FACULTY OF SOCIAL WORK MISSION STATEMENT

To pursue knowledge and provide accessible and inclusive educational programs that will advance the fields of social work practice and social policy at all levels and that will contribute to the development of societies in promoting respect for human rights and dignity, individual worth and well-being, diversity, social inclusion, and the principles of social justice. To prepare students for ethical, competent, critically reflective, innovative, anti-oppressive, accountable, and effective social work practice at all levels. To create and maintain a learning environment that promotes and supports respect for difference, risk-taking, democratic participation, a spirit of inquiry, equity, innovation, originality, and collaboration. To acknowledge, support, and promote different traditions of knowledge and different methods of knowledge gathering.

FACULTY OF SOCIAL WORK VISION STATEMENT

The vision of the Faculty of Social Work is to help create and contribute to a world where there are no great inequalities of wealth or income, where economic and political power is more evenly distributed, where human need is the central value of distribution of society’s resources, where diversity of culture is celebrated, where people have greater control over their own lives, and where all persons are afforded maximum opportunity to enrich their physical, spiritual, psychological, and intellectual well-being. Being the only university-based social work program in Manitoba and the largest program in Canada, this vision also includes the Faculty playing a leading role in the socio-economic-cultural development of the Province in particular, but also to Canada and beyond, which is consistent with the University’s own vision statement. To these ends, it is necessary that the Faculty become one of the outstanding social work programs in Canada with respect to research, quality education, community service, and the accomplishments of its graduates.

PREFACE

The regulations of the Faculty of Graduate Studies are outlined in the Graduate University Calendar. In addition the Faculty of Social Work has supplementary regulations pertaining to the Ph.D. program. These regulations, along with related procedures and additional information, are included in this Handbook.
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1. **Purpose of Handbook**

The purpose of this handbook is to provide Ph.D. students with procedural guidelines for pursuing Ph.D. studies in Social Work at the University of Manitoba. The manual is also intended as a resource for advisors in their advising and supervision role with Ph.D. students. The Ph.D. Manual should be considered in conjunction with the Faculty of Graduate Studies Academic Guide (available on the faculty of Graduate Studies website) which outlines general regulations pertaining to all Ph.D. programs offered at the University of Manitoba.

2. **Objectives**

2.1 **Professional Objectives**

Social work is a practice profession that draws on multiple theories and research approaches to contribute to effective services for individuals, families, groups, and communities. As a practice profession social work is also committed to the development of social policies oriented to progressive social changes within government and the voluntary sector. Particular attention is directed to those who are disadvantaged, including those affected by poverty, discrimination, and other forms of oppression.

2.2 **Program Objectives**

The objectives of the Ph.D. program are first, to educate competent researchers familiar with a range of research methods, and second, to prepare graduates for teaching social work at the undergraduate and graduate levels. These objectives are to be met within a pedagogical context that recognizes the integration of content on social policy and social work practice as a fundamental aspect of social work study and professional identification.

3. **Student Preparation for the Ph.D. Program**

Students are admitted to the Ph.D. Program based on prior scholarly and professional achievements. Thus applicants who have been involved in research and, teaching and who have a record of publications are rated highly in the admission process. These admission criteria stress the importance of research and teaching as focal points for the Ph.D. Program in Social Work at the University of Manitoba.

4. **Admission Requirements (subject to review)**

In addition to the admission requirements of the Faculty of Graduate Studies found in the Graduate Studies Regulations of the Graduate Calendar, a Master of Social Work degree, or equivalent, from an accredited degree-granting university, with a minimum of 3.0 Grade Point Average (as defined by the University of Manitoba) is required. Equivalence to an MSW degree from the University of Manitoba is defined as: possession of a MSW degree from an accredited program at another accredited university OR possession of a Master-level degree other than a MSW delivered by an academic unit with the mandate of preparing social workers for professional practice, accredited by
the relevant social work education authority and which would render its holders eligible for registration with the Manitoba College of Social Workers. Selected candidates who possess a BSW degree and a non-social work Master degree may be admitted to a qualifying year as occasional students where courses completed in the non-social work Master degree are not recognized as equivalent to required courses in the MSW program. A student may be required to complete all or selected core courses of the MSW program consistent with the applicant’s Ph.D. specialization. Equivalency standing of prior courses will be assessed by a committee that includes representatives from the Ph.D. Admission Committee and the Chairperson of the Graduate Program Committee. Candidates holding non-social work Master’s degrees are encouraged to apply at least one year prior to when they intend to enter the Ph.D. program.

