facilitate the creation, use, dissemination and Commercialization of Intellectual Property through a supportive framework that is reflective of the University culture and balances the interests of the University and University Members by establishing a framework to determine:

   a) the ownership of and rights to use Intellectual Property written or created by a University Member in the course of University related activities and/or through the use of University Resources;

   b) the rights and obligations with respect to the Commercialization of Intellectual Property written or created by a University Member in the course of University related activities and/or through the use of University Resources; and

   c) the sharing of Net Revenues arising from Intellectual Property written or created by a University Member in the course of University related activities and/or through the use of University Resources.

1.2 The objectives of the Policy are:

   a) To encourage creativity and innovation within the University community.

   b) To set forth the respective rights and obligations of the University and University Members with respect to Intellectual Property;

   c) To provide for the equitable sharing of revenues between the University and University Members.

### Part II

**Policy Content**

**Introduction**

2.1 The University's primary mission is to create, preserve and communicate knowledge.

2.2 Intellectual Property is the product of a cooperative relationship between the University and University Member(s) that is derived from the creative energies of University Member(s) fostered by the academic community and University environment, including resources provided by the University.

2.3 The University recognizes it has an important role in the creation, preservation, use and dissemination of Intellectual Property, and where appropriate, encouraging the application of Intellectual Property in tangible ways, including through Commercialization.

**Definitions**

2.4 The following terms have the following defined meanings for the purpose of this Policy and its Procedures:

   a) **Commercialization** or **Commercialize** means a complex of activities with the goal of financial return.

   b) **Copyright** means the rights described in the Copyright Act (Canada), as amended from time to time.

   c) **Direct Costs** means the reasonable costs and fees (including, but not limited to, legal fees and agents’ fees) associated with the acquisition, management and Commercialization of Other Intellectual Property, including costs of evaluating it, obtaining and maintaining intellectual property protection, preventing unauthorized use or infringement, prototype development funds, negotiating and implementing licences or other agreements with third parties.

   d) **Intellectual Property** means Works or Other Intellectual Property.

   e) **Moral Rights** means the rights described in the Copyright Act (Canada), as amended from time to time.

   f) **Net Revenue** means the amount received with respect to the University Member's contribution to Other Intellectual Property from Commercialization of the Other Intellectual Property (by the University Member if Commercialized by the University Member or by the University if Commercialized by the University), less Direct Costs (which may be amortized to correspond with the recognition of gross revenue) incurred in Commercialization, and includes but is not limited to, proceeds from royalties, profit-sharing, lump sum payments and sale of equity shares in connection with Other Intellectual Property.
g) **Other Intellectual Property** means any result of intellectual activity that can be owned by a person (excluding Works) and includes, without limitation, inventions (whether or not patentable), industrial designs, trademarks and integrated circuit topographies, as those terms are defined by applicable legislation and includes Software.

h) **Software** means any set of instructions that is expressed, fixed, embodied or stored in any manner that can be used directly or indirectly in a computer to bring about a specific result.

i) **University Member** means:
   1. an individual who falls into one of the categories defined in the University’s Employee Organizations and Employment Group Procedures, except an UMFA member;
   2. a part-time or full-time, undergraduate or graduate student;
   3. a post-doctoral fellow;
   4. a nil-salaried or adjunct appointee; and
   5. a professor emeritus(a), a senior scholar, or a retiree;

j) **University Resources** means the University’s physical structures, research laboratories, capital equipment, technical facilities, services, funds and human resources. University services include the administration of funds and support received by the University in the form of grants, contracts or other support provided by the University or external sponsors.

k) **Works** means all original literary, dramatic, musical and artistic works, performances, communication signals and sound recordings capable of Copyright protection under the Copyright Act (Canada), with the exception of Software.

**Scope**

2.5 This Policy applies to all Intellectual Property written or created by a University Member in the course of University related activities and/or through the use of University Resources.

**Ownership of Copyright in Works**

2.6 Subject to 2.7 and 2.8, the University Member shall be the owner of Copyright in Works written or created by the University Member.

**Exceptions – University Ownership**

2.7 Notwithstanding 2.6, the University owns Copyright in Works written or created by a University Member:

- in the course of employment. Works written or created “in the course of employment” include, without limitation, Works that are written or created by the University Member pursuant to:
  1. the direction of a supervisor;
  2. the provisions incorporated within a job description or employment agreement; or
  3. the performance of any administrative duty;

- resulting from the performance of a written agreement between the University and University Member in which the University and University Member have agreed to the University’s ownership;

- resulting from an additional appointment beyond the University Member’s normal workload for which the University Member receives compensation in addition to his/her base salary pursuant to a written agreement; or

- that the University Member has voluntarily assigned to the University.

