

# Graduate Student Handbook

## Department of Community Health Sciences

University of Manitoba  
Winnipeg, Manitoba, Canada

R3E 0W3

Updated April 30, 2012

## **Welcome to the Department of Community Health Sciences Graduate Education Program**

The Department of Community Health Sciences (CHS) in the Faculty of Medicine at the University of Manitoba is a productive and innovative department with a national reputation for excellence in research, teaching, and service. We are a leading department in terms of research grants and career awards in the Faculty of Medicine and the University of Manitoba. We are responsible for large teaching programs for medical undergraduates, community medicine residents, and graduate students. We provide expert technical and professional services to governments and community organizations with significant impact on public health practice and health policy in the Province of Manitoba and beyond.

A recent external review of the graduate program prompted discussion about revisions to many aspects of the graduate program. This has brought together new ideas and perspectives from current faculty and graduate students. This handbook includes up-to-date information about the Department and its graduate programs, departmental faculty, how to apply for admission, academic requirements for graduate program completion, and student resources available in the Department, the Faculty of Medicine, the Faculty of Graduate Studies, and the University of Manitoba. As such, this handbook is intended to be a resource for both faculty and students. It is hoped that the two will work together throughout our program, leading to a beneficial and positive experience for all.

Sincerely,

Robert B. Tate, Ph.D.  
Director, Graduate Program  
Department of Community Health Sciences  
University of Manitoba

April 30, 2012

# COMMUNITY HEALTH SCIENCES

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## Foreword

This Handbook contains information that should be of interest to faculty and both incoming and current students. All groups of students should be aware of the program requirements.

Many changes to our programs were made over the past few years. All new students admitted since September 2011 will be required to follow the procedures outlined in this Student Handbook. Students enrolled in our graduate program prior to September 1, 2011, have until September 1, 2012 to complete their program of study under the “old rules”. After September 1, 2012, all student programs will be administered under the rules and regulations detailed in this handbook.

### Glossary of Terms used in this Handbook:

UM	University of Manitoba
DCHS	Department of Community Health Sciences
CHS	Community Health Sciences
FGS	Faculty of Graduate Studies
GPC	Graduate Program Committee
PHPH	Population Health Preventive Medicine
MFN CAHR	Manitoba First Nations Centre for Aboriginal Health Research
NEAHR	Manitoba Network Environment for Aboriginal Health Research
NMU	Northern Medical Unit
CAHE	Centre for Aboriginal Health Education
MCHP	Manitoba Centre for Health Policy
CGPH	Centre for Global Public Health
BCU	Biostatistical Consulting Unit
RDC	Regional Data Centre
MSc	Masters of Science
MPH	Masters of Public Health
PhD	Doctor of Philosophy
DipPH	Diploma in Population Health
OS	Occasional Student

**This handbook summarizes some of the main features and requirements for the CHS graduate programs of study. Students should always seek out the complete details in the Faculty of Graduate Studies regulatory documents and the Departmental Supplemental Regulations. If any discrepancies exist between the information in this document and the full regulations, the latter shall prevail.**

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# The Department

## History and Context

The Department of Community Health Sciences (DCHS) was created in 1987 through the merging of the Department of Social and Preventive Medicine and the Division of Community and Northern Medicine.

The Department of Social and Preventive Medicine had existed as a small department within the medical school since the 1950s but had no full-time faculty members until the mid-1960s. Its first full-time Head, the late Dr. David Fish, was appointed in 1973. He began the recruitment of research scholars and scientists supported by career awards and lay the groundwork for the Department of Social and Preventive Medicine to become a research-intensive department. A parallel development during the 1970s was the establishment and growth of the Northern Medical Unit (NMU) under the leadership of the late Dr. Jack Hildes. The NMU provided medical services to Aboriginal communities in the Keewatin region of the North West Territories and Northern Manitoba. It was due to Dr. Hildes' foresight and energy that the University of Manitoba became an international leader in Aboriginal health care.

Dr. Hildes held the title of Associate Dean responsible for the Division of Community Medicine, which incorporated the NMU, the community medicine residency program and also undergraduate teaching in family and community medicine. It changed its name to the Division of Community and Northern Medicine in 1984.

The creation of DCHS in 1987 recognized the confluence of interests and activities between the two units and aimed to create a well-rounded department excelling in all three areas of teaching, research and service. Dr. Brian Postl became the first Head of the new department, a post he held until 1993. He was succeeded by Dr. Michael Moffatt, who served from 1993-1998, Dr. Kue Young from 1998 to 2002, Dr. John O'Neil from 2002 - 2007, Dr. Lawrence Elliott from 2007 to 2008 and Dr. Sharon Macdonald from 2008 to the present.

Community Health Sciences is one of the departments in the UM Faculty of Medicine. The Faculty of Medicine is comprised of 27 academic departments, institutes and administrative units including School of Medical Rehabilitation, which includes Occupational Therapy, Physical Therapy and Respiratory Therapy. Each department is involved to varying degrees in teaching, research, service and clinical activities. In 2011, activity of the Faculty of Medicine involved an academic staff of approximately 515 full-time and 1025 part-time, approximately 350 research associates, a support staff of nearly 400 and a student population of 1255; and 319 in the School of Medical Rehabilitation.

More information about the [University of Manitoba](#) or specifically about the [Faculty of Medicine](#) and their resources can be found at their website.

## Department Mission Statement

The activities of the Department of Community Health Sciences are a reflection of the following mission statement and goals.

*To create, preserve and communicate knowledge with respect to the health of populations and thereby contribute to the physical, psychological, cultural, social and economic well-being of the people of Manitoba, Canada and the world.*

To fulfill its mission, the Department of Community Health Sciences strives:

- To provide the highest quality education, employing a population-based approach to health and health care.
- To play a leadership role in ensuring that all undergraduate teaching in the Faculty has a population health and critical appraisal perspective and preventive focus where appropriate.
- To enhance student success by fostering an environment conducive to intellectual growth.
- To conduct original scholarship and applied research in the area of population health of the highest quality as judged by international standards.
- To serve the community by making its expertise available and where appropriate by providing exemplary service models to individuals, communities, institutions and governments to the fullest extent.

## Organization of the Department

The Department offices are located at the Bannatyne Campus of the University of Manitoba, in the Pathology Building (770 Bannatyne Avenue) and the Medical Services Building (750 Bannatyne Avenue). Departmental Units and Centres are housed in these buildings as well as the adjoining Brodie Centre (727 McDermot Avenue). A [map of the Bannatyne Campus](#) is available online. The main administrative office for the Department and its mailing address is:

Department of Community Health Sciences  
University of Manitoba  
S113-750 Bannatyne Avenue  
Winnipeg, Manitoba, Canada R3E 0W3

The Department Head administers the department through a number of committees. Student representatives attend meetings of these committees to provide the students' perspective to issues under discussion.

## Departmental Committees

**Department Council** - All full-time and part-time faculty of Community Health Sciences are members of the Department Council. The council meets every second month to discuss issues affecting the whole department.

**Executive Committee** - In addition to the Department Head and the Associate Department Head, the Directors of Units and Centres within the Department, the Executive Committee consists of six faculty, who are elected for a two year term. The Executive Committee is an advisory committee to the Department Head. The Committee meets every second month, alternating with the Department Council meetings.

**Graduate Program Committee** - This committee consists the Director of the Graduate program, Department Head, Director of the Community Medicine Residency Program, four full-time and two part-time faculty members. The full-time and part-time members are elected for three year terms. Committee activities focus primarily on course scheduling, monitoring student progress, and selection of students for acceptance into the program. From 2009 to 2011, the Committee was extensively engaged in revisions to the CHS Graduate Program, culminating in the first version of this Student Handbook.

## Faculty

AS of April 2012, the Department of Community Health Sciences has 30 full-time faculty as well as approximately 100 part-time members who are adjunct or cross-appointed to CHS.

[Department full-time faculty](#), their interests and biographies are provided on the CHS website. In addition there is a [contact listing with keyword information for all, full-time and part-time faculty](#).

## Education Programs

The Department of Community Health Sciences is very involved in the educational endeavours of the Faculty of Medicine, at all levels. In particular, the Department provides teaching and mentorship in Community Health Sciences to undergraduate medical students, graduate students, Community Medicine Residents, and Post-Doctoral Fellows. Descriptions of our [educational programs](#) in these areas are provided.

Our [Graduate Program](#) offers a broad, multidisciplinary training at the Diploma, Master's and Doctoral levels in the concepts and methods of the population-based health sciences and their application in the practice of population health, public health and preventive medicine.

The department participates in all four years of the undergraduate medical curriculum. Complete information on the program is available at [Undergraduate Medical Education Program](#). A list of specific courses, sessions and clerkships is outlined on the Community Health Sciences website.

The [Population Health Preventive Medicine Residency Program](#) is a four-year medical specialty program accredited by the Royal College of Physicians and Surgeons of Canada. Application to the program can be made through the [Canadian Residency Matching Service](#) or, in some instances, through the Faculty of Medicine's re-entry process.

## Sections / Units/Centres Within the Department

There are Sections, Units and Centres within the Department of Community Health Sciences which focus on particular areas of research and service. Some of our faculty members work within these Units/Centres, while other faculty members work independently within the Department at large. Activities of these Units/Centres are summarized below and the web links provide further details and contact information for each of the Units.

### Section of First Nations, Métis and Inuit Health

The Department of Community Health Sciences is the home for the Section of First Nations, Métis and Inuit Health. This Section is comprised of three Centres: The Manitoba First Nations Centre for Aboriginal Health Research (MFN CAHR), the J.A. Hildes Northern Medical Unit, and the Centre for Aboriginal Health Education (CAHE).

The [Manitoba First Nations Centre for Aboriginal Health Research](#) (MFN CAHR) is a centre of research excellence in the Department of Community Health Sciences, Section of First Nations, Métis and Inuit Health. Researchers affiliated with the centre work collaboratively to advance the health and wellbeing of indigenous peoples in Manitoba, Canada and internationally. Centre activities include:

- initiating, coordinating and supporting research activities designed to assist First Nations, Métis, Inuit and other Indigenous communities and organizations in their efforts to promote healing, wellness and improved health services;
- integrating scientific and traditional indigenous approaches to producing new knowledge about health and health care;
- building research capacity of students and community-based researchers in indigenous health through the Manitoba NEAHR Program.

The Centre initiates, conducts and supports world class research in the following areas: Population and public health, Health services, Clinical, Biomedical-genetics, and Health information systems. Crosscutting themes include gender, life-course, research/biomedical ethics, community-based, knowledge translation, and training/capacity-building.

The [J.A. Hildes Northern Medical Unit](#), established in 1970, is committed to delivering health care to rural and remote areas with predominantly aboriginal populations. In addition to their clinical duties, physicians work with nurses, community health representatives and other community service workers, and are leaders in meeting the needs of each specific community.

Norway House, Churchill, and Hodgson, Manitoba and Rankin Inlet, Nunavut are staffed by full-time physicians. The First Nations communities of Island Lake, Poplar River, Berens River, Little Grand Rapids, Pauingassi, Bloodvein, Grand Rapids, and Chemawawin are visited regularly by Northern Medical Unit Family Practitioners. University and private practice Consultants from a wide range of disciplines visit these communities on a regular rotating basis, providing comprehensive health care to these communities.

For more than 40 years the Northern Medical Unit has established various educational programs that focus on cross-cultural aspects of delivering community health and primary care health care.

The J.A. Hildes Northern Medical Unit undertakes the following activities:

- Provision of required services
- Appropriate educational activities
- Population-based applied health research in all of these activities, special emphasis and consideration is given to the stated desires of the population group(s) involved.

The [Centre for Aboriginal Health Education](#) (CAHE) is a place for First Nations, Métis and Inuit students enrolled in health professional programs to meet, study and explore careers and culture. CAHE provides a welcoming environment that assists students to meet their academic potential through a variety of culturally relevant programs, resources and supports. The Centre has a fully equipped computer lab, study space and resource library that are available to student members. CAHE's [Elder-in-Residence](#) leads a number of cultural teaching sessions, ceremonies and events throughout the academic year, and is also available for individual and group consultations by appointment.

### **Manitoba Centre for Health Policy (MCHP)**

The [Manitoba Centre for Health Policy](#) (MCHP) is a research centre of excellence within the Department of Community Health Sciences that conducts world class population-based research on health services, population and public health, and the social determinants of health. MCHP develops and maintains the comprehensive population-based data repository on behalf of the Province of Manitoba for use by the local, national and international research

community. MCHP promotes a collaborative environment to create, disseminate and apply its research. The work of MCHP supports the development of policy, programs and services that maintain and improve the health of Manitobans.

### **Centre for Global Public Health (CGPH)**

The [Centre for Global Public Health](#) (CGPH) was established in the Department of Community Health Sciences in June, 2008, in collaboration with the Department of Medical Microbiology. CGPH enhances the contribution of the University of Manitoba to the improvement of public health systems, programs and activities in diverse global settings. A cornerstone of CGPH is the design and implementation of international health and development projects in several countries including India, China, Kenya and Pakistan, primarily in the areas of HIV and STI prevention.

A program of applied public health research supports projects both in global and domestic public health. CGPH partners with researchers from Manitoba and around the globe to conduct cutting edge public health research. Current research projects focus on multiple sclerosis, diabetes, inflammatory bowel disease, sexually transmitted infections, and chronic kidney disease.