In addition, a minimum research competency in qualitative or quantitative methods equivalent to the level required for the Master of Social Work degree from the University of Manitoba, with a minimum 3.0 (B) Grade Point Average is required. Although the minimum requirement is for one course, applicants will be expected to have basic competency in both qualitative and quantitative methods.

Evidence of scholarly ability, through publications in refereed journals, other scholarly work of equivalent standard, or courses taught in accredited university programs must be provided.

A minimum of two years of professional practice experience in social work is required.

An applicant must also provide a statement of her or his goals in taking the program, a statement of a proposed area of specialization (which may focus on a field of policy, theory, practice or practice method), a proposed program of courses consistent with the goals and selected specialization, a proposed advisory committee and a proposed thesis. In addition, the applicant must present evidence of an agreement with a proposed advisor with appropriate expertise who will act as her or his advisor, should the applicant be admitted.

Selection of students for admission is based on the recommendations of a Selection Committee of a minimum of three persons appointed by the Ph.D. Program Committee to evaluate each applicant’s qualifications and report on his/her suitability for Ph.D. studies. Acceptance is subject to approval by the Ph.D. Program and the Graduate Programs Committee; however, the Graduate Programs Committee may delegate this responsibility to the Ph.D. Program Committee. Selection decisions made by the Faculty of Social Work are presented as recommendations to the Faculty of Graduate Studies.

5. Governance of the Ph.D. Program

5.1 Ph.D. Program Coordinator

A senior member of the faculty is appointed by the Dean to serve as Coordinator of the Ph.D. Program. The coordinator is responsible for ongoing administration of the doctoral program and implementation of the policies established by the Faculty of Graduate Studies and the Faculty of Social Work regarding the Ph.D. Program. The coordinator also chairs the Ph.D. Program Committee. The Ph.D. Program Committee reports to the Graduate Program Committee and is accountable through this committee to Faculty Council. The coordinator is available to faculty members and doctoral students for consultation on all matters relating to the doctoral program. The coordinator is responsible for approving the appointment of advisors, Candidacy Examination
Committees, the report on the results of the Ph.D. Candidacy Examination, and successful completion of the thesis proposal. The coordinator of the doctoral program also approves the appointment of the Ph.D. student’s advisory committee, and the recommendation to the Faculty of Graduate Studies of thesis examiners.

5.2 Ph.D. Program Committee

The Ph.D. Program Committee reports to the Graduate Program Committee. It is responsible for administering approved policies and procedures pertaining to admissions, designing curriculum (subject to the approval of the Faculty of Social Work and the Faculty of Graduate Studies), coordinating and monitoring course development and delivery, the review and monitoring of standards pertaining to the Candidacy exam and the thesis, and other responsibilities as determined by the Graduate Program Committee.

The membership of the Ph.D. Committee consist of: Associate Dean, Research and Graduate Program, Chair of the Graduate Program Committee; 1 instructor from the Ph.D. Program; 1 Ph.D. advisor; 2 Ph.D. students; 1 Student Services advisor, 1 member from the Educational Equity Committee and 1 member at large.

6. Program Requirements

6.1 Maximum Time Limit

The student must complete the Ph.D. degree within six years following initial registration in the Ph.D. Program. Recommendations for extensions of time to complete the degree will be considered on an individual basis and must be approved by the Dean of the Faculty of Graduate Studies.

6.2 Course Requirements (effective September 2015)

Students must complete 24 credit hours of approved 7000-level course work beyond the M.S.W. degree.

Course Requirements include:

Social Work Core Courses:

SWRK 8010 Perspectives on Knowledge for Social Work (3 credit hours)

SWRK 8100 Social Work Past and Present: Trends, Institutions and Practices (3 credit hours)

Research Courses (9 credit hours)

Courses selected by the student in consultation with her or his advisory committee to further her or his specialized program of study. The main criterion for selection is the appropriateness of the methodologies covered in selected courses for the area of specialization being pursued. It is strongly recommended that courses focusing on both
quantitative and qualitative methodologies be included. The course selection must be approved by the Ph.D. Program Committee.

Specialization-Focused Courses (9 credit hours)

Courses selected by the student in consultation with her or his advisory committee to establish expertise in a particular area of specialization defined as a field of policy, theory, practice or practice method. The course selection must be approved by the Ph.D. Program Committee.