**Exceptions – General**

2.8 Notwithstanding 2.6 and subject to 2.7, Works written or created by a University Member in the following situations are not owned solely by the University Member, and may be owned by the University, a third party, or jointly by two or more parties as the case may be:

- the University may own or have a licence to use Works created as a result of an agreement between the University and University Member where the Works results from the University’s contribution of special resources, such as a release of time from regular assigned duties, use of University funds, or substantial use of University Resources;

- the University and/or a third party may own or have a licence to use Works written or created as a result of a written agreement with a third party, for example a research agreement or service agreement, wherein copyright ownership and use is determined by the specific terms of the agreement; or

- ownership of Software shall be determined by the provisions of 2.16 (Other Intellectual Property).

**License to the University**

2.9 The University is automatically granted a royalty-free, indivisible, irrevocable and perpetual right to use Works written or created by a University Member in the course of University related activities and/or through the use of University Resources for non-commercial, archival, administrative, research and/or educational purposes. For the purposes of this section “educational purposes” includes research carried on at the University by University Members and teaching by University Members to students registered at the University.
License to the University Member

2.10 Where the University owns Copyright in a Work pursuant to 2.7 or 2.8, the University Member who wrote or created the Work shall have a royalty-free, perpetual right to use the Work for noncommercial, research and/or educational purposes. The University Member shall not give access to the Work to another party without the University’s prior written consent.

Student and Theses

2.11 Notwithstanding any provision in this Policy, and subject to the rights of a student to assign any Work owned exclusively by him/her, any Work created exclusively by a student in the course of completing the requirements for an academic degree or certificate is owned by the student, to the extent that the Work comprises part of the requirements for the degree or certificate. Nothing in this Policy shall preclude a student from publishing his/her thesis in any form at any time. In this Policy, “Works” does not include raw data unless it is organized or expressed in an original format. Prior to commencing research required for an academic degree or certificate, students who are not employed by the University in connection with that research shall enter into an agreement, with their supervisor(s), in a form approved by the University, which will contemplate authorship and access to and use of raw data arising from the research.

Moral Rights

Where the University owns Copyright in a Work pursuant to 2.7, the University Member who wrote or created the Work automatically waives all Moral Rights in the Work.

Publication

2.13 The University Member is not required to disclose to the University his or her intention to publish or disseminate a Work owned by the University Member. Similarly, the University is not required to disclose to the University Member its intention to publish or disseminate a Work owned by the University.

Revenue Sharing

2.14 Subject to 2.15, the University Member shall be entitled to the revenue earned from Commercialization, publication or dissemination of a Work owned by the University Member. Similarly, the University shall be entitled to revenue earned from Commercialization, publication or dissemination of a Work owned by the University.

Revenue Sharing

2.14 Subject to 2.15, the University Member shall be entitled to the revenue earned from Commercialization, publication or dissemination of a Work owned by the University Member. Similarly, the University shall be entitled to revenue earned from Commercialization, publication or dissemination of a Work owned by the University.

Agreement to Share Revenue and/or Costs

2.15 Notwithstanding 2.14, the University and University Member may enter into an agreement to allow for the sharing of revenue and/or recovery of costs incurred by the University arising from the provision of University funds, services, facilities, support and/or technical personnel to the University Member above and beyond the University Resources normally provided to University Members for the creation or Commercialization of a Work.

Other Intellectual Property

Joint Ownership of Other Intellectual Property

2.16 Subject to 2.17 and 2.18, the University and University Member shall jointly own Other Intellectual Property that is created by the University Member in the course of University related activities and/or through the use of University Resources.