Through education and knowledge translation, CGPH is committed to creating an exceptional environment for training and mentoring graduate students, fellows and trainees, as well as providing opportunities to participate in international health and development, and research projects. CGPH promotes the translation of knowledge gained in global public health research and projects for application in international and domestic public health settings. Through a proactive technical assistance program CGPH faculty and students provide capacity building and technical expertise to academic, governmental and non-governmental organizations in global public health programs. CGPH also facilitates the development of key public health knowledge networks with experts from around the globe.

Current partners include the West China School of Public Health at Sichuan University in Sichuan, China and the Karnataka Health Promotion Trust in Bangalore, India. CGPH integrates its international health and development projects with two additional priority activity areas: applied public health research and knowledge translation.

### **Biostatistical Consulting Unit**

First created in 1985, the [Biostatistical Consulting Unit](#) serves as a resource of statistical expertise for research workers both within the University of Manitoba as well as outside agencies, providing advice and assistance in study design, data analysis and interpretation of results.

The Unit is staffed by a Director and statistical consultant. The consultants have expertise in a complete range of both basic and advanced statistical techniques, including regression analysis and analysis of variance, hierarchical linear and non-linear models, and structural equation models.

Unit consultants attend advanced workshops on a regular basis to obtain new skills to service their clients. The Unit operates in a purely PC based data management environment. The consultants are experienced with a wide range of software packages including SAS, SPSS, HLM, NCSS, EQS, EpiInfo, and PS (for power analysis).

### **Manitoba Research Data Centre**

The [Manitoba Research Data Centre \(RDC\)](#) is a secure Statistics Canada office on the University of Manitoba campus that is part of a national network of Research Data Centres. The Centre provides access for researchers with approved projects to detailed micro data from Statistics Canada's longitudinal surveys and other household surveys. The Manitoba RDC offers a comprehensive research environment in which to access and analyze the micro data files with a closed local area network consisting of a powerful Microsoft server that supports PC workstations. Each of the workstations has a range of statistical analysis and word processing software available. A staff member is available in the Centre to provide researchers with information on the RDC program, applying for access, the Statistics Canada data and to assist with the disclosure control process for removing analytic results from the centre. The disclosure control process ensures that no confidential information on respondents leaves the centre.

### **Training Programs**

The expertise of the Department Faculty is far reaching, and collaborations with other researchers have resulted in three training programs, available to CHS Graduate Students on a competitive basis:

- The Department, in collaboration with our counterpart at UBC, received a major grant from the Canadian Health Services Research Foundation (CHSRF) to establish a [Western Regional Training Centre \(WRTC\) in Health Services Research](#) for Western Canada. Recently this training program has been expanded to include Universities of British Columbia, Alberta, Calgary, Saskatchewan and Regina. A grant shared between these institutions supports student fellowships, exchange visits and curriculum development.
- The Department also is home to the [Manitoba Network Environment for Aboriginal Health Research \(NEAHR\)](#) training program funded by CIHR to provides fellowships for Aboriginal trainees at all levels and supports community-university research linkages.

- The Department also participates actively in the [International Infectious Diseases \(IID\) and Global Health \(GH\) Training Program](#), funded by CIHR. The IID&GH Training Program is a Winnipeg-based not-for-profit corporation with a mission to advance Canada's infectious diseases capacity and facilitate the application of Canadian infectious diseases expertise, domestically and internationally.

# The Graduate Program

## History and Objectives

The Graduate Program is one of four educational programs of the Department of Community Health Sciences. The Graduate Program is under the supervision of a Director, who reports to the Department Head. As is the practice in most graduate programs in Canada, there is a dual reporting relationship from the Department Head to the Deans of the Faculty of Graduate Studies and of the Faculty of Medicine.

The first Director of the Graduate Program in Community Health Sciences was Dr. David Fish, formerly Head of the Department of Social and Preventive Medicine. He shepherded the program through its formative years from 1989 to 1992. Dr. Fish was succeeded by Drs. Joseph and Patricia Kaufert (1992 - 1994), Dr. Linda Garro (1994 - 1997), Dr. Kue Young (1997 - 1999), Dr. Thomas Hassard (2000 - 2002, 2004), and Dr. Robert Tate (2003, 2005 to present).

The current administrative assistant to the program is Ms. Theresa Kennedy.

The graduate program has grown rapidly since its formal inauguration in 1989 with 14 MSc and 3 PhD students. The thesis based MSc and PhD degrees were offered in 1989; the first two graduates of the program received their MSc degrees in 1992 and the first PhDs graduated in 1994. A Diploma in Population Health (one year course-based degree) began in 2000, and an applied public health practice-oriented Master's of Public Health (MPH) was introduced in 2006.

At any one time, there are some 80 full-time, part-time and occasional students in the program, making CHS one of the largest graduate studies programs in the Faculty of Medicine.

The diversity of interests of our students is reflected through the titles of their thesis projects. A [listing of MSc and PhD thesis and MPH field placement titles](#) of students graduating from Community Health Sciences over the past ten years is available to highlight this range of topics.

The Graduate Program is one of the major means by which the Department translates its mission into reality. The objectives of the Graduate Program are:

1. To prepare individuals for both applied and research positions in government and health institutions;
2. To prepare individuals through the PhD program for teaching and research careers in universities;
3. To generate and disseminate new knowledge in the field of community health sciences.

## Graduate Degree and Diploma Programs in the Department

The Department of Community Health Sciences offers four Graduate Degree Programs:

- Doctor of Philosophy (PhD)
- Masters of Science (MSc)
- Masters of Public Health (MPH)
- Diploma Program in Population Health (DipPH)

Our Graduate Program offers broad, multidisciplinary training at the Diploma, Master's and Doctoral levels in the concepts and methods of the population-based health sciences and their application in the practice of population health, public health and preventive medicine. In addition to training in the core areas of epidemiology, biostatistics and the social sciences as applied to health (anthropology, economics, sociology and political science), students have an opportunity to obtain advanced training in internationally recognized research programs conducted by specialized units within the department such as the Manitoba Centre for Health Policy, Centre for Global Public Health, the Northern Medical Unit and the Manitoba First Nations Centre for Aboriginal Health Research. As a result, our graduate students have the opportunity to access both internationally regarded researchers and award winning teachers.

A listing of [graduate courses offered](#) in the Department is available. Courses are scheduled so that all courses will be offered over a two year cycle. [Courses offered in the coming term](#) have been posted.

- The Doctor of Philosophy (Ph.D.) program is designed to produce individuals who will teach in the community health sciences, train other researchers, design and execute major research projects, and serve as senior advisors and consultants in the area of health care policy and planning.
- Our two master's programs, the Master of Science (M.Sc.) and Master of Public Health (M.P.H.) degrees, are intended to satisfy the demand of local, regional, provincial and federal health departments for trained community health professionals. Both Master's level programs provide core training in epidemiology, public health, health policy planning, and health administration. The M.Sc. program has a research focus requiring completion of a thesis while the M.P.H. program has a field-placement / practicum integrating applied public health concepts.
- The Diploma in Population Health (Dip.P.H.) is course based and aims to provide senior clinicians in teaching hospitals and managers in provincial and regional health authorities core knowledge and skills in population health sciences, including epidemiology and biostatistics. The knowledge and skills obtained in this program will allow graduates to become more effective clinicians and managers in their own institutions, and better-informed consumers of health research data.

Students in Community Health Sciences can enrol either full-time or part-time. According to FGS regulations, a student is considered to be full-time if he/she is planning to carry the normal academic load of the department during the registration period (e.g., 24 credit hours for MSc students or 18 credit hours for PhD students). If the course load is less, then students should register as part-time. Students wishing to enrol as part-time or transfer to part-time status should complete the "[Request for Part-Time Status](#)" form, which needs to be approved by their Advisor and the Department Head prior to registration.

According to FGS regulations, an MSc degree must be completed within five years and a doctoral degree within seven academic years. In exceptional circumstances, students may apply for an extension of up to two years. This involves completing a "[Request for Extension of Time to Complete Program of Study](#)" form outlining the reason for the request, with supporting signatures from the student's Advisor and the Graduate Program Director. This should be done well in advance of the anticipated completion deadline.

## **The Faculty of Graduate Studies and Governing Regulations**

All Graduate Programs at the University of Manitoba operate under rules established by the Faculty of Graduate Studies (FGS). All students are responsible for understanding the policies, regulations, and guidelines of the University of Manitoba, FGS, as well as the Department program of study. FGS publishes a [Graduate Calendar](#) outlining regulations governing all graduate programs. Students should review this publication.

The Graduate Program in CHS is also governed by the [Department of Community Health Sciences Supplemental Regulations](#). The FGS regulations and guidelines should be read in conjunction with the Department of Community Health Sciences Supplemental Regulations, which describe any additions to or deviations from the Faculty of Graduate Studies regulations that are specific to graduate studies in Community Health Sciences. Students are responsible for reviewing these Supplemental Regulations as they proceed through their program.

## **Graduate Program Committee**

The Graduate Program Committee is a standing committee in the Department. The Committee consists of the following voting members:

- Committee chair: Director of Graduate Studies Program, DCHS
- Department Head, DCHS
- Director, Community Medicine Residency Program
- 4 members-at-large representing full-time faculty members of DCHS
- 2 members of part-time/adjunct faculty
- 1 representative selected by graduate students in DCHS

- 1 representative selected by community medicine residents in DCHS

Full time and part-time faculty are elected for a three year term, with elections staggered so that two new members are elected each year.

The Committee meets at least once per term. Its responsibilities are:

- *To determine policies relating to the graduate program, e.g. admissions criteria, course requirements, theses, course transfers/waivers, scholarships/fellowships, student support services, and other relevant matters;*
- *To plan and review graduate studies curriculum;*
- *To approve new courses and changes to existing courses;*
- *To review and select applicants to the graduate programs.*

The entire committee convenes as the Admission Committee, to consider applications to the program. From time to time, special subcommittees are struck to examine specific issues or undertake special tasks, e.g., curriculum change, planning for external reviews.

Within the Faculty of Medicine, there is a Faculty Committee of Graduate Studies consisting of the Directors or representatives of the various Faculty of Medicine graduate programs and chaired by the Assistant Dean (Graduate Studies). Course proposals and changes to Graduate Program regulations are channeled through the Faculty of Graduate Studies to the [University Senate](#) for approval.

## **Terms of Reference for Working Groups of the Graduate Program Committee**

From 2009 to 2011, the GPC was extensively engaged in revisions to the CHS Graduate Program through two working groups addressing courses and thesis-related areas. Terms of Reference for the Graduate Program Committee Working Groups were clearly written as follows:

### **Identification and membership of Working Groups**

The Graduate Program Committee has identified and may continue to identify priority topics for review. A separate Working Group will be constituted for each priority topic. More than one Working Group may be operating simultaneously.

Each Graduate Program Committee Working Group shall consist of the following members:

- Working Group Chair, DCHS;
- Three to five members of the Graduate Program Committee; and,
- One to two representatives from the Departmental Council, DCHS.

The term for a Working Group will be for one year, with possible extension. As required, Working Groups may identify and convene resource groups to provide input on specific focused issues. These may include, but are not limited to, departmental faculty having vested interest in the issues, as well as student representatives.

### **Responsibilities**

Each Working Group will meet at least once per month and will focus on a defined priority area of the Graduate Program. The GPC has defined Working Groups with the following mandate:

- To revisit inter-related elements of the defined priority area
- To develop integrated recommendations for revisions that will facilitate the achievement of excellence in the Graduate Program and that are consistent with the priorities of the Department
- To develop recommendations within the timelines defined by the Graduate Program Committee.

### **Reporting**

Working Groups will report to the Graduate Program Committee. Discussions and recommendations generated by the Working Groups will be vetted through the Graduate Program Committee before wider release to the Executive Committee.

## Applying to the Graduate Program

The graduate program welcomes students from a wide variety of academic and professional backgrounds. We have local, national and international students. Recommendations for admission to the program are considered at a special meeting of the Graduate Studies Committee, usually in late February for enrolment in September.

The Admissions committee reviews all applications and selects students, taking into account grade point averages in undergraduate degrees. Standards established by the FGS require a minimum grade point average of 3.0 based on the last 60 credit hours of courses completed. The Department recognizes that a number of prospective students may have taken their undergraduate work some years earlier and their subsequent work experience will be considered along with their academic record, but the minimum 3.0 GPA must be achieved.

### Process for Review of Applications

Prospective students will be admitted for Fall term, only. Applications to all degree programs are received until mid January, released to the nine members of the GPC, and reviewed based on different weighting criteria for each program. The full GPC meets in late February to select applicants to recommend for admission. Recommendations are forwarded to the Dean of Graduate Studies for final consideration. Note, therefore, that the Department of CHS does not admit students, the Department only makes recommendations to the Dean of FGS. The Admissions committee reviews all applications and selects students, taking into account grade point averages in undergraduate degrees.

Prospective students often have questions pertaining to receiving credit for courses taken in other programs at University of Manitoba, or courses completed at other universities. Core or elective courses that have already been successfully completed with a grade of “B” or better, but have not been credited to an already awarded degree, may be considered for transfer for credit into our graduate degree program. Courses equivalency will be determined by the Instructor of the CHS course and approved by the Director of the Graduate Program. Such courses can be considered for elective credit only if they are deemed pertinent and complementary to the student’s program of study. A course cannot be counted towards a degree at University of Manitoba if it has been taken more than eight years before the award of the degree in question.

Additional information on applying to the Graduate Program can be found at “[Frequently Asked Questions](#)” on the CHS website. There are different admission requirements for each of our degree programs.