Course Requirements (applicable to students admitted prior to 2015)

Students must complete 27 credit hours of approved course work beyond the M.S.W. degree that will include:

Social Work core courses (6 credit hours):
- SWRK 8010 - Perspectives on Knowledge for Social Work (3 credit hours)
- SWRK 8020 - Development of the Social Work Profession (3 credit hours)

Research Courses (12 credit hours):
- SWRK 8030 - Advanced Qualitative Research in Social Work (6 credit hours)
- SWRK 8040 - Advanced Quantitative Research in Social Work (6 credit hours)

Teaching Requirement (3 credit hours):
- Teaching and Learning in Post-Secondary Education (EDUA 7450) (3 credit hours)

OR

- an alternative requirement that addresses teaching (3 credit hours)

Electives (6 credit hours):
- One elective in the student's area of specialization (3 credit hours)
- One additional elective (3 credit hours)

Please note that if Masters level courses must be taken to meet pre-requisites for SWRK 8030 and/or SWRK 8040, they cannot be used as electives.

6.3 Candidacy

A candidacy examination committee will be appointed when the student begins to prepare for the candidacy examination. This three-person committee, which includes the advisor, is responsible for administering the candidacy examination. The candidacy examination will normally be taken within the first year of completion of the Ph.D. coursework, but in no case later than one year prior to expected graduation. The candidacy examination consists of a major
paper on a topic within the student's general area of study and an oral examination of the topic covered in the paper. A pass decision of the examiners must be unanimous.

6.4 Dissertation Research

A student must complete and defend a dissertation to the satisfaction of an examining committee. Consistent with the policy outlined in the FGS Academic Guide, the external examiner has power of veto. There is a provision for 1 dissenting voice from the Internal Examination Committee members. If the external examiner or two or more internal examiners indicate a fail, the candidate fails the examination.

6.5 Performance Not Related to Course Work

Students are expected to follow the Social Work Code of Ethics. A student may be required to withdraw from the Faculty when the student has been guilty of such conduct which if participated in by practicing social workers, would result in a serious violation of the Code of Ethics of the Canadian Association of Social Workers.

7. Advising

7.1 It is the advisor's responsibility to advise the student on a program and courses, direct research, and supervise thesis work. The advisor must be a member of the Faculty of Graduate Studies, be active in research, have expertise in the area related to the student's focus of study, and hold a Ph.D. or equivalent.

7.2 The student's advisor is the Chair of the Student's Advisory Committee, and acts as a channel of communication to the student's advisory committee, the Faculty of Social Work, and the Faculty of Graduate Studies. Students may change advisors based on agreement of a new advisor and approval of the Ph.D. Coordinator. The new advisor must have established expertise in the area of the student's specialization. The student must request the change after discussion with the advisor of record, and complete the prescribed form, which must be signed by the advisor of record, the proposed advisor, the Ph.D. Coordinator and the student. If the proposed change is approved a revised Program of Study and Appointment of Advisory Committee form from the Faculty of Graduate Studies must be completed and submitted.

7.3 As soon as possible, but no later than the end of the winter term of the student's first year of study, an advisory committee for the student shall be established to assist the advisor in the performance of responsibilities related to advising the student on a program of studies, approving annual progress reports, advising on thesis research and providing general supervision to the student throughout the Ph.D. Program. The committee must meet with the student at least once each year to review the student's progress and report on this to the Faculty of Graduate Studies. Normally, members of the advisory committee also serve as internal members of the student's Thesis Examination Committee. Although the advisor is required to serve as one member of the student's Candidacy Examination Committee, other members of the advisory committee may be asked to serve in this capacity. However, it is important to note that members of the advisory committee, other than the advisor, are not required to serve as members of the Candidacy Examination Committee.
7.4 The Advisory Committee must consist of a minimum of three members of the Faculty of Graduate Studies, one of whom must have a major affiliation with a department other than Social Work. Committees may also include one guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. The membership of the committee, including the advisor, as well as any changes, must be approved by the Ph.D. Coordinator and the Dean of the Faculty of Graduate Studies. Membership of the student’s advisory committee may be changed with the agreement of the advisor and the advisory committee. If the proposed change is approved a revised Program of Study and Appointment of Advisory Committee form from the Faculty of Graduate Studies must be completed and submitted.

7.5 As soon as possible following admission, but no later than the Winter term following admission, the advisor and student are required to complete the Ph.D. Program of Study and Appointment of Advisory Committee Form and submit this to the Faculty of Graduate Studies. The student’s advisory committee is normally appointed at this time and identified on this form. If the appointment of the student’s advisory committee is delayed beyond the beginning of the Winter term of the first year of study the Program of Study form shall be completed, and then re-submitted later when the advisory committee is selected.