Exceptions – University Ownership

2.17 Notwithstanding 2.16, the University owns Other Intellectual Property created by a University Member:

a) in the course of employment. Other Intellectual Property created “in the course of employment” includes, without limitation, Other Intellectual Property that is created by the University Member pursuant to:

(i) the direction of a supervisor;

(ii) the provisions incorporated within a job description or employment agreement; or

(iii) the performance of any administrative duty;

b) resulting from the performance of a written agreement between the University Member and the University in which the University Member and the University have agreed to the University’s ownership;

c) resulting from an additional appointment beyond the University Member’s normal workload for which the University Member receives compensation in addition to his/her base salary rate pursuant to a written agreement; or

d) that the University Member has voluntarily assigned to the University

Exceptions – General

2.18 Notwithstanding 2.16 and subject to 2.17, Other Intellectual Property created in the following situations are not owned jointly by the University Member and the University, and may be owned by the University, a third party, or jointly by two or more parties as the case may be:

a) the University may own or have a licence to use Other Intellectual Property created as a result of an agreement between the University and University Member;

b) the University and/or a third party may own or have a licence to use Other Intellectual Property created as a result of a written agreement with a third party, for example, a research agreement or service agreement, wherein ownership is determined by the specific terms of the agreement.
Nil Salaried or Adjunct Appointees with Appointments or Associations With Other Institutions or Organizations
2.19 Subject to section 2.18, if Other Intellectual Property is developed or created by a nil salaried or adjunct appointee, and that Other Intellectual Property can be attributed to the University Member’s association with the University due to factors which may include, but are not limited to:
   a) the involvement of a full or part time graduate or undergraduate student of the University;
   b) a research agreement entered into or grant received by the University as a result of the University Member’s association with the University; and/or
   c) the use of University funds, University Resources and/or University services;
   d) the provisions of this Policy will apply in all respects including Other Intellectual Property ownership and revenue sharing provisions.

Exception – Software
2.20 Notwithstanding 2.16 and subject to 2.17 and 2.18, the following categories of Software are owned by the University Member who created the Software:
   a) where limited to the electronic form of a Work, or where it is ancillary to a Work; and
   b) works of art, including works of art expressed in multimedia format.

No Obligation to Commercialize Other Intellectual Property
2.21 Neither the University Member nor the University shall have an obligation to Commercialize Other Intellectual Property. University Members have no obligation to modify research to enhance the potential for Commercialization.

Disclosure of Intent to Commercialize
2.22 University Members must disclose to the University their intention to Commercialize Other Intellectual Property, whether or not they choose to involve the University in the Commercialization process. The University agrees to keep all such information confidential and not to disclose such information externally, except with the prior written consent of the University Member. Disclosure is required for a number of reasons, including but not limited to the University’s responsibility to be accountable to the government and the public; possible University obligations to third parties, for example with respect to Other Intellectual Property resulting from a research agreement or service agreement; the University’s desire to exercise its right to share Net Revenue earned from Commercialization; and the University’s desire to offer its Commercialization services.

Commercialization Independent of the University
2.23 University Members may Commercialize jointly owned Other Intellectual Property independent of the University, subject to any rights granted to a third party pursuant to a written agreement and/or the right of the University to revenue sharing pursuant to 2.25.

Commercialization by the University
2.24 Should the University Member request the services of the University to Commercialize jointly owned Other Intellectual Property, the University will advise the University Member within a reasonable time whether the University wishes to pursue Commercialization. If the University declines, the University Member may pursue Commercialization independent of the University, subject to the right of the University to revenue sharing pursuant to 2.25. If the University decides to proceed with Commercialization, the University Member shall make an assignment to the University of all his/her rights in the Other Intellectual Property and the University shall commence Commercialization activities. If the University decides to no longer pursue Commercialization, it shall immediately notify the University Member and will assign its rights back to the University Member, if so requested by the University Member. In such event, the University Member is free to pursue Commercialization independent of the University, subject to the right of the University to revenue sharing and recovery of Direct Costs under 2.25.

Revenue Sharing
2.25 Net Revenue earned from Commercialization of Other Intellectual Property shall be shared between the University Member and University as follows:
   a) fifty (50%) percent to the University Member(s) and/or other individuals who created the Other Intellectual Property; and
   b) fifty (50%) percent to the University;
whether or not the University services are used to Commercialize the Other Intellectual Property. Direct Costs shall first be paid to the University and/or University Member, as the case may be, who incurred the Direct Costs in direct proportion to the amount of Direct Costs incurred. Where there is more than one University Member and/or other individual(s) who created the Other Intellectual Property, the University’s share of the Net Revenue shall remain fifty (50%) percent and the other fifty (50%) percent shall be divided equally among the other contributing University Members and/or other individuals, or as otherwise determined by written agreement between all the contributing University Members and/or other individuals. Where there is a written agreement between the University Members and/or other individuals which provides for a different distribution of their share of Net Revenue, the University Members shall provide the University with a copy of said written agreement. The University’s share of Net Revenue may be shared with other Institutions or Organizations pursuant to an agreement between them.