### PhD Program

[Application form for PhD program](#)

### Admission Requirements

A master's degree in community health sciences or public health with content equivalent to

that offered by the department. A master's degree in the basic medical sciences, biological or social sciences or professional master's degrees, such as nursing, education, or social work. The master's degree must have been thesis-based, although the Department may accept evidence of an extensive publication and research background as an alternative to a thesis.

### **Selection Criteria**

In recommending students for admission to the Faculty of Graduate Studies, the Department will emphasize past academic performance, evidence of research experience and potential, the extent to which an applicant has formulated the specific area of research in which he/she wishes to work, and whether the applicant's research interests are congruent with the current research resources and priorities of the members of the Department. Prior to admission to the Ph.D. program, a member of the Department of CHS must agree to serve as that student's Advisor and provide written confirmation through a letter of support. The Department has established criteria for Faculty Members eligible to serve as Ph.D. Advisors. A listing of [eligible Ph.D. Advisors](#) has been posted on our website.

## **MSc Program**

[Application Form for M.Sc.](#)

### **Eligibility for the M.Sc. Program**

Recommendation for admission to the Faculty of Graduate Studies will be based on an assessment of a student's academic record and related work experience. Specific pre-master's courses are not prescribed; however, based on the academic background of the individual student, the Department may require that certain courses be completed prior to applying for admission to the program. Completion of this additional coursework does not guarantee admission to the master's program.

### **Undergraduate Degree Requirements**

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

- Graduates in medicine holding M.D. or equivalent (e.g. M.B. Ch.B.). Admission to a specialty medical training program (Residency Program) is independent of the admission to the graduate program and is governed by the Division of Postgraduate Medical Education in the Faculty of Medicine.
- Honours bachelor of arts or science graduates and graduates of 4-year degree programs with a major in the arts or sciences are eligible. Graduates with 3 year general degrees may be considered for admission only on completion of a course program prescribed by the Department.

- Graduates of 4-year health or health-related professional university programs such as dentistry, veterinary medicine, nursing, medical rehabilitation, nutrition, pharmacy, social work, and education are eligible for admission.

## **MPH Program**

[Application Form for M.P.H.](#)

Eligible candidates for admission to the program will include experienced health professionals and University of Manitoba Public Health and Preventive Medicine Residents. Recommendation for admission to the Faculty of Graduate Studies will be based on an assessment of a student's academic record and related work experience. MPH students are expected to have a minimum of three years experience working in a health related field. There will be an Admissions selection process, conducted by the Departmental Graduate Studies Committee, involving the review of a completed application form, personal letter of interest, reference letters, and possibly an interview. Selection criteria will include the degree of fit between the applicant's career plans/aspirations and the range of training options offered, as well as other merit-based criteria such as relevance and depth of work experience in the health sector.

The following represent the standard minimum undergraduate degree requirements for admission to the MPH program: a Medical Doctor degree or equivalent (e.g. M.B. Ch.B.), a 4-year arts or science degree, or a degree from a 4-year health or health-related professional university programs such as dentistry, veterinary medicine, nursing, medical rehabilitation, nutrition, pharmacy, social work, and education.

## **Dip.P.H. Program**

[Application form for Dip.P.H.](#)

Recommendation for admission to the Faculty of Graduate Studies will be based on an assessment of a student's academic record and related work experience.

### **Undergraduate Degree Requirements**

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

- Graduates in medicine holding M.D. or equivalent (e.g. M.B. Ch.B.). Eligibility for licensure in Manitoba is required for applicants seeking admission to the community medicine specialty training program. Admission to the specialty training program is independent of the admission to the program and is governed by the Division of Postgraduate Medical Education in the Faculty of Medicine.

- Honours arts or science graduates and graduates of 4-year degree programs with a major in the arts or sciences are eligible. Graduates with general degrees may be admitted on completion of a course program prescribed by the Department.
- Graduates of 4-year health or health-related professional university programs such as dentistry, veterinary medicine, nursing, medical rehabilitation, nutrition, pharmacy, social work, and education are eligible for admission.

## Roles and Responsibilities for Faculty and Students

The Faculty of Graduate Studies has developed a document that all faculty and students should read, entitled: "[Roles and Responsibilities: Guide for Faculty and Students](#)". The following text, focusing on the roles and responsibilities of the Graduate Advisor, the Advisory Committee, and the Graduate Student, is taken verbatim from the FGS document.

*Success of a Graduate Program depends on an open and intellectually driven process involving a number of partners. The combined efforts of the Faculty of Graduate Studies, student, advisor, advisory committee, the department and the university ensure successful advanced training in a specific field of study. It is important to recognize that the key partners are the Students and the Advisors.*

### Graduate Advisor

*The advisor is not only a mentor to the student but also provides leadership in forming the partnership with his/her students, the department, and the advisory committee. The following responsibilities are for the advisor to ensure equitable and high quality academic training to the students:*

- *Inform and update the student of his/her academic and holiday schedule on a regular basis so that the student is aware of how much time and when access can be reasonably expected from the advisor.*
- *Seek and provide the student with adequate financial support, where possible.*
- *Present the student with a research topic(s) ensuring that the research plan is well defined, realistic and manageable within the allocated time frame for successful completion of the program.*
- *Ensure that within the first six months to a year, the student has:*
  - (i) an advisory committee*
  - (ii) the program of study approved by the advisory committee with respect to FGS requirements (the number and type of courses)*
  - (iii) a research plan.*
- *If there are major modifications to the research plan after one year, a revised research plan must be approved by the advisory committee at that time.*
- *Schedule regular meetings with the student to monitor progress. Such meetings should include discussion of management strategies and methodological approaches*

- after the research topic is well defined and review the process of data collection.*
- *Discuss with the student how research is to be documented and how records are to be kept and refer the student to the University of Manitoba Policies and Procedures Regarding Research Ethics.*

### Advisory Committee

*The advisory committee acts as a partner with the student and the advisor in advising the student on research problems. The members are selected based on their fields of expertise, the nature and planning of the research project and to complement the expertise of the advisor in providing guidance to the student. The committee structure will depend on departmental regulations as well as the guidelines and regulations of FGS.*

*To a reasonable extent, each member serving on the advisory committee is expected to take the following responsibilities:*

- *Be familiar with the research project of the student.*
- *Be available for meetings with the advisor and the student for preparing the annual progress report or as deemed essential.*
- *Be reasonably available for consultation with the student in addition to regular meetings.*
- *Review the thesis in a timely manner for final examination.*
- *Clarify with the student questions regarding intellectual property rights, primary authorship on research articles and the specific role of the student, the advisor and other collaborators in the research program.*
- *Hold meetings once a year, or more often as required, with the student to discuss research progress and future course of action. Ideally, these meetings are to be held at the beginning of the student's program and within the first year.*
- *Provide the student with the opportunity to attend and to present his/her findings at research conferences depending on the availability of funds.*
- *When a thesis is required – provide the student with the guidelines for preparing the thesis. (Available from FGS)*
- *Read and provide comments to any written material (thesis reports, practicum etc.) submitted by the student in a timely manner (two to four weeks depending on the length of the document). Normally an advisor would require at least four weeks to provide feedback on a full thesis.*

### Graduate Student

*The student should look upon graduate research as a partnership with the advisor, advisory committee and the department. Ultimately, the student is responsible for conducting the proposed research work and course of study. The responsibilities of a graduate student are as follows:*

- *Know the policies, procedures and deadlines of FGS. Each student must consult the Academic Guide and the current Graduate Calendar for specific information.*
- *Declare him/her self as full-time or part-time based on the time that would be devoted to graduate studies (See Academic Guide).*

- *Assess his/her financial needs during the tenure of the graduate program and obtain a document from the advisor outlining the type and duration of the financial support. (note: student may receive a letter indicating no support is available)*
- *Share the responsibility with the advisor to develop a sound research plan that has an achievable timetable and milestones.*
- *Keep a systematic record of research work and results and be able to answer to the advisor and the advisory committee with respect to progress.*
- *Self-evaluate progress and productivity throughout the program.*
- *Become familiar with and follow the University of Manitoba – Policies and Procedures Regarding Research Ethics. (see Policies and Guidelines).*
- *Ensure that a meeting is held with the advisor and the advisory committee (where applicable) and prepare/present a progress report.*
- *Call additional meetings with the advisory committee after consultation with the advisor, if considered essential to the progress of the research.*
- *Organize and be efficient in processing the data and in the planning of future research. Keep abreast of current literature in the field.*
- *Take full responsibility for his/her academic and research program.*
- *Allow adequate time for his or her advisor or committee members to provide comments on written material. The student must consult his/her advisor and the advisory committee members to estimate the time that would be required to complete a thesis or a report.*
- *Ensure to allocate sufficient time to meet important deadlines (registration, thesis submission to committee members etc.)”*

In addition to the above, CHS has also identified the following responsibilities of faculty and students. Advisors and the Department should:

- provide students with on-going notification of relevant funding opportunities as well as relevant conferences, etc.
- provide notification to students of deadlines for funding opportunities, as well as the amount of time advisors need for completion of the application.
- alert students to funding opportunities when they enter the CHS Graduate Program and encourage them to apply.

Students should make themselves aware of polices related to any financial support they receive (e.g., CIHR, MHRC, NEAHR).

Advisors and students should discuss expectations for turn-around times for the production and review of various products such as thesis sections. The Faculty of Medicine has also prepared a document entitled: “[Guidelines for Conduct in Teacher-Learner Relationships](#)”, which students should review on their website at:

## Questions and Assistance

During the time students are with the Department, they may require assistance with various aspects of their studies. Contact information is provided at the front of the Handbook. Depending on the types of questions or assistance required, there are various personnel that students can approach:

- For *general* matters, students might find answers from their fellow classmates.
- For *administrative* matters, such as course registration, etc., students should contact Theresa Kennedy, the Administrative Assistant for the Graduate Program in Room S111 , 750 Bannatyne Avenue.
- For *academic* matters such as choice of courses, organizing timelines for the program of study, etc., students should contact their Advisor. The Graduate Program Director is also available if clarification is needed or there are any unresolved issues.
- For *personal* matters in relation to their studies, students should approach their Advisor, the Graduate Program Director or the Department Head. The University also offers numerous resources to assist with a broad range of issues (see the final section of this Handbook). A full range of services is outlined in the [University of Manitoba Student Guide](#).
- Members of the Department of Community Health Sciences Student Council and senior students can also provide valuable information to students as they proceed through their graduate program.

# Doctor of Philosophy (PhD) Program

## Structure of the Program

The general regulations established by the Faculty of Graduate Studies (FGS) govern the PhD degree program in Community Health Sciences (CHS). In addition, there is a set of [Supplemental Regulations specific to the Department](#) that supersedes the FGS regulations. Students have the responsibility to be aware of both sets of regulations.

The PhD in Community Health Sciences requires completion of 18 credit hours of courses, the candidacy examination, preparation and approval of a thesis proposal, and researching, writing and defending a thesis/dissertation. Students who do not have an MSc in Community Health Sciences from University of Manitoba and are entering the program from other backgrounds must also take 15 credit hours of MSc courses as prerequisites before embarking on their PhD program requirements.

Full-time PhD students entering the program with an MSc in Community Health Sciences are expected to complete their coursework in the first year (two terms). Those entering from different backgrounds will normally complete their prerequisite courses during their first two terms and then move on to their formal PhD course requirements in Year 2.

The candidacy examination will be scheduled to be written three times each year and should be undertaken within six months of completion of course work. Students passing their candidacy examination can then proceed to develop their thesis proposal. After the proposal is approved and ethics approval obtained, students can initiate their research and write and defend their thesis.

Students are expected to attend all sessions of the courses in which they are registered. Students are also expected to attend regularly scheduled events, such as the [Department Colloquium series](#), which is held on Fridays, as well as other students' thesis presentations.

According to FGS regulations, a Doctoral degree must be completed within seven academic years. Certain forms must be completed at various stages in the student's program.

The following template was developed to assist PhD students in working through their program milestones and keeping track of the necessary forms.

## PhD Program Activity Template

Program Plan	Completion Date
Appointment of an Advisor	
Selection of coursework (program of study)	
Selection of an Advisory Committee	
Completion of coursework	
Candidacy examination	
Preparation of a thesis proposal	
Selection of two additional proposal examiners	
Proposal defence / presentation and approval	
Letters of approval as needed from Research Ethics Board and other committees from various outside agencies if access approval is required	
Conduct of study	
Completion of research and writing of thesis	
Selection of one additional thesis examiners	
Distribution of thesis to examiners by the Faculty of Graduate Studies	
Oral examination conducted within one month of distribution	
Further revisions (if applicable)	
Revisions approved by Advisor	
Submission of final copy of thesis to Faculty of Graduate Studies	

## PhD Thesis Advisor

As part of the application process, PhD students will have identified a potential research area and approached a CHS faculty member working in the research area who has agreed to serve as the Doctoral Advisor. The Advisor should act as research “mentor”, guiding and supporting the student through his/her doctoral studies, including selection of elective courses that would be most relevant for the proposed thesis topic, preparations for the candidacy examination,

refining the thesis topic and thesis proposal, and preparing the thesis. The Advisor is the student's departmental "contact person", and will also be responsible for signing off on various administrative documents.

The Advisor will normally be a full time or geographic full time member of the Department of Community Health Sciences and eligible for membership in the Faculty of Graduate Studies. The Graduate Program Committee has criteria based on research and supervisory experience to determine [eligibility of a Faculty member to serve as a Ph.D. Advisor](#). A list of eligible faculty members is posted on the CHS website.