7.6 Students may request a change in some of the courses involved in their approved program of study, and courses may be changed with the approval of the student’s advisory committee and the Ph.D. Program Committee. If the proposed change is approved a revised Program of Study and Appointment of Advisory Committee form from the Faculty of Graduate Studies must be completed and submitted.

7.7 Students may apply to change their area of specialization through submitting to the Ph.D. Program Committee evidence of an agreement with an advisor with expertise in the proposed new area of specialization, recommending the members of an advisory committee, preparing a statement as to how the new area of specialization relates to her or his goals in taking the program, preparing a statement describing the proposed new specialization, preparing a recommended program of individualized courses, and preparing a statement of proposed thesis research. This should be done in consultation with the proposed advisor. Changes in area of specialization can be made only after the approval of the Ph.D. Program Committee. If the proposed change is approved a revised Program of study and appointment of advisory committee form from the Faculty of Graduate Studies must be completed and submitted.

8. Candidacy

8.1 Overview

The Candidacy examination in Social Work consists of a major paper and oral examination that is initiated after the student has successfully completed all required course work. A Candidacy Examination Committee that may differ in composition from the student’s advisory committee is appointed to approve and evaluate the Candidacy exam. The advisor, who serves as one member of the examination committee, may recommend members of the examination committee to the Ph.D. Program Committee Chair who must approve the committee. All
members of the examination committee must be members of the Faculty of Graduate Studies, at least two must be members of the Faculty of Social Work, and at least two members must hold a Ph.D. or equivalent. Members of the student’s advisory committee may be recommended as members of the Candidacy examination committee; however, the composition of this committee can differ from the advisory committee. Once a committee has been selected, an Appointment of Examiners form is completed and provided to the advisor and student. One copy is also placed on the student’s file. The Assessment of Written Candidacy Paper Criteria form outlines the format and general criteria to be used in grading the written Candidacy paper.

Students must register for the Candidacy examination. Supplemental regulations pertaining to the Candidacy examination which have been approved by the Faculty of Graduate Studies are described next. This is followed by a more detailed discussion of the procedures to be followed in completing the Candidacy examination.

8.2 Summary of Supplemental Regulations Pertaining to the Candidacy Examination in Social Work

8.2.1 At the time specified by the student’s advisory committee, normally within the first two years following admission to the Ph.D. program but in no case later than one year prior to expected graduation, the student must take the formal candidacy examination.

8.2.2 The format of the candidacy examination in Social Work consists of two components:

   a) a major paper that assesses the student’s mastery of a major topic; and
   b) an oral examination of the topic covered in the paper.

8.2.3 The candidacy examination will be administered by the Candidacy Examination Committee comprised of a minimum of three persons appointed by the Ph.D. Program Committee Chair. One member of the committee shall be the student’s advisor. All members of the Candidacy Examination Committee must be members of the Faculty of Graduate Studies, and a minimum of two members must hold a Ph.D. degree or equivalent. A minimum of two members must be from the Faculty of Social Work.

8.2.4 The topic selected by the student may be discussed with the student’s advisor, and the student will develop a proposal that outlines the focus of study, the major theoretical approaches to be considered and the planned approach to the examination of literature pertaining to the topic. The topic to be examined in the candidacy paper must be of significant breadth to require consideration of a range of theoretical perspectives and detailed review of relevant research studies related to these theoretical perspectives.

8.2.5 A student must pass both the written and oral components of the examination to pass the candidacy examination. The student must pass the written component in order to proceed to the oral component.

   a) The written paper, which is based on the proposal as approved by the student’s examination committee, must thoroughly examine a topic with respect to the following: selection and use of relevant literature from a variety of areas of knowledge, critical analysis and synthesis of relevant theories and research studies and development of an extended, revised or new conceptualization of the topic supported by analysis of theories and research.
b) The written component of the candidacy examination shall normally be completed within four months of the date of approval of the student’s proposal by the examination committee.

c) Written feedback on the major paper will normally be provided to the student within one month of receiving the paper, and the oral examination will normally be scheduled within one month of the date feedback is provided to the student on the major paper. Following completion of the oral examination, written feedback will be provided to the student. Reasons for assigning a failure on the examination must be provided to the student.

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

e) A student who submits a paper that is assessed as unacceptable shall not be permitted to proceed to the oral component of the candidacy examination and shall be assigned a failure on the candidacy examination.

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

8.2.6 Any student who fails either the written component of the candidacy examination twice, or the oral component twice, or the written once and the oral once, will be required by FGS to withdraw from the Ph.D. program and the Faculty of Graduate Studies.