University License
2.26 The University is automatically granted a royalty-free, irrevocable, indivisible and non-transferable license to any patented device, equipment, improvement, design, development or process arising from Other Intellectual Property created by
the University Member solely for the University’s internal, non-commercial use. This license does not imply a right to transfer, licence or Commercialize such Other Intellectual Property, except as provided for in this Policy.

**University and University Member License to Jointly Owned Other Intellectual Property**

2.27 Each of the University and University Member shall have a royalty-free, perpetual right to use jointly owned Other Intellectual Property for internal, non-commercial and/or educational purposes, subject to any assignment, licence or abrogation of ownership. For the purpose of this section “educational purposes” includes research carried on at the University by University Members and teaching by University Members to students registered at the University.

**Dispute Resolution**

**Disagreements Among University Members**

2.28 If a dispute arises between or among University Members regarding their relative contributions to the creation of Works or Other Intellectual Property and this cannot be settled by the University Members involved, the advice and assistance of the individuals’ Department Head or administrative equivalent shall be sought. If the dispute cannot be resolved at that level, it shall be referred to the Faculty Dean, or in the case of a dispute involving a graduate student, the Dean of the Faculty of Graduate Studies, for resolution. If the dispute cannot be resolved by these informal means, the University will assist in resolving the dispute through a mediator appointed by the Vice-President (Research).

**Disagreements Between the University and University Member(s)**

2.29 If a dispute arises between the University and a University Member with respect to the application of this Policy, formal procedures will be followed according to the provisions of the appropriate collective agreement. If the University Member is not covered by collective agreement, a form of arbitration agreement to both parties, or where they cannot agree, in accordance with The Arbitration Act of Manitoba.

**Part III**

**Accountability**

3.1 The Office of Legal Counsel is responsible for advising the Responsible Executive Officers that a formal review of this Policy is required.

3.2 The Vice-President (Research and International) is responsible for the implementation, administration and review of this Policy.

3.3 Students, External Parties (Individuals with adjunct appointments, nil-salaried appointments, senior scholars, professor emeri and/or retirees), and Employees (all employment groups except UMFA members) are responsible for complying with this Policy.

**Part IV**

**Authority to Approve Procedures**

4.1 The Approving Body may approve Procedures, if applicable, which are secondary to and comply with this Policy.

**Part V**

**Review**

5.1 Governing Document reviews shall be conducted every ten (10) years by the Responsible Executive Officers. The next scheduled review date for this Policy is March 16, 2020.

5.2 In the interim, this Policy may be revised or repealed if:

a) the Responsible Executive Officers or Approving Body deems it necessary or desirable to do so;

b) the Policy is no longer legislatively or statutorily compliant; and/or

c) the Policy is now in conflict with another Governing Document.

5.3 If this Policy is revised or repealed, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:

a) comply with the revised Policy; or

b) are in turn repealed.

**Part VI**

**Effect on Previous Statements**

6.1 This Policy supersedes all of the following:

a) Policy: Patents and Copyrights;

b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and

c) all previous Administration Governing Documents on the subject matter contained herein.

**Part VII**

**Cross References**

7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

a) Policy: Research Agreements
Grad Resources

Faculty of Graduate Studies (FGS) provides a variety of workshops such as Mitacs Step, Copyright & Your Thesis, Avoiding Procrastination and Getting it Done: Completing Your Thesis on Time, and Grant Writing. These workshops are free. For registration and schedules: http://umanitoba.ca/graduate_studies/workshops/

English Language Centre (ELC) provides the following workshops: ThesisSPEAK and SpeakEASY. For details: http://umanitoba.ca/faculties/graduate_studies/workshops/more.html or at http://umanitoba.ca/student/ELC/

Centre for Advancement of Teaching and Learning (CATL) provides workshops regarding teaching and learning. Please check their website for workshop details, schedules and registration at http://intranet.umanitoba.ca/academic_support/catl/workshops/243.html

Academic Learning Centre provides workshops, tutoring and other resources accessible through their webpage at http://umanitoba.ca/student/academiclearning/

Health Sciences Graduate Students’ Association (HSGSA) has a student lounge located in Brodie. They also organize events and socials during the year. Their websites includes links to other relevant resources. http://www.hsgsa.org/

International Centre for Students provides services and programs to help international students transition to Canada (e.g. orientation, advising services and recreational programs). http://umanitoba.ca/student/ics/

List of Other Student Services at Bannatyne Campus http://umanitoba.ca/student/bannatyne/media/BC_Student_Serv.pdf