In special circumstances, an Advisor and Co-advisor upon approval of the department head may advise a student. The Advisor and Co-advisor must be members of FGS. When an Advisor and Co-advisor are assigned, together they fulfill the role of the Advisor (i.e., neither shall fulfill any other advisory or examining committee membership requirements). The Advisor and Co-advisor will act as one person on the committee. A Co-advisor will usually be identified together at the beginning of a student's program. However, in some circumstances, the need for a Co-advisor may arise mid-way through a student's program. FGS must be informed of the co-assignment, and both Co-advisor's signatures are required on all documents requiring an Advisor's signature.

The Faculty of Graduate Studies' booklet entitled ["Roles and Responsibilities: A Guide for Faculty and Students"](#) sets out, in more detail, individual responsibilities for the Advisor and graduate student, as well as other "partners" in the graduate education process.

## Advisory Committee

In collaboration with their Thesis Advisor, students must select two other committee members, one of whom must be from Community Health Sciences (internal committee member) and one of whom must be from a department other than Community Health Sciences (external committee member). The role of the advisor and internal committee member is to provide the student with expertise and advice relevant to the thesis topic. The requirement for an external committee member is to reflect the multi-disciplinary nature of Community Health Sciences and to ensure that a broad range of expertise and perspectives are available to support the student. A member of Community Health Sciences who has a cross-appointment in another department may be eligible to serve as the "external committee member" provided that their primary appointment is not in Community Health Sciences, and their involvement with the Department of Community Health Sciences is relatively minor and that their appointment in this role is acceptable to the Faculty of Graduate Studies.

Students can chose to have more than three members on their committee, but this is acceptable only if the thesis project genuinely needs the range of expertise offered by the

additional member. It is possible to have a “community expert” on the committee, but they will be identified as a “guest” committee member, rather than another “external” member.

Students should try to put their Thesis Committee in place during their second term, prior to the candidacy examination. The student and their Advisor should record the committee members’ names on a [PhD Program of Study and Appointment of Examiners](#) form, which is signed by all committee members and is sent to the Graduate Program Assistant and then to FGS.

## Progress Through the Program

Students should discuss their program timelines with their Advisor and provide an indication of their proposed thesis title and coursework on the [PhD Program of Study and Appointment of Examiners form](#). The form does not have to be submitted on admission to the program but should be completed when committee members are in place. Each student’s program of study, including course selections, is approved by the CHS Graduate Program Director yearly.

Progress Reports are completed on a regular basis (at least once a year), so that students’ progress through the program can be monitored and any problems addressed. The [Progress Report form](#) reviews the student’s progress during the past year, classifies it as satisfactory or otherwise, and plans goals for the coming year. The form is usually distributed by the CHS Graduate Office to Advisors in mid-April. Once completed, the form should be signed by the Advisor and student and sent by the first of June to the CHS Graduate Director, who forwards it by mid-June to the Faculty of Graduate Studies. Students cannot enrol in the next year of their program unless this process is completed and satisfactory progress is confirmed.

The Department must also have an indication of students’ proposed course load for the coming year. Students should obtain a “[Registration Approval Form](#)” from the CHS Graduate Office, list the courses they plan to take, obtain verbal approval from the relevant courses instructors, clear the program of study with their Advisor, and deliver the completed form to the Graduate Secretary no later than the end of June.

After completion of all courses, students must register for their thesis (with its own course number) and must register every term until their thesis is completed.

## PhD Course Requirements

The first goal for doctoral students is to complete their course requirements. There are “pre-requisite courses” which may or may not be required, depending on the student’s background, Master’s degree and training. The second are the “formal course requirements” which all doctoral students must complete (both required courses and elective courses). As with all

graduate programs at the University of Manitoba, students cannot have a grade of less than C+ in any of their courses and their Grade Point Average must be maintained at least 3.0.

## **Prerequisite Courses for Students Without an MSc in Community Health Sciences**

Before embarking on a doctorate in Community Health Sciences (or within the first year of admission), PhD students must have completed five prerequisite courses (or their equivalent). These courses cover fundamental skill sets that students should have mastered before proceeding with their doctoral program. Students entering the PhD program after completing a Masters in Community Health Sciences at University of Manitoba will have already completed all of these. Students entering the program with a different background may need to take some or all of these courses. The Departmental Regulations indicate that the pre-requisite courses must be completed within the first year of the doctoral program, as these courses are often pre-requisites for other courses that students may wish to take.

The following 15 hours of core MSc courses must be completed by all students, either prior to entry into the doctoral program or once accepted to the program. These courses are in addition to the 18 credit hours required for the PhD program and are to be taken in the first year:

### **4 Core MSc courses:**

- CHSC 7320 Organization and Financing of the Canadian Health Care System
- CHSC 7520 Principles of Epidemiology 1
- CHSC 7820 Biostatistics for Community Health Sciences 1
- CHSC 7860 Methods and Concepts for Community Health Science

### **1 Methods course from the following list of CHS courses:**

- CHSC 7530 Principles of Epidemiology 2
- CHSC 7130 Methods in Health Services Research and Evaluation
- CHSC 7290 Economic Evaluation of Health Care
- CHSC 7540 Advanced Epidemiology
- CHSC 7310 Epidemiology of Health Care
- CHSC 7740 Advanced Qualitative Methods
- CHSC 7360 Clinical Trials
- CHSC 7830 Biostatistics for Community Health Sciences 2
- CHSC 7400 Advanced Quantitative Research Methods
- CHSC 7870 Health Research Survey Methods

Students who feel they already have the skill sets being taught in a particular prerequisite course should approach the instructor of the course with appropriate documentation (outline,

transcripts, etc.). If the instructor feels that that the skill sets have been covered in the course, they will notify the Graduate Program Director and the student would then be exempted from this particular pre-requisite. In this circumstance, there is no requirement to replace a pre-requisite course with any additional course.

## Formal Course Requirements

PhD students are required to take 18 credit hours at the 7000 or 8000 level as their formal course requirement. This consists of a Senior Seminar course and two Advanced Topics modules as core courses, one methods course, and three electives, as follows:

### Course Requirements : Doctor of Philosophy (PhD) (18 credit hours)

#### Core PhD courses

- CHSC 8600 Senior Seminar in Community Health Sciences
- CHSC 7610/20 Advanced Topics in Community Health 1/2 (2 – 1.5 credit hour courses)

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

- CHSC 7530 Principles of Epidemiology 2
- CHSC 7130 Methods in Health Services Research and Evaluation
- CHSC 7290 Economic Evaluation of Health Care
- CHSC 7540 Advanced Epidemiology
- CHSC 7310 Epidemiology of Health Care
- CHSC 7740 Advanced Qualitative Methods
- CHSC 7360 Clinical Trials
- CHSC 7830 Biostatistics for Community Health Sciences 2
- CHSC 7400 Adv Quantitative Research Methods
- CHSC 7870 Health Research Survey Methods

#### Three (3) Elective Courses (any other 3 courses offered at the 7000 level)

All students must complete a minimum of nine credit hours of approved elective course work at the 7000 or 8000 level. The course program will vary from student to student and will depend on their research interests and the program of study as agreed to by the student's Advisory Committee. Please see [current graduate course offerings for selection of electives](#). Students may select courses at the 7000 or 8000 level offered by other departments, as long as they are approved by their advisor and the Graduate Program Director as pertinent to the student's program of study.

## Candidacy Examination

All PhD students at the University of Manitoba must pass a candidacy exam. The nature of the exam may vary dramatically from one department to another. The candidacy examination in CHS will test the student's ability to integrate knowledge drawn from all the community health sciences, and to demonstrate a core set of competencies.

The candidacy examination should be written within six months of completion of the PhD course requirements. PhD students must register for the candidacy examination, which is administratively treated as a course by FGS and has its own unique course number.

CHS candidacy examinations will be conducted at three specified times throughout the year. The examination will require students to answer two common questions covering aspects of methodology and policy, designed broadly for all students in Community Health Sciences. In addition, a third "specific" question will be composed for each student by their Advisory Committee, focusing on theory in the area of the student's proposed thesis, but not specific to the student's thesis topic.

Examinations are written over one day. The examination will be "in-class" with a closed book format. The two common questions are administered in the morning over three hours. The specific question is administered in the afternoon over three hours. Students are not informed of the questions in advance, but will be provided with key information that will assist with exam preparation.

The Candidacy Examination Committee will be chaired by the Director of the Graduate Program, and will consist of three additional members for each of the examination dates. Each of the examination committees will be responsible for the administration of a specific candidacy exam, including the development and/or vetting of questions, monitoring the examination and grading the examination. In preparing the common component of the examination, the committee will have access to a bank of questions contributed by all Community Health Sciences faculty, and will select questions taking into consideration the backgrounds of students writing the examination.

Students will also be required to complete a question specific to their general area of interest, which is prepared by the each student's Advisory Committee. The Advisory Committee will develop at least two questions and submit them to the examination committee. The committee selects one of the questions to be administered as the "specific" component of the student's examination.

Common exam questions are graded by members of the examination committee, based on pass/fail criteria that are defined in advance. Specific exam questions are graded by the student's Advisory Committee and submitted to the examination committee, along with a

recommendation for a pass or a fail along with any remedial activities that the student may need to complete.

The student will need to achieve a “pass” on all components of the examination. Students who are not passed on the first attempt may repeat the examination once. A second evaluation of "not passed" will result in the student being required to withdraw from the program. Once the examination committee awards a “pass”, the members complete a [Ph.D. Candidacy Examination form](#) and forward it to the CHS Graduate Office where it is countersigned by the Graduate Director and forwarded to the Faculty of Graduate Studies.

## PhD Thesis Proposal

The thesis is governed by the regulations of the Faculty of Graduate Studies (FGS) and the [Department Supplemental Regulations](#), which outline requirements for the thesis proposal, thesis format, and committee makeup for both the thesis proposal and thesis examination. Students are responsible for ensuring they meet all departmental, FGS, and University regulations and requirements.

The [FGS website](#) covers important details that need to be considered such as thesis specifications, duplication and binding, copyright ownership, submission and distribution of the thesis, academic dishonesty/plagiarism, and timelines for completion. The website also provides a number of forms that students must complete at various stages of the process.

The type of thesis may vary. The following are acceptable in Community Health Sciences:

- A complete research project including primary data collection
- A complete research project including secondary data analysis
- Theoretical and methodological analyses
- Topics in community health policy.

The thesis proposal should be prepared by the student in collaboration with their Advisor and the other members of the Advisory Committee, and approved by a Thesis Proposal Examination Committee in the first term (within six months) following completion of the candidacy examination.

The proposal should provide a clear definition of the problem or issue to be addressed, a review of the pertinent literature, a description of the methods to be used, the data to be gathered or analyzed, and potential contributions to the field. This is a very important document that provides a road-map for the thesis process, and helps to address problems at the planning stage rather than later phases of the research.

The PhD thesis proposal should be approximately 25 pages in length, not including appendices and references. The department has set out a template for the structure of the PhD proposal. It is not

completely prescriptive, but provides a list of key elements. Advisors might also be able to provide examples of successful PhD proposals that have been approved recently in the Department.

## PhD Thesis Proposal Structure

<b>Number of Pages</b>	<ul style="list-style-type: none"> <li>• Approximately 25 pages (1.5 spacing), not including the title page, references, or appendices.</li> <li>• CIHR style.</li> </ul>
<b>Title</b>	<ul style="list-style-type: none"> <li>• Title Page including e-mail addresses of student and supervisor</li> </ul>
<b>Introduction</b>	<ul style="list-style-type: none"> <li>• Problem Statement</li> </ul>
<b>Review of Literature</b>	<ul style="list-style-type: none"> <li>• Critical review of the theoretical and research literature.</li> <li>• Outline a framework, based on literature, for analyzing the problem and questions.</li> </ul>
<b>Objectives/ Research Questions/ Hypotheses</b>	<ul style="list-style-type: none"> <li>• A statement of study objectives</li> <li>• Hypotheses/research questions</li> </ul>
<b>Methods</b>	<ul style="list-style-type: none"> <li>• The type of research design</li> <li>• The reasons for selecting it, including merits and limitations</li> <li>• Sources of data, primary or secondary data collection</li> <li>• Data management and analysis</li> <li>• Control of variables</li> <li>• It should be clear how each data item collected is going to be used and how data will be analyzed to satisfy each of the objectives.</li> </ul>
<b>Ethics</b>	<ul style="list-style-type: none"> <li>• Ethical considerations</li> </ul>
<b>Feasibility Issues</b>	<ul style="list-style-type: none"> <li>• Discuss potential problems (e.g., access to data) and solutions</li> </ul>
<b>Value to field/Knowledge Added</b>	<ul style="list-style-type: none"> <li>• Implications of the study</li> <li>• Indicate how the proposed study will move knowledge forward in this area.</li> </ul>
<b>Knowledge Translation</b>	<ul style="list-style-type: none"> <li>• Knowledge Translation</li> </ul>
<b>Appendices</b>	<ul style="list-style-type: none"> <li>• Time line</li> <li>• Budget outlining anticipated expenses and sources of funds.</li> <li>• Data collection forms.</li> <li>• Consent forms as applicable</li> <li>• Attach complete Literature Review (?).</li> </ul>
<b>Supervisory Committee members</b>	
<b>Signatures</b>	

## Examination of the PhD Thesis Proposal

The PhD thesis proposal approval process is modeled on a formal defence. The Faculty of Graduate Studies requires all PhD students to publicly present their proposal before it is approved. When the student, their Advisor, and Committee are ready to proceed with the thesis proposal examination, the CHS Graduate Office should be notified and they will make arrangements for a suitable venue.