8.3 Procedures for the Candidacy Examination (Approved by Faculty Council, February 2004)

8.3.1 Introduction

A candidacy examination is intended to evaluate the student’s mastery of theory and research in a selected area of social work. The requirement in the Faculty of Social Work is that a student complete a major paper that examines the student’s ability to think critically about important issues and problems which confront the field and the profession in their area of concentration. Once the paper is completed and evaluated as acceptable, an oral examination of the topic covered in the paper is administered. Each student chooses a topic for the major paper based on his/her area of interest. The comprehensive critical review of the literature, which is carried out to prepare the major paper, can be used to form the background for selecting the research questions for the student’s thesis. However, the major paper is intended to examine a broad range of literature and theoretical perspectives pertaining to a topic whereas the thesis will focus more narrowly on selected issues or questions within a particular theoretical perspective.

The candidacy paper is an independent endeavor. The student selects the topic, conducts the literature review, and prepares the final paper independently. The student consults with his/her primary advisor to discuss the development of the proposal for the candidacy paper and must obtain the examination committee’s approval of the final version of the proposal prior to writing the paper. Subsequently, the candidacy paper is researched and written independently. As noted later, a meeting between the student and the examination committee may occur at the mid-way point of the time allowed for writing the candidacy paper. The purpose of this meeting is restricted to answering questions the student may have regarding progress in reviewing the literature or the relevance of
literature that is being examined. Written materials may not be reviewed by the advisor or members of the examining committee until the final paper is submitted.

The candidacy paper cannot be submitted for assessment until all course requirements have been completed. However, students are encouraged to engage in research on their selected area of interest throughout their program. It is recommended that the candidacy paper be completed as soon as possible following completion of all course requirements, but in no case later than one year prior to expected graduation. Advancement to candidacy cannot occur until the student has successfully completed all course requirements and the candidacy examination. Only then can formal work on the development of the thesis proposal commence.

8.3.2 Purpose

The candidacy paper requires the student to develop critical capacity in research and writing which is fundamental to scholarship. The selected topic should be a broad issue, policy, or problem area in social work practice or social welfare policy where critical assessment of theory and research is required in an effort to advance theory, research, or practice related to the topic. The topic and some of the literature reviewed may be used to help focus the student’s research questions for her/his thesis although the candidacy paper is intended to examine a broader range of theories and research than those to be covered in the thesis proposal.

The goal of this major analytic and conceptual paper is to examine a topic with respect to the following:

a) relevant literature from a variety of areas of knowledge and methods of research;
b) critical analysis and synthesis of relevant theories and research studies; and
c) the development of an extended, revised, or new conceptualization of the topic supported by analysis of theories and research.

All papers must be logically developed, well organized, and well written (i.e. grammatically correct and appropriately referenced).

8.3.3 Role of Supervision During the Preparation of the Candidacy Paper

The following process should be followed in preparing for the candidacy examination. First, the student’s readiness to take the candidacy examination should be approved by the student’s advisor. Second, the student should consult closely with his/her advisor to develop a focus for the topic to be addressed. Once the topic is selected the advisor will notify the Ph.D. Program Committee Chair that the student is ready to take the candidacy examination and two members, in addition to the advisor, will then be appointed to the student’s Candidacy Examination Committee. A form appointing the student’s Candidacy Examination Committee will be completed by the advisor in consultation with the Ph.D. Program Committee Chair, and a copy of this form shall be provided to the student. All members of the Candidacy Examination Committee must be members of the Faculty of Graduate Studies, and a minimum of two members must hold a Ph.D. degree or equivalent. A minimum of two members must be from the Faculty of Social Work. Once constituted, one member of the Candidacy Examination Committee shall be designated as Chair of the Committee. Third, drafts of the candidacy paper proposal may be discussed with the primary advisor prior to submission for approval by the student’s Candidacy Examination Committee.
The candidacy paper is an examination; thus it is an independent piece of work and drafts of the paper can not be reviewed by the advisor, members of the Candidacy Examination Committee, or any other outside members, including faculty members, colleagues, or other students.

8.3.4 Candidacy Paper Proposal

Following the selection of the topic area, and a preliminary review of relevant literature, the student will develop a proposal for the candidacy paper. The purpose of the proposal is to develop a focus for the critical review of relevant literature; in turn, this provides the basis for a contract between the student and the Candidacy Examination Committee for the work to be completed.

The suggested outline for the candidacy paper proposal is summarized below.

1. **Introduction**: Provide a clear statement of the issue, policy, or problem area you plan to examine. Provide a brief overview of the selected topic and a rationale for pursuing the topic of interest.