The PhD Thesis Proposal Examination Committee will consist of the student's Thesis Advisory Committee plus the addition of two faculty members from Community Health Sciences. When the student is ready to proceed with examination of the thesis proposal, their Advisory Committee should provide to the Graduate Program Director the names of at least four full or part-time CHS faculty with expertise related to the thesis area, along with an abstract of the thesis proposal. The proposed "additional" examiners should not have contributed to the development of the thesis proposal, and the Advisory Committee or student should not approach the proposed examiners. The names should be submitted to the Graduate Program office at least one month in advance of the anticipated proposal examination.

The four names will be circulated to the CHS Graduate Program Committee, and the two "additional" examiners will be selected by a majority vote. The Graduate Program Director or designate will approach the selected examiners to see if they would be willing and able to participate on the Proposal Examination Committee. If not available, other faculty from the selection list would be approached. If none of these are available, the Graduate Program Committee would select the examiner(s).

The final selection of two "additional" examiners will be conveyed back to the Advisory Committee within one week of the initial submission of names. An additional consideration is the availability of the examiners to participate on the Thesis Examination Committee, as one additional CHS examiner will be required to sit on that committee at a later date.

The student and Advisor are responsible for circulating the thesis proposal to the Examination Committee and non-voting Chair at least two weeks in advance of the thesis proposal examination.

For the PhD Thesis Proposal Examination, the student and at least six people would be present:

- three members of the Advisory Committee
- two additional CHS examiners
- a non-voting Chair

The thesis proposal examination is a formal process, involving a presentation by the student and questioning by the Examination Committee. The proceedings are open to a departmental audience and the non-voting Chair will follow the written protocol for "Procedure Notes for Chairing an PhD Thesis Proposal Examination".

Students are expected to give a 20-30 minute presentation outlining their proposed research, why they want to do it, how they propose to do it (along with any relevant background information) and finally, how they think this will contribute to new knowledge in the area.

The committee will assess the thesis proposal and reach a decision as: unanimous pass; conditional pass; acceptable with minor revisions or failure. The "[PhD Thesis Proposal](#)" form should be signed by all members of the Examination Committee to indicate the outcome of the examination. On approval, the completed form should be sent to the Graduate Program Office where it is countersigned by the Graduate Director (subject to ethics approval) and forwarded to the Faculty of Graduate Studies.

Written comments will be sent to the student and the Graduate Program Director. If the proposal is not accepted, the student will be given an opportunity to re-submit and/or appear before the Thesis Proposal Examination Committee to provide further explanation of the proposal.

Students should prepare a one page abstract of the approved proposal and forward it electronically to the department's Graduate Office. It will then be circulated to all faculty of the Department of Community Health Sciences, for their information and review. Students may be required to present their proposal in another venue once their proposal has been approved.

## Ethics Review

All graduate research carried out in the Faculty of Medicine MUST have ethics approval prior to the information-gathering procedures for the thesis. On the Bannatyne Campus, ethics approval is given by the Health Research Ethics Board (HREB). An application form for ethics approval can be obtained from the HREB office at P126 – 770 Bannatyne Avenue or downloaded directly from the [HREB website](#).

Application for ethics approval is normally made immediately after the Thesis Proposal Examination Committee has approved the research proposal. The Health Research Ethics Board meets monthly (except in July), so students should start planning materials for their ethics submission well in advance.

Depending on the thesis, the project may need other formal ethics-related submissions, such as external agency approvals (e.g., Winnipeg Regional Health Authority, Manitoba RDC, HIPC). It would be advisable to determine these requirements in advance so adequate timelines can be developed, as each of these approvals takes time and may need to be done in a specific sequence.

It is the responsibility of the Advisor to ensure that the project is submitted for appropriate ethics review(s) if required. Students should be aware that they must obtain their own ethics approval specific to their project, even if the Advisor has obtained ethics approval for a larger

“umbrella” project. Students should keep the original letter of ethics approval. A copy of the approval should be submitted to the CHS Graduate Program office and another copy submitted to the Faculty of Graduate Studies along with the completed thesis.

## Conducting the Research and Writing the Thesis

Once the proposal has been approved by the Thesis Proposal Examination Committee and the Ethics Review Board, the student can then proceed with the information-gathering phase of the research. Students should try to stay in regular touch with their Advisor, so that problems don't build up and modifications can be addressed.

An acceptable format for the PhD thesis in Community Health Sciences is the “Traditional Style” format. The guidelines are for a traditional thesis document of approximately 180 to 220 pages, not including references and appendices. The manuscript-based thesis is also an option for PhD students. The Department is developing guidelines for the PhD manuscript thesis, which will be made available to PhD students and faculty when finalized.

Writing up parts of the thesis can often be started before the research is complete (e.g., literature review, methods). In collaboration with the Advisor, students should develop a structure for the thesis and establish a mutually agreeable provisional time line for the completion of the various chapters. The student's commitment is to deliver chapter drafts to the Advisor and committee on time. Their commitment is to provide the student with constructive feedback within a reasonable time frame. Students should expect to go through several iterations before all parties are satisfied with the thesis.

[“Thesis/Practicum Information and Guidelines”](#), published by the Faculty of Graduate Studies, is a helpful document outlining technical specifications for thesis writing and production

### Traditional Style Thesis

The Traditional Style thesis is composed of three major parts. Each part contains several sections, arranged in the following order:

Preliminaries:

- Title Page
- Acknowledgments
- Table of Contents
- List of Tables and Figures
- Abstract

Text:

- Introduction

- Literature Review
- Materials and Methods
- Results
- Discussion
- General Discussion and Conclusions

#### Reference Matter

- Literature Cited (Bibliography)

## PhD Thesis Examination Committee

The final stage arrives when the student, the student's Advisor, and committee members feel that the thesis is ready to be formally examined. The first part is the examination of the written thesis and the second part is the oral defence. The completed thesis will be examined by a PhD Thesis Examination Committee of at least five members including: at least three members of the Advisory Committee; one additional member who is full-time or part-time faculty in Community Health Sciences; and one "arms length" external examiner from outside the University of Manitoba. The additional CHS committee member should normally be one of the "additional" two members who was selected earlier to participate in the student's Thesis Proposal Examination. That committee member will be selected by the Graduate Program Committee according to availability as well as the extent to which their expertise complements the expertise provided by the external examiner.

A key part of the PhD thesis examination process is the appointment of the external examiner. The external examiner is a distinguished expert in the field who will examine the thesis, grade it, write a formal report on it, and play a key role in questioning at the defence. The external examiner acts as an independent, unbiased gatekeeper of standards. He/she should not have had any significant previous personal or professional contact with the student or any of the committee members.

The student's Advisor should approach the potential external examiner, to determine whether he/she is willing and able to serve. When a potential external examiner has agreed, the advisor submits the completed [PhD Thesis Title and Appointment of Examiners](#) form to the Graduate Program Director with an electronic copy of the proposed External Examiner's *Curriculum Vitae*. FGS makes the formal approval of the external examiner. The student should NEVER approach the external examiner.

## PhD Thesis Examination

The first step in the defence process is the circulation of the final thesis to the examiners. The student should provide FGS with one unbound copy for each examiner. The FGS office will

forward the thesis with a request for a written report and an assessment of whether the thesis is suitable to proceed to an oral defence.

The student will receive a copy of the examiners' written reports. The principal options for the assessment are: "Needs minor revisions but can proceed to oral defence" (the most usual outcome), "Needs major revisions before proceeding to oral defence", "Failure – unacceptable"). If the examiners agree on the first outcome, Graduate Studies will then organize the oral defence.

Students should remember that there is a considerable amount of organization involved in a Ph.D. defence, and Graduate Studies requires plenty of lead-time to make the arrangements. As a general guideline, a student should anticipate a minimum of 7 weeks between submitting copies of the thesis for examination to FGS and the oral defence. Once a date is established for the oral defence, the CHS Graduate Assistant will organize a venue and reasonable audio-visual aids, and advertise the event. Students should provide at least one month notification in order to set this up, and keep in mind that the oral defence date is tentative, until the written thesis has been successfully examined.

The Ph.D. degree is the major university degree and the process has a clearly defined and relatively complex path which is managed by the Faculty of Graduate Studies. Students must always be mindful of time-line issues. For example, a student wishing to graduate in the May convocation should get their unbound theses to Graduate Studies for distribution before the end of January, or before the end of June for October graduation. The [precise dates](#) will vary from year to year.

In preparing for the PhD thesis defence, the student and examining committee members should plan for a minimum of three hours. In a doctoral oral defence the candidate presents their work for about half an hour. This presentation will be public, with the Examination Committee and any interested students and faculty present. FGS will provide the Chair for the defence, who will follow procedures outlined in the notes for "Chairing a PhD Oral Examination".

After the presentation, the candidate will be questioned on their work by the external examiner and other members of the Examination Committee. Normally each member has about twenty minutes to question the student in each of two potential rounds of questioning. The questions may require elaboration of issues or techniques touched on during the presentation, defending decisions made in the planning and implementation of the research, or consideration of the implications of the findings. The intent is that the student be able to demonstrate a thorough understanding of the work that was carried out; why they did it, how they did it and what it might, and might not, mean. After the formal questioning, the audience will be invited to ask questions.

Following that, the student and audience are adjourned. Then the committee and external examiner will meet, under the guidance of the Chair, to answer the question. "Has the candidate, through her/his written thesis and oral defence, demonstrated competence in research, and contributions to knowledge, commensurate with the award of a Doctoral

degree”? After a successful defence, the Advisor, committee, and external examiner complete the “PhD Thesis and Oral Final Report”, which is transmitted to FGS by the Chair. If an evaluation of "not approved" is given by the committee, the candidate will be given an opportunity to revise the thesis in accordance with the suggestions of the committee. A second evaluation of "not approved" will result in the student being required to withdraw from the program.

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

- one digital version submitted as an e-thesis at the [MSpace website](#)
- one single-sided paper copy in unbound form, enclosed in an envelope or folder.

The e-thesis is the official copy. Students are encouraged to review the e-thesis submission requirements prior to printing a paper version. The paper copy will become a circulating copy. Where possible, the contents of the official electronic version should be replicated in the paper copy. Both electronic and paper copies of the thesis/practicum are required for the University Library and remain the property of the University of Manitoba. Details about the specifications for the electronic and paper versions of the thesis, along with a [Thesis Submission checklist](#) are available.

Along with their electronic and paper copies, students must submit:

- Thesis/Practicum Final Report Form
- Thesis Release Form
- Ethics Approval Letter

Students should plan to give their Advisor, Examination Committee and Department Head copies of the thesis, as well as providing the Department with a copy as a resource for the CHS student area.

Students are strongly encouraged to submit their findings to appropriate journals and conferences. Authorship of any papers or presentations should be discussed with the Thesis Advisor, and an acknowledgment statement recognizing that the work was completed in the Department of Community Health Sciences, should be included.

# Masters of Science (MSc) Program

## Structure of the Program

The general regulations established by the Faculty of Graduate Studies (FGS) govern the MSc degree program in Community Health Sciences (CHS). In addition, there is a set of [Supplemental Regulations specific to the Department of Community Health Sciences](#) that supersede the FGS regulations. Students should review both sets of regulations.

The MSc in Community Health Sciences requires completion of eight courses (24 credit hours), preparation and approval of a thesis proposal, and researching, writing, and defending a thesis. It is expected that students will also attend regularly scheduled events, such as the [Department Colloquium series](#), which is held on Friday at noon, as well as other students' thesis presentations.

Full-time MSc students are expected to complete their coursework in the first year (two terms), and part-time students within two years. The thesis proposal should be approved in the term following completion of course work. According to the FGS regulations, all requirements of the program must be completed within five years.

Certain forms must be completed at various stages in the student's program. A template has been developed to assist MSc students in working through their program milestones and keeping track of the necessary forms.

## M.Sc. Program Activity Template

Program Planning	Completion Date
Appointment of an Advisor	
<a href="#">Selection of coursework (program of study)</a>	
Selection of an Advisory committee	
Completion of coursework	
Preparation of a thesis proposal	
Selection of an additional thesis proposal examiner	
<a href="#">Proposal presentation and approval</a>	
Letters of approval as needed from Research Ethics Board and other committees from various outside agencies if access approval is required	
Conduct of study	
Completion of research and writing of thesis	
Distribution of thesis to examiners	
Oral examination conducted within one month of distribution	
Further revisions (if applicable)	
Revisions approved by Advisor	
Submission of thesis to Faculty of Graduate Studies	

### Academic Advisor and Thesis Advisor

Some students are admitted to the MSc program with a Thesis Advisor already identified. If not, students are paired with an Academic Advisor when they enter the program. The Academic Advisor will provide the student with an initial “home” within the department, as well as guidance, advice and support. The Academic Advisor will also sign necessary forms such as the Progress Review.

The Academic Advisor may become the Thesis Advisor/Supervisor if research interests happen to coincide. Through discussion with the Academic Advisor, options for a Thesis Advisor will be determined. Once linked with a Thesis Advisor, the student should advise the CHS Graduate Program office. From there on, the Thesis Advisor becomes the student’s departmental

“contact person”, and will be responsible for guiding the student through the program milestones and signing off on various administrative documents.