2. **Study Focus**: Provide a summary of the theoretical framework(s) within which the issue, policy, or problem will be examined, including specific dimensions or factors to be addressed in your analysis.

3. **Analysis**: Provide a summary of the main theoretical perspectives you plan to review and a rationale for doing so. Indicate what will be excluded and why. Identify some of the main research studies which relate to your chosen topic of interest and a rationale for including these studies. Indicate any areas of research to be omitted and why.

4. **Discussion and Conclusions**: Indicate briefly the issues to be examined in your discussion and the relevance of implications that may arise for theory, practice, policy, and/or further research in social work.

**Note**: The candidacy paper proposal may not exceed 10 pages, typed (12 point font), double-spaced, excluding references.

8.3.5 Evaluation of the Candidacy Paper Proposal

The proposal is initially submitted to the student’s primary advisor who may approve it as presented or recommend revisions. Once the student’s advisor is generally satisfied with the proposal, a meeting of the student and the student’s Candidacy Examination Committee will be organized to review the proposal. Each member of the Candidacy Examination Committee will be provided with a copy of the proposal for review. Revisions may be suggested at this stage, and these should be conveyed to the student both orally and in writing within a two-week time frame. Any required revisions will then be made by the student and a final copy of the proposal will be provided to each member of the Candidacy Examination Committee. A letter indicating approval of the candidacy paper proposal will be sent to the student by the Chair of the Candidacy Examination Committee with a copy to the Ph.D. Program Committee Chair. This letter will specify the date the paper is due and that date shall be four months from the date the student is advised that the proposal has been approved. A copy of the letter approving the proposal will also be placed on the student’s file.

8.3.6 Preparation of the Candidacy Paper
The candidacy paper is to be completed within four months of the approval of the proposal. The paper should be developed in accordance with the outline developed in the proposal. Logical ordering of the reviewed literature should follow the introduction of the topic of the paper. A synthesis of both theoretical and research perspectives related to the topic must be included, and particular attention should be paid to how these relate to the field of social work. Evidence of the student’s own conceptualization of the topic supported by results from the analysis of theories and research should be evident in the discussion section of the paper. Implications for theory, practice, policy, and/or further research within the field of social work should be included.

At approximately the mid-way point in completing the paper the student may arrange a meeting with her/his Candidacy Examination Committee to review progress and discuss matters such as changes in the initially proposed outline. This meeting is to be initiated by contacting the primary advisor. This meeting is restricted to an oral discussion that may include questions and answers, and no written work can be reviewed or evaluated by members of the Candidacy Examination Committee.

**Note:** The candidacy paper may not exceed 70 pages (excluding references), typed (12 point font), and double-spaced.

The title page must include the following statement:

“This Candidacy paper is an independent piece of work submitted in partial fulfillment of the requirements prior to formal approval of a proposal for a doctoral thesis in social work.”

**Note:** A copy of the Candidacy paper is to be submitted to each member of the Candidacy Examination Committee. Members of this Committee will independently assess the merits of the paper.

Extensions to the four month time period for completion of the Candidacy paper will not normally be granted. However, such extensions or a withdrawal from the candidacy examination process may be considered when medical, compassionate, or other exceptional circumstances prevail. Requests for an extension or formal withdrawal from the candidacy examination process after it has been initiated must be forwarded in writing to the Ph.D. Committee for a decision along with a Graduate Standings Form completed by the student and the student’s advisor. In the event a student withdraws from the candidacy examination process, a new examination process cannot be initiated until a new proposal has been developed and accepted by the student’s Candidacy Examination Committee.

**8.3.7 Assessment of the Candidacy Paper and the Oral Examination**

The candidacy paper is assessed by the Candidacy Examination Committee and written feedback on the paper will normally be provided within one month of receiving the paper. If the paper is assessed as acceptable, the student may proceed to the oral examination. The oral examination will normally be scheduled within one month of the date feedback is provided to the student on the candidacy paper. The oral examination is based on the topic covered in the candidacy paper and may include questions on content included in the paper or material important to the topic that was omitted. Following completion of the oral examination, written feedback shall be provided to the student on his/her performance. In the event of a failure, the reasons for the failure shall be
outlined. A student must pass both the written and oral components of the exam to receive a pass on the candidacy examination, and a pass decision of the examiners must be unanimous. On successful completion of the candidacy examination, the student is considered a Candidate for the Ph.D. degree.