In special circumstances, an Advisor and Co-advisor upon approval of the department head may advise a student. The Advisor and Co-advisor must be members of FGS. When an Advisor and Co-advisor are assigned, together they fulfill the role of the Advisor (i.e., neither shall fulfill any other advisory or examining committee membership requirements). The Co-advisors will usually be identified together at the beginning of a student’s program. However, in some circumstances the need for a Co-advisor may arise mid-way through a student’s program. FGS must be informed of the co-assignment, and both Co-advisor’s signatures are required on all documents requiring an Advisor’s signature.

Ideally the Thesis Advisor should be identified early in the first year of study. This will allow time for the student to prepare and submit a thesis proposal for approval in the term following course completion. The Advisor will provide assistance in formulating a thesis topic that can be completed within a reasonable amount of time, and act as a guide through the process of carrying out the research and writing up the thesis. Selecting the Advisor should take into consideration the student’s research interests and personal preferences.

The Advisor will normally be a full time or geographic full time member of the Department of Community Health Sciences and eligible for membership in the Faculty of Graduate Studies. The CHS Graduate Program Committee has criteria based on research and supervision experience to determine [eligibility of a faculty member to serve as an MSc Advisor](#).

The Thesis Advisor should serve as the research “mentor”, supporting the student in defining a research topic, constructing a research proposal, implementing it, and writing the thesis. Reasonably regular contact between Advisor and student is a good idea (at least once a month would be advisable). Students should ensure that they and their Advisor have comparable expectations and are following a mutually agreed upon research plan.

It is the Advisor’s responsibility to monitor progress on the research, complete the necessary Progress Reports, and bring any problems to the attention of the Graduate Program Director. The Faculty of Graduate Studies booklet entitled “*Roles and Responsibilities: A Guide for Faculty and Students*” sets out, in more detail, the individual responsibilities for the Advisor and graduate student, as well as other “partners” in the graduate education process.

## Advisory Committee

The Thesis Advisory Committee consists of a minimum of three faculty members, including the Advisor acting as chairperson. One member must be from the Department of Community Health Sciences (internal member) and one must be from another department in the University of Manitoba or a “community expert” (external member). In collaboration with the Thesis Advisor, students select two other committee members.

A member of Community Health Sciences who has a cross-appointment in another department may be eligible to serve as the "external" member of a student's committee, provided that their primary appointment is in a department other than Community Health Sciences, that their involvement with the Department of Community Health Sciences is relatively minor and that their appointment in this role is acceptable to the Faculty of Graduate Studies.

The role of the committee members is to provide the student with complementary expertise and advice relevant to the thesis topic. The requirement for an external presence on the committee is intended to reflect the multi-disciplinary nature of Community Health Sciences and to ensure that a broad range of expertise and perspectives are available to support the student. Students can choose to have more than three members on their committee, but this is advisable only if the thesis project genuinely needs the range of expertise offered by the additional members.

Students will need to put their Thesis Advisory Committee in place prior to development of their thesis proposal. The Advisor will complete a "[Masters Thesis Title and Appointment of Examiners](#)" form, signed by all the members of the committee. This is sent along with an electronic copy of the external examiners CV to the Graduate Program Assistant and then to FGS.

### Progress Through the Program

Students should discuss their program timelines with their Advisor. Each student's program of study, including course selections, is approved by the CHS Graduate Program Director yearly.

Progress Reports are completed on a regular basis (at least once a year), so that students' progress through the program can be monitored and any problems addressed. At a minimum, the [Progress Report form](#) must be completed annually. The Progress Report reviews the student's progress during the past year, classifies it as satisfactory or otherwise, and plans goals for the coming year. The form is usually distributed by the CHS Graduate Office to Advisors in mid-April.

The completed form must be submitted to the Graduate Program Director, who forwards the form to the Faculty of Graduate Studies by June 15. Students cannot enrol in the next year of their program unless this process is completed and satisfactory progress is confirmed.

After completion of all courses, students must register for their thesis (with its own course number) and must register every term until their thesis is completed.

## MSc Course Requirements

MSc students are required to take eight courses, completing a total 24 credit hours. This consists of four core courses, one methods course, and three electives. The required core courses are intended to provide a foundational understanding of community health sciences as well as an introduction to methods used in the field.

### **Course Requirements; Masters of Science (MSc) (24 credit hours)**

#### **Four (4) Core MSc courses:**

- CHSC 7320 Organization and Financing of the Canadian Health Care System
- CHSC 7520 Principles of Epidemiology 1
- CHSC 7820 Biostatistics for Community Health Sciences 1 \*\*
- CHSC 7860 Methods and Concepts for Community Health Science

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

- CHSC 7530 Principles of Epidemiology 2
- CHSC 7130 Methods in Health Services Research and Evaluation
- CHSC 7290 Economic Evaluation of Health Care
- CHSC 7540 Advanced Epidemiology
- CHSC 7310 Epidemiology of Health Care
- CHSC 7740 Advanced Qualitative Methods
- CHSC 7360 Clinical Trials
- CHSC 7830 Biostatistics for Community Health Sciences 2
- CHSC 7400 Adv Quantitative Research Methods
- CHSC 7870 Health Research Survey Methods

#### **Three (3) Elective Courses** (any other 3 courses offered by CHS at 7000 level)

\*\*Note: Since an undergraduate level course in Statistics is a pre-requisite for CHSC 7820, all students must have completed such a course at time of admission.

Courses offered by the Department are posted on the Community Health Sciences website and updated each term. Please see [current graduate course offerings for selection of electives](#). Students are expected to attend all sessions of the courses in which they are registered.

Elective course selections should complement the core course material and be guided by the student's area of research interest. The Advisor will assist in selecting the most appropriate courses that might be relevant to the student's thesis topic. On the recommendation of the

student's Advisor and with the agreement of the Graduate Program Committee, elective courses at the 7000 level may be taken in other departments.

## MSc Thesis

The MSc thesis is governed by the regulations of the Faculty of Graduate Studies (FGS) and the Department Supplemental Regulations, which outline requirements for the thesis proposal, thesis format, and committee makeup for both the thesis proposal and thesis examination. Students are responsible for ensuring they meet all departmental, FGS, and University regulations and requirements.

The FGS website covers important details that need to be considered such as [thesis specifications](#), duplication and binding, copyright ownership, submission and distribution of the thesis, academic dishonesty/plagiarism, and timelines for completion. The website also provides a number of forms that students must complete at various stages of the process.

The thesis is a formal comprehensive, written dissertation describing original research. It offers the student the opportunity to work with a team of researchers on a topic of his/her interest, providing practical experience in reviewing and synthesizing research literature and collecting and/or analyzing data.

The MSc thesis in Community Health Sciences should demonstrate a mastery of the fundamentals of the theories and methods of one or more of the community health sciences and provide evidence that the student is fully conversant with the relevant literature.

The type of thesis may vary. The following examples are acceptable in Community Health Sciences:

- A complete research project including primary data collection
- A complete research project including secondary data analysis
- Theoretical and methodological analyses
- Topics in community health policy.

Students may enter the program with a potential research topic, or develop an interest along the way through coursework, colloquia presentations, or discussion with other members of the department. Once a general idea starts to take shape, the details can be developed through discussions with the Thesis Advisor and other faculty members working in the area. The CHS website provides listings of the [expertise and interests of various faculty members](#).

The Department has linkages with many outside agencies and, where necessary, may assist students in arranging access to agencies, clinical settings, and communities in order to pursue their research. The Graduate Program Director can also assist with contacting the most appropriate individual(s).

As far as possible, the MSc thesis should be an original contribution, although it may be an independent extension of an Advisor's research program. All theses must clearly indicate the parts that are independently developed and any parts that are not the student's own work.

Students may also wish to identify and pursue funding opportunities that could provide sources of support for such thesis-related activities as database access and travel costs.

## MSc Thesis Proposal

In collaboration with the Advisor and the other members of their Advisory committee, the student is required to develop a thesis proposal, which should provide a clear definition of the problem or issue to be addressed, a review of the pertinent literature, a description of the methods to be used, and the data to be gathered or analyzed. This is a very important document that provides a road-map for the thesis process, and helps to solve problems at the planning stage rather than later phases of the research.

The thesis proposal should be prepared by the student and approved by a Thesis Proposal Examination Committee in the first term following completion of courses. The department has set out a template for the structure of the MSc thesis proposal. It is not completely prescriptive, but provides a list of key elements. Advisors may also be able to provide examples of successful proposals that have been approved recently in the Department. The MSc thesis proposal should be up to 15 pages in length, not including appendices and references.

The following table summarizes the key elements that should be covered in the proposal.

## MSc THESIS PROPOSAL STRUCTURE

<b>Number of Pages</b>	<ul style="list-style-type: none"> <li>• Up to 15 pages (1.5 spacing), not including the title page, references, or appendices.</li> <li>• CIHR style.</li> </ul>
<b>Title</b>	<ul style="list-style-type: none"> <li>• Title Page including e-mail addresses of student and supervisor</li> </ul>
<b>Introduction</b>	<ul style="list-style-type: none"> <li>• Problem Statement</li> </ul>
<b>Review of Literature</b>	<ul style="list-style-type: none"> <li>• A brief review of the main theoretical and research literature.</li> <li>• Outline a framework, based on literature, for analyzing the problem and questions.</li> </ul>
<b>Objectives/ Research Questions/ Hypotheses</b>	<ul style="list-style-type: none"> <li>• Hypotheses/Research Questions</li> <li>• A statement of study objectives</li> </ul>
<b>Methods</b>	<ul style="list-style-type: none"> <li>• The type of research design</li> <li>• Sources of data, primary or secondary data collection</li> <li>• Data management and analysis</li> </ul>
<b>Ethics</b>	<ul style="list-style-type: none"> <li>• Ethical considerations</li> </ul>
<b>Feasibility Issues</b>	<ul style="list-style-type: none"> <li>• Identify potential problems (eg, access to data) and solutions</li> </ul>
<b>Knowledge Added</b>	<ul style="list-style-type: none"> <li>• Indicate how the proposed study will contribute to the knowledge in this area.</li> <li>• Implications of the study</li> </ul>
<b>Knowledge Translation</b>	<ul style="list-style-type: none"> <li>• Knowledge Translation</li> </ul>
<b>Appendices</b>	<ul style="list-style-type: none"> <li>• Time line</li> <li>• Budget outlining anticipated expenses and sources of funds.</li> <li>• Data collection forms.</li> <li>• Consent forms as applicable</li> </ul>
<b>Supervisory Committee members</b>	
<b>Signatures</b>	

## Examination of the MSc Thesis Proposal

The Thesis Proposal Examination Committee consists of the student's Advisory Committee plus the addition of one other faculty member from Community Health Sciences, as well as a non-voting Chair (the Graduate Program Director or designate).

When the student is ready to proceed with examination of the thesis proposal, their Advisory Committee should provide the names of at least three full or part-time CHS faculty with expertise related to the thesis area, along with an abstract of the thesis proposal to the Graduate Program Director. The proposed "additional" examiners should not have contributed to the development of the thesis proposal, and the Advisory Committee or student should not approach the proposed examiners. The names should be provided to the Graduate Program office at least one month in advance of the anticipated proposal examination.

The abstract and three names will be circulated to the CHS Graduate Program Committee, and the "additional" examiner will be selected by a majority vote. The Graduate Program Director or designate will approach the selected examiner to see if he/she would be willing and able to participate on the Proposal Examination Committee. If not available, other faculty from the selection list would be approached. If none of these are available, the Graduate Program Committee would select the examiner.

Since an additional examiner is required for the final Thesis Examination, the selected examiner will be asked if he/she would be available to participate on the Thesis Examination Committee as well. The Graduate Program Director will notify the student's Advisor of the final selection of additional examiner.

Submission of the thesis proposal is a formal process, including circulation of the proposal to the Examination Committee at least three weeks in advance. The student must prepare a 20 minute presentation for the Examination Committee in a "closed" forum, and respond to discussion and questions prior to approval of the proposal.

The committee will assess the thesis proposal with the following sign-off criteria: unanimous pass; conditional pass; acceptable with minor revisions, or failure. The thesis proposal must be approved by all the members of the Thesis Proposal Examination Committee. When it is approved, the Advisor completes the "[Master's Thesis/Practicum Proposal](#)" form. It is signed it by all members of the committee, sent to the department's Graduate Director and forwarded to the Faculty of Graduate Studies.

Written comments will be sent to the student and the Graduate Program Director. If the proposal is not accepted, the student will be given an opportunity to re-submit and/or appear before the Thesis Proposal Examination Committee to provide further explanation of the proposal.

In addition, students should prepare a one page abstract of the approved proposal and forward it electronically to the Department's Graduate Office. It will then be circulated to full-time faculty of the Department of Community Health Sciences, for their information and review. Students may be required to present their proposal in another venue once their proposal has been approved.

## **Ethics Review**

All graduate research carried out in the Faculty of Medicine MUST have ethics approval prior to the information-gathering procedures for the thesis. On the Bannatyne Campus, ethics approval is given by the Health Research Ethics Board. An application [form for ethics approval](#) can be obtained from the HREB office at P126 – 770 Bannatyne Avenue or downloaded directly from their website. Application for ethics approval is normally made immediately after the Thesis Proposal Examination Committee has approved the research proposal. The Health Research Ethics Board meets monthly (except in July), so students should start planning materials for their ethics submission well in advance.

Depending on the thesis, the project may need other formal ethics-related submissions, such as external agency approvals (e.g., Winnipeg Regional Health Authority, Manitoba RDC, HIPC). It would be advisable to determine these in advance so adequate timelines can be developed; each of these approvals takes time and may need to be done in a specific sequence.

It is the responsibility of the Advisor to ensure that the project is submitted for appropriate ethics review(s) if required. Students should be aware that they must obtain their own ethics approval specific to their project, even if the Advisor has obtained ethics approval for a larger “umbrella” project.

Students should keep the original letter of ethics approval. A copy of the approval should be submitted to the CHS Graduate Program office and another copy submitted to the Faculty of Graduate Studies along with the completed thesis.

## **Conducting the Research and Writing the Thesis**

Once the proposal has been approved by the Thesis Proposal Examination Committee and the Ethics Review Board, the student can then proceed with the information-gathering phase of the research. Students should try to stay in regular touch with their Advisor, so that problems don't build up and modifications can be addressed.

The acceptable format for an MSc thesis in Community Health Sciences is the “Traditional Style” format. The manuscript-based thesis is not an option for MSc students, except in exceptional circumstances that must be approved in advance by the Graduate Program Director. The

guidelines are for a traditional thesis document of approximately 80 to 120 pages, not including references and appendices.

Writing up parts of the thesis can often be started before the research is complete (e.g., literature review, methods). In collaboration with the Advisor, students should develop a structure for the thesis and establish a mutually agreeable provisional time line for the completion of the various chapters. The student's commitment is to deliver chapter drafts to the Advisor and committee on time. Their commitment is to provide the student with constructive feedback within a reasonable time frame. Students should expect to go through several iterations before all parties are satisfied with the thesis. "[Thesis/Practicum Information and Guidelines](#)", published by the Faculty of Graduate Studies, is a helpful document outlining technical specifications for thesis writing and production.

### Traditional Style Thesis

The Traditional Style thesis is composed of three major parts. Each part contains several sections, arranged in the following order:

#### Preliminaries:

- Title Page
- Acknowledgments
- Table of Contents
- List of Tables and Figures
- Abstract

#### Text:

- Introduction
- Literature Review
- Materials and Methods
- Results
- Discussion
- General Discussion and Conclusions

#### Reference Matter

- Literature Cited (Bibliography)

There are a number of forms on the Faculty of Graduate Studies website that must be completed for various aspects of the thesis, such as [copyright ownership](#).

## MSc Thesis Examination

The final stage arrives when the student, the student's Advisor and committee members feel that the thesis is ready to defend. The first part is the examination of the written thesis and the second part is the oral defence. Students must always be mindful of time-line issues. The [precise dates](#) for thesis submissions to meet deadlines for convocation will vary from year to year.

The completed thesis will be examined by an MSc Thesis Examination Committee of at least four members, consisting of at least three members of the Advisory Committee plus one additional member who is a full-time or part-time faculty member of Community Health Sciences. This additional member will most likely be the additional member who was selected to participate in the Thesis Proposal Examination, but if they are not available, an alternate will be obtained from the original selection list.

Once a date is established for the oral defence, the CHS Graduate Assistant will organize a venue and reasonable audio-visual aids, and advertise the event. Students should provide at least one month notification in order to set this up.

The oral defence proceedings are guided by "Procedure Notes for Chairing an MSc Thesis Oral Defence". After introductions, the candidate presents their work for about half an hour. This presentation will be public, with the Thesis Examination Committee and any interested students and faculty present. It is normally chaired by the Graduate Program Director. After the presentation, the student will be questioned on his/her work by the Thesis Examination Committee. These questions may require elaboration on issues such as techniques or implications of the findings. The intent is for the student to be able to demonstrate a thorough understanding of the work that was carried out; why it was done it, how it was done and what it might and might not mean. After the formal questioning, the audience will be invited to ask questions.

The Thesis Examination Committee will then meet, with the Graduate Director as Chair, to answer the question. "Has the candidate, through her/his written thesis and oral defence, demonstrated competence in research commensurate with the award of a Masters degree?". An evaluation of "approved" or "not approved" is recorded on the "Thesis Final Report" form. Most commonly, the degree is awarded subject to some minor editorial/typo revisions to the thesis. The signed form is then forwarded to the Faculty of Graduate Studies.

If an evaluation of "not approved" is given by the committee, the candidate will be given an opportunity to revise the thesis in accordance with the suggestions of the committee. A second evaluation of "not approved" will result in the student being required to withdraw from the program.

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

- one digital version submitted as an e-thesis at the [MSpace website](#)
- one single-sided paper copy in unbound form, enclosed in an envelope or folder.

The e-thesis is the official copy. Students are encouraged to review the e-thesis submission requirements prior to creating a digital version. The paper copy will become a circulating copy. Where possible, the contents of the official electronic version should be replicated in the paper copy.

Both digital and paper copies of the thesis/practicum are required for the University Library and remain the property of the University of Manitoba. Details about the specifications for the electronic and paper versions of the thesis, along with a [Thesis Submission Checklist](#), are available.

Along with their electronic and paper copies, students must submit:

- Thesis/Practicum Final Report Form
- Thesis Release Form
- Ethics Approval Letter

Students should plan to give their Advisor, Examination Committee and Department Head copies of the thesis, as well as providing the Department with an unbound copy as a resource for the CHS student area.

Students are strongly encouraged to submit their findings to appropriate journals and conferences, such as the University of Manitoba, [Faculty of Medicine's Health Student Research Forum](#) (Research Days). Authorship of any papers or presentations should be discussed with the Thesis Advisor, and an acknowledgment statement recognizing that the work was completed in the Department of Community Health Sciences, should be included.

# Master of Public Health (MPH) Program

## Structure of the Program

The general regulations established by the Faculty of Graduate Studies (FGS) govern the CHS graduate degree programs. Specific changes to these regulations have been approved for the Department of Community Health Sciences that are [supplemental](#) to and supersede those described by the Faculty of Graduate Studies. Students should review both sets of regulations.

The MPH program is designed to attract high-caliber students wishing to further their training in applied community health at the Masters level, but not wishing to pursue a thesis-based Master's degree. Training provides core and elective knowledge and skills in community health and public health practice relevant to career plans through traditional course work and a supervised field placement opportunity. The field placement component provides the opportunity to apply academic knowledge and skills most relevant for future career development in a supervised setting.

The MPH program requires completion of thirty (30) credit-hours from 7000-level courses. All students must complete an approved field placement in a governmental or non-governmental community health agency. The field placement will include a minimum of three months full-time equivalent spent on-site, and completion of a project and written report. The field placement is a zero (0) credit hour component.

This program may encompass some of the following areas: fundamental sciences of community health, including quantitative and qualitative research methods, epidemiology and biostatistics; principles, methods and practical skills in community health assessment; community health program development, planning, and evaluation; principles and practice of prevention and population health promotion; or health services management and administration, including strategic planning, business plan development, budget, finance and human resource management.

## MPH Program Committee

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

The Director of the Graduate Program will serve as the Faculty Advisor for all MPH students, and will provide advice on course content, selection and guidance in field placement

coordination. The Faculty Advisor will serve as the key contact person for the student for the duration of their program.

## MPH Course Requirements

The MPH program requires completion of thirty (30) credit-hours from 7000-level courses, including completion of four core courses, one designated methods course, and five elective courses. The field placement is a zero (0) credit hour component. The normal course load in the first year for full-time MPH students is 24 credit hours.

### Course Requirements: Masters of Public Health (MPH) (30 credit hours)

#### Four (4) Core MPH courses:

- CHSC 7500 Core Concepts in Public Health
- CHSC 7520 Principles of Epidemiology 1
- CHSC 7530 Principles of Epidemiology 2
- CHSC 7820 Biostatistics for Community Health Sciences 1 \*\*

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

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

#### Five (5) Elective courses (any other 5 courses offered at the 7000 level)

\*\* Note: Since an undergraduate level course in Statistics is a pre-requisite for CHSC 7820, all students must have completed such a course at time of admission.

## Progress Through the Program

Students should complete their coursework before starting their field placement. However, arrangements for the field placement should be initiated well in advance. Evaluation will be based upon grades obtained in core and elective courses, and a grade for the field placement. A written mid-term and final evaluation of the field performance will be provided by the local (Agency) Supervisor, on a standard form provided by the Department. The learning and experiences gained by the student on the field placement will be shared with the Department through a required written report on the placement, to be graded by the Advisor. The final grade for the field placement will be determined by the MPH Program Committee, based on the Agency Supervisor's evaluation and the written report grade.

At least once a year, a Progress Report to the Faculty of Graduate Studies will be provided by the Faculty Advisor, based on the above evaluative components.

## MPH Field Placement

All students must complete an approved field placement in a governmental or non-governmental community health agency (the Agency). The field placement will include a minimum of three months full-time equivalent involving time spent on-site and completion of a project. The site of the field placement will be based on the student's career interests and learning needs, and determined in discussion with the Faculty Advisor, and approved by the MPH Program Committee.

Field placements may require a student to be located within a public health organization or agency, or to be situated within a public health program or service. The field placement may be regional, provincial or national in scope, and must have a substantial amount of time spent on field activities.

The addition of a field experience to the MPH program highlights the relationship between learning and application of public health principles and practice through the integration of coursework with supervised fieldwork undertaken in local, provincial, or national health care settings. Field placement opportunities are identified through discussions involving applied public health decision-makers, students and Faculty Advisors in order to find the most appropriate arrangement for each student.

If a student requests that the field placement be located at his/her current agency of employment, this request may be considered by the Faculty Advisor; however, the proposed educational objectives and student project must be distinct and independent from the student's current roles and responsibilities as an employee of the agency, and the Agency Supervisor must be someone other than the student's employment supervisor.

Although students cannot start their field placement until all course work is completed, they should begin to think about possible field placements as soon as they start their MPH program. Field placements need to be negotiated and may take several months to organize. Students should discuss their field placement with their MPH Faculty Advisor well in advance of the desired start date. Fellow MPH students may also provide a good understanding of the field placement experience. Students may wish to develop a field placement that is related to their primary area of interest or may prefer to develop skills and contacts in another area. Students should be proactive in helping to develop their field placement – at all stages of the process. The student is responsible for making their field placement happen. The MPH Program Committee may assist but it is up to the student to take the lead.

When considering their field placement, students should be aware that decision-makers are located at various levels in an organization. Top-level decision-makers are often unavailable for student interaction. The summer period may not be optimum for a field placement since staff may be on holidays and regular meetings may be discontinued. Students should consider

extending the field placement period into the spring or fall to provide more opportunities for interaction with decision-makers.

Written educational objectives and a letter of understanding regarding the field placement arrangements must be agreed to and signed by all parties prior to commencement. It may be completed on a part-time basis for approved part-time students.

Many of the available field placements will be modeled on successful established practical rotations of the Department's existing Public Health and Preventive Medicine Residency Program, and the Western Regional Training Centre for Health Services Research (WRTC). The field placement will be supervised by both the Faculty Advisor (based in the DCHS) and a local Agency Supervisor (based in the Agency). All local supervisors must have at least Masters-level qualification or its equivalent in training and experience. All local supervisors will be required to attend a Faculty-run orientation.

Each field placement is organized in a different way, but the following provides the basic framework that students will need to follow in setting up their placement:

The following package of documents should be obtained from the MPH Program Committee:

- [Field Placement - Step by step Guide](#)
- [Field Placement - Agreement](#)
- [Field Placement - Supervisor Information](#)
- [Field Placement - Performance Appraisal](#)
- [Field Placement - Student Final Report](#)

Students should make an appointment, well in advance, with the MPH Program Committee to discuss their field placement. If a student would like assistance, the MPH Program Committee will provide suggestions for relevant agencies to determine their field placement potential. This is a negotiation process that involves matching a student's skills and interests with the needs of the agency and may take some time to put into place. Students having contacts with a relevant agency may initiate the negotiations for their own field placement. A Faculty Advisor may also have some contacts that could provide a field placement opportunity.

When a potential field placement opportunity is identified, the Field Supervisor Information and other field placement documents should be shared with the agency in order to provide a clear understanding of the objectives and expectations of a field placement. The Agency Supervisor is the local supervisor for the MPH student at the site of the field placement. This may be the same person as the Faculty Advisor in some circumstances.

To finalize the field placement arrangements, the student will need to organize and participate in a meeting/conference call with the Agency Supervisor and the MPH Program Committee to work out details of the Field Placement Agreement. It is up to the student to take the lead and organize all meetings/conference calls. The Faculty Advisor may assist with this, if needed.

In conjunction with the Agency Supervisor, the student should complete a draft Field Placement Agreement to be reviewed by the MPH Program Committee. The field placement is finalized when the Agreement is signed by the student, the Agency Supervisor and the MPH Program Committee. All parties involved will keep copies of the signed Agreement.

Students should ensure that their field placement provides them with the following skills and experiences:

- an understanding of the structure/policies/function of the field placement organization, agency or program;
- an understanding of the social, political, and economic context in which the organization, agency or program exists and functions;
- an understanding of issues of confidentiality, privacy, access, and reporting of results;
- engagement in a project or projects that involve conceptualizing, planning, and determining/ negotiating for the resources necessary to complete the projects;
- preparing reports and presenting/discussing the findings as required; and providing input related to on-going work in the project areas at the host site;
- participating as a effective team member; and,
- Interacting with decision-makers through mentoring opportunities such as “shadowing”

Students should ask the Agency Supervisor to introduce them to the organization or program personnel, both in person and through an introductory email. This introduction should clarify the role of the student, the unit/personnel with whom they will be working, and the specific project(s) in which they will be involved.

The MPH Program Committee will follow-up with the student and Agency Supervisor a couple of weeks into the placement to make sure everything is going according to plan. Students will also need to arrange a meeting with the MPH Program Committee and the Agency Supervisor at the half-way point in the field placement. This should be booked well in advance.