A student who submits a written paper that is assessed as unacceptable shall not be permitted to proceed to the oral component of the examination, and shall be assigned a failure on the written component of the candidacy examination. A student who fails the candidacy examination twice will be required to withdraw from the Ph.D. Program and the Faculty of Graduate Studies.

a) Assessment Criteria

Assessment criteria for the candidacy paper are outlined below. Assessment criteria for the oral examination are based on the logic and completeness of answers provided by the student to questions identified by the Candidacy Examination Committee.

Assessment Criteria for the Candidacy Paper

1. Logical development and presentation of relevant aspects of the topic.
2. Selection and use of relevant literature from a variety of knowledge areas and methods of research.
3. Critical analysis of relevant theories and research studies.
4. Articulation of an extended, revised or new conceptualization of the topic which integrates issues identified in the analysis of theories and research.
5. Quality and organization of writing.
6. Reference to social work literature.

Criteria are not each necessarily weighted equally but written comments from the Candidacy Examination Committee should reflect each of these major points. A paper is graded as either 'Approved' or 'Not Approved'. A paper graded as 'Approved' permits the student to proceed to the oral examination stage. A paper that requires major revisions will not be approved.

A written summary of feedback from the Candidacy Examination Committee shall be provided to the student along with an indication of whether the paper has been 'Approved' or 'Not Approved'. One copy of this correspondence shall also be placed on the student's file. Feedback to the student shall normally be provided within one month of receipt of the completed candidacy paper by the Candidacy Examination Committee.

The maximum length of the oral examination shall be two hours, and will include questions on content included in the paper or material important to the topic that was omitted.

b) Assessment Protocol

If the candidacy paper is approved, the oral examination will be scheduled following the provision of feedback on the written paper. Normally the oral examination will be scheduled within one month of the date written feedback was provided to the student. The maximum length of the oral examination shall be two hours, and will include questions on content included in the paper or material important to the topic that was omitted.
1. If the student passes the oral examination, the student will be notified in writing that s/he has passed the candidacy examination.

2. If the student fails the oral examination, s/he shall be deemed to have failed the candidacy examination. The student will be notified in writing of this fact and the reasons for the failure. A new oral examination date will be scheduled. The student will be advised that a failure on the second attempt at the oral examination will constitute a second failure of the candidacy examination. If this occurs the student will not be permitted to proceed to the thesis stage in the doctoral program and will be required to withdraw from the Ph.D. Program and the Faculty of Graduate Studies.

Once the student has passed the candidacy examination, the advisor will advise the Ph.D. Program Committee Chair and the Faculty of Graduate Studies that the student has advanced to Candidacy. The Report on Ph.D. Candidacy Examination form must be completed and submitted to the Faculty of Graduate Studies. A copy of this form and any relevant feedback provided to the student will also be placed on the student’s file. If the student’s performance on the oral examination is not approved, the Ph.D. Program Committee Chair will be advised and a copy of appropriate documentation will be placed on the student’s file.

If the candidacy paper is assessed as requiring substantial revisions, the student will be notified in writing that s/he has failed the candidacy examination. The Report on Ph.D. Candidacy Examination form must be completed and submitted to the Faculty of Graduate Studies. A copy of the form will be placed in the student file, as well as be provided to the Ph.D. Program Committee Chair. The student will be provided with a copy of any relevant documentation outlining the nature of revisions that are required. The student will be given the opportunity to revise the paper for re-submission, and the student will also be advised to consult with the Chair of the Candidacy Examination Committee and arrange a deadline for re-submission. The deadline for re-submission must be within four months of the date the student was notified that the candidacy paper was not approved. The new paper shall normally be reviewed by the same Candidacy Examination Committee that assessed the initial paper. If the student fails to receive approval of the paper on the second attempt, the student will not be permitted to proceed to the thesis stage in the doctoral program and will be required to withdraw from the Ph.D. Program and the Faculty of Graduate Studies.

9. Completion of the Thesis

The Ph.D. Program in Social Work adopts the general regulations of the Faculty of Graduate Studies related to completion of the thesis and these regulations are outlined in Section 5: Doctor of Philosophy General Regulations in the Academic Guide.

9.1 Thesis Proposal

The thesis proposal must outline the research to be undertaken by the student. Normally the thesis proposal will include the following: a) an overview chapter outlining the study, its contribution to knowledge development and a rationale for the study; b) a comprehensive review of the literature pertaining to the topic under study including a review of related research and theories; and c) a detailed description of the research design, data collection procedures, and approach to analysis.
Copies of the proposal are distributed to members of the advisory committee following feedback from the advisor on initial drafts of the proposal.

The thesis proposal must be approved by the advisory committee in a formal meeting of the committee organized for this purpose. Procedures include the formal presentation of an overview of the study by the student and questions from the advisory committee. Based on discussion, requirements for revision of the proposal may be specified by the committee. Required revisions are to be communicated to the student orally and in writing. Once the final proposal is approved, this is to be noted on the student’s Progress Report. As well, the Faculty of Graduate Studies Ph.D. Thesis Proposal form is to be completed and forwarded to the Faculty of Graduate Studies once the proposal has been approved. Normally the Ph.D. proposal should be completed within 36 months of the student’s initial registration.

The approval of the Research Ethics Board, if necessary, is required before work is begun on research for the thesis.

9.2 Procedures For The Protection Of Human Subjects involved In Research

The University of Manitoba has centralized Research Ethics Boards to review research proposals. The purpose of the Research Ethics Boards is to ensure that the safety and rights of human subjects are protected. This includes provisions of informed consent and researcher awareness and adoption of precautionary measures to prevent any possible harm to human subjects. Ethics reviews of Ph.D. proposals for theses are the responsibility of the Psychology/Sociology Research Ethics Board (PSREB). Detailed information, guidelines, instructions, and forms are available on the Office of Research Ethics and Compliance website. The form to be completed is entitled Human Subject Ethics Protocol Submission Form.

These procedures are to be followed by all faculty members, staff, and students in the Faculty of Social Work. No data collection or recruitment of human subjects may begin until research ethics approval has been given.

9.3 Supervision

The student’s advisor has primary responsibility for supervision of the student’s thesis work; however, such supervision may be shared by the advisory committee as determined by the committee. The advisory committee must meet at least once each year to review the student’s progress.

9.4 Final Examination of the Thesis

Once the thesis has been completed and the Ph.D. Thesis Title and Appointment of Examiners form has been submitted to the Faculty of Graduate Studies, the final examination proceeds in three stages:

1. Examination of the candidate’s thesis by an internal examining committee.
2. Examination of the candidate’s thesis by an external examiner.
3. Oral examination of the candidate by all examiners on the subject of the thesis and any matters relating thereto.

**NOTE:** In most circumstances, the decision on the readiness for examination will be a joint decision by the student and advisor. However, a candidate has the right to an examination of the thesis if s/he believes it is ready for examination even if the advisor disagrees.

A thesis may not be formally submitted for examination more than twice.

9.5 **Thesis Examination Procedures**

9.5.1 **Examination Committee**

a) The student’s advisor, who acts as chair of the student’s advisory committee, in consultation with committee members, will recommend to the Ph.D. Program Committee Chair the names of at least three internal thesis examiners on the *Thesis Title and Appointment of Examiners* form to be forwarded to the Dean of the Faculty of Graduate Studies. One member must hold a primary appointment within the unit and one member must hold no appointment within the unit. All internal examiners must be members of the Faculty of Graduate Studies. Under normal circumstances these will be members of the candidate’s advisory committee, if not, approval must be obtained from the Dean of the Faculty of Graduate Studies.

b) The candidate’s advisor/co-advisor, in consultation with the advisory committee, will recommend the names of three distinguished scholars from outside the University of Manitoba with particular experience in the field of the thesis research to serve as the external examiner. The recommendations should include a brief CV of each of the prospective external examiners and a short statement detailing the rationale behind the recommendations, the prospective external examiners’ qualifications, including a current list of his/her scholarly publications and research activities and, importantly, their experience with graduate student education. If any of the recommended examiners does not meet the following criteria, specified below, a detailed explanation should be included with the rationale for the recommendation.

The external examiner should:

- hold a Ph.D. or equivalent;
- hold the rank of Associate Professor, Full Professor, Senior Scholar or Emeritus Professor (or the equivalent if outside North America) at a university, or have comparable expertise and standing if not a faculty member at a university;
- have an established reputation in the area of the thesis research and be able to judge whether the thesis would be acceptable at an institution comparable to the University of Manitoba; and
- have significant recent experience with the supervision and/or examination of Ph.D. students.

The external examiner should not:
• have acted as an external examiner for the same Ph.D. supervisor within the previous two years;

• have been associated with the candidate at any time or in any significant way in the past five years, present or reasonably foreseeable future (advisor/co-advisor, colleague, teacher, co-author of published material, family member etc.); or

• be associated with the candidate’s advisor/co-advisor in any of the following ways:
  • former student;
  • research advisor/co-advisor;
  • research collaborator within the last five years;
  • co-author of published material within the last five years.

• have had a significant academic disagreement