At the end of the field placement, the Agency Supervisor completes a Performance Appraisal. Prior to leaving the field placement, it is a good idea for the student to request that the Agency Supervisor provide constructive feedback, either to the student alone or with the supervisory team present. After the Agency Supervisor has completed the Appraisal, the student will have an opportunity to include their comments on the form. A copy will be provided to the Faculty Advisor.

Students will need to complete the Student Final Report within a month of finishing their field placement. As necessary, the student will need to obtain permission from the Agency Supervisor for release of specific summary information from the report for presentations. This Student Final Report is confidential to the MPH Program Committee. Students will be required to give a presentation on their field placement (covering both content and experience) to Community Health Sciences faculty and other graduate students.

# Diploma in Population Health (DipPH)

## Structure of Program

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

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

## Academic Advisor

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

## Progress Through the Program

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

## DipPH Course Requirements

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

### Three (3) core DipPH courses:

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

### One concepts course (select 1 of 2)

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

### Two (2) elective courses (any other 2 courses offered at the 7000 level)

\*\* Note: Since an undergraduate level course in Statistics is a pre-requisite for CHSC 7820, all students must have completed such a course at time of admission.

# Occasional Student (OS) Status

Health professionals, or others interested in Community Health Sciences, who have expressed interest in taking course(s) in core knowledge areas of population health sciences, epidemiology or biostatistics without formally being registered in one of our graduate programs, may be admitted to FGS as occasional students (OS). Such individuals must meet minimum admission requirements of FGS, have an interview with the Director of the Graduate Program, and have received permission from the instructor of the course(s) of interest.

Occasional students are integrated with all degree program students. Occasional students must complete assignments and write final examinations and will receive a letter grade for course but will not receive credit toward a degree. Occasional students may subsequently apply for admission to a degree program, and if admitted, may apply for transfer, for credit, of courses taken in the occasional category. This has proven to be a useful entrance pathway for some students who may not want to commit to all the requirements of a graduate degree program before completing some graduate level courses.

The normal milestones for Occasional Student status in Community Health Sciences are:

- Meet with the Director of the Graduate Program
- Select coursework (Program of Study)
- Receive approval from instructors of courses

## Course Selections

A maximum of twelve (12) credit hours of courses may be completed by an occasional student. This includes the selection of up to four courses from the following:

Any of the core Community Health Sciences courses:

- CHSC 7810      Biostatistics for the Health and Human Sciences 1
- CHSC 7820      Biostatistics for Community Health Sciences 1 \*\*
- CHSC 7520      Principles of Epidemiology 1
- CHSC 7740      Advanced Qualitative Methods

Plus, any other one or two courses offered by the department, up to a maximum of four courses in total.

\*\* Note: An undergraduate level course in Statistics is a pre-requisite for CHSC 7820.

# Student Resources

## General Academic Regulations, Requirements, and Procedures

The University of Manitoba [Graduate Calendar](#) outlines general academic regulations, requirements, and procedures that apply to all graduate students. Students should review these regulations, which cover a number of topics such as:

- Residency requirements
- Grades and calculation of GPAs
- Appeals
- Attendance and withdrawal from courses and programs
- Changing personal information such as mailing address
- Extension of time to completion
- Leave of absence
- Graduation and convocation

## Academic Integrity/Plagiarism and Cheating/Dishonesty

Plagiarism is considered a serious offence at the University. Any papers that are deemed plagiarized will be assigned a grade of zero percent. Students should acquaint themselves with the University policy on plagiarism and cheating, which can be found in the University General Calendar (Section 8 Academic Integrity). The University libraries also have information on [plagiarizing](#).

Here are two guidelines about how to avoid plagiarism.

- "Paraphrase. Instead of just rearranging or replacing a few words, read over what you want to paraphrase, cover up or close the text so you cannot see any of it and write out the idea in your own words. Check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate. Still be sure to credit the source." (The University of Manitoba Libraries; [Avoiding Plagiarism](#); August 13, 2010)
- "If you write word for word what appears in another source, put double quotation marks around the words and cite the source". (The University of Kansas KU Writing Center; [Academic Integrity](#); (August 13, 2010)

## Fees and Funding Opportunities

Fees for all graduate programs are set by the University of Manitoba, not by the Department of Community Health Sciences. For [fee information](#), contact the Registrar's Office:

The Department of Community Health Sciences offers some scholarships:

- The David G. Fish Memorial Scholarship is awarded annually to a student who is conducting or has proposed to conduct research into issues pertaining to international health.
- The Evelyn Shapiro Award for Health Services Research is awarded annually to a student conducting or planning to conduct research in the area of health services and requires access to the Population Health Research Data Repository and other resources of the Manitoba Centre for Health Policy.
- The Faculty of Medicine offers Travel Awards for students participating in relevant conferences.
- The Faculty of Graduate Studies also offers scholarships and maintains [a database of external funding sources](#).

Because Community Health Sciences does not have an undergraduate program, there are limited opportunities for teaching assistantships. However, opportunities for research assistant positions with many faculty members do arise with funded research projects in the Department.

## Fort Garry Campus Resources

### University of Manitoba Student Services

Many student services are offered under the auspices of Student Affairs (e.g. Financial Aid and Awards, Housing and Student Life, International Centre, Student Advocacy, Employment Services, English Language Centre, Aboriginal Student Centre, Chaplaincy, and the University Health Service).

Student Affairs Division publishes a Student Guide each year, which provides valuable information on many facets of University of Manitoba life, including Student Affairs, the University Community, University Services, Safety & Health, and Computing and Scholastic Guidelines

### Graduate Students Association (Fort Garry Campus)

221 University Centre

The University of Manitoba [Graduate Student's Association](#) (GSA) is the student-run association for graduate students at the University of Manitoba. Each graduate student is automatically a fee-paying member of the association, and as such, the GSA represents graduate students from

all disciplines. This diversity of representation is reflected on the Association's council, made up of many different department representatives. The University of Manitoba Graduate Student's Association (GSA) also operates a satellite office at the Bannatyne Campus ([Health Sciences Graduate Student Association](#)).

#### [University Health Services](#)

A unit of the Student Affairs Division, consisting of family physicians, nurses and office staff, offering a wide range of services.

104 University Centre - Fort Garry campus  
Phone: (204) 474-8411

#### [UMSU Health and Dental](#)

Information on student coverage, claim forms etc.

110 University Centre - Fort Garry Campus  
Phone: (204) 474-6666  
Fax: (204) 474-7924

#### [Equity Services](#)

Consultation, investigation, and resolution of human rights, personal harassment, sexual harassment.

515 Drake Centre - Ft. Garry campus  
Phone: (204) 474-7537

#### [University of Manitoba Access Program](#)

505 University Centre  
University of Manitoba - Fort Garry campus

Phone: (204) 474-8000  
Toll Free: 1 (800) 432-1960 ext. 8000  
Fax: (204) 275-6489

#### [Aboriginal Student Centre](#)

45 Curry Place  
University of Manitoba - Fort Garry campus

Phone: (204) 474-8850  
Toll Free: 1 (800) 432-1960  
E-Mail: [asc@umanitoba.ca](mailto:asc@umanitoba.ca)

The [International Student Centre](#) offers an orientation program for new arrivals from overseas, including temporary housing with a local family who meets the student at the airport. Informal conversational English sessions can also be arranged throughout the year.

541 University Centre  
Fax: 204-474-7562  
Phone: 204-474-8501

## **Bannatyne Campus Resources**

### **Campus Map**

The Faculty of Medicine provides a number of study and learning resources of interest to most students, on its [Continuing Professional Development](#) website. In addition, [personal health and wellness resources](#) are also available.

### **Security Services**

The UM Security Services Department provides safety to students, staff, and visitors of the University community. The department is available to provide service 24 hours a day, 7 days a week, including the Safewalk program in which a Student Patrol or Constable will accompany an individual from one University location to another, to their vehicle or to a bus stop on University property. There are also four Emergency “Code Blue” stations on the Bannatyne campus, which provide two-way voice communication with the Security Services Department in an emergency.

Emergency phone numbers are available at:

### **Bannatyne Campus**

Patrol Supervisor  
S105 Medical Services Bldg.  
Ph: (204) 789-3330

For emergency calls, 555 from a local UM phone, or #555 from an MTS or Rogers cell phone

### **Brodie Centre**

The Brodie Centre houses recreation facilities, including a gymnasium, with fitness machines and aerobic classes available on a membership basis at the Joe Doupe Centre. Food services are available at the Brodie concourse and also at the Pedway Restaurant in the adjacent Health Sciences Centre.

### **Neil John McLean Library**

The main library within the University of Manitoba Libraries which serves the CHS Graduate Program is the [Neil John Maclean Health Sciences Library](#) (NJM), located in the Brodie Centre of the Bannatyne campus. The library is liberally equipped with workstations for searching MEDLINE and other databases (NETDOC), as well as the online catalogue of the U of M Libraries (BISON). Searches are also possible from student and faculty computers connected through the local area network and also from home. The Library also subscribes to the Statistics Canada data liberation initiative, making accessible many of the government agency's datasets such as the Census and major national health and other surveys. The Library also offers short courses in accessing their databases and other resources.

### **Ethics Review Board**

All graduate research carried out in the Faculty of Medicine MUST have ethics approval. On the Bannatyne Campus, ethics approval is given by the Health Research Ethics Board. An application form for ethics approval can be obtained from the HREB office at P126 – 770 Bannatyne Avenue or downloaded directly from their website:

### **U of M Bookstore**

The medical bookstore, located in the Brodie Centre, offers a range of academic and general interest books, stationery, computer products, etc., as well as text and references books for all CHS courses.

### **Student Card/Swipe Card**

Students should obtain a form from the Office of the Department Head (P120, Pathology Building), and arrange for a Student Card in the basement of the Medical Services Building (Room S001). With appropriate permissions, cards can also be programmed for access to various spaces such as the CHS Graduate Student Room and the Health Sciences Graduate Students' Association lounge.

### **Health Sciences Graduate Students' Association**

The [HSGSA](#) is an elected study body representing and advocating for the interest of the approximately 450 graduate students at the Bannatyne Campus, including students of Community Health Sciences. As part of the Graduate Students Association (GSA) of the University of Manitoba, the HSGSA organizes graduate student initiatives for its members (academic, cultural and social activities) and endeavors to resolve issues that impact upon its members. The office is in the student lounge at 114 Brodie Center (727 McDermot Avenue) and can be accessed with a swipe card.

**Student Counseling**

Free, confidential [counseling](#) is provided by clinical psychologists. Scheduled and drop-in appointments are available.

S207 - Bannatyne Campus

Phone: (204) 474-8592 for initial appointments

**Student Advocacy**

Assists students in resolution of any problems or concerns resulting from academic, admission and/or discipline decisions. A Student Advocate is available at the Bannatyne Campus for appointments every Thursday from 11:00am-7:00pm.

Phone: (204) 474-7423 in advance to schedule an appointment.

**Disability Services**

Support and advocacy for students with disabilities of all kinds. [Disability Services](#) acts as a liaison between students, faculty, and staff of the University of Manitoba and support agencies within the Province of Manitoba.

Phone: (204) 474-6213

**Centre for Aboriginal Health Education**

A101 Chown - 753 McDermot Avenue

Phone: (204) 789-3511

Fax: (204) 480-1354

## Department of Community Health Sciences Resources

**Teaching Space**

The Department utilizes various lecture theatres and seminar rooms in the Faculty of Medicine, located in the Basic Medical Sciences, Buhler Research Centre, Chown and School of Medical Rehabilitation buildings. Bookings for rooms are made through central coordination of the Faculty of Medicine. The Department has its own seminar/conference room (R060) in the lower level of School of Medical Rehabilitation. This room was recently named the “Dr. Betty Havens Seminar Room”, in honour and remembrance of a longstanding faculty member. R060 is also regularly utilized for departmental colloquia. Audiovisual equipment is available in all teaching rooms.

**Study Carrels and Computer Lab for CHS Graduate Students**

Graduate students enrolled in a degree program are entitled to use the study carrels in the Graduate Student Room, which are equipped with shelves, electrical outlet, light, and a locked

drawer. Room S110 is a suite with three use areas: one housing the carrels, another with computers and peripherals for student use, and the third a lounge/lunch area with a table, sink, microwave refrigerator and small appliances. Students access the Graduate Student Room with their Student (swipe) Card.

Access to Room S110 is granted by Kathy Bell in room P120 Pathology building. The computers have general access usernames and passwords, so it is up to the individual to make sure that their data is backed up. Each system has a CD-RW drive and USB ports for memory sticks for backup purposes. More information about UM computer resources is available in the CHS brochure "Computer Resources for Graduate Students in CHS":

The NJM Library, located in the Brodie Centre, also houses two Learning Resource Centres (with 32 computers) which are available for use by students individually and also for classes in computer applications.

The University's [Information Services and Technology](#) offers several short courses on computing and use of popular applications, some of which are available on the Bannatyne campus.

**Mail and Photocopying**

Personal mailboxes are available for CHS graduate students outside the main Department office (S113-750 Bannatyne Ave). Access to a mailbox may be arranged by contacting Theresa Kennedy (S111-750 Bannatyne Ave).

Students may purchase photocopy cards at the Neil J. MacLean Library for use in the Library photocopy machines.

**CHS Colloquium Series and Special Events**

The Department [Colloquium series](#) is held most Fridays at noon in R060.

**CHS Graduate Student Council**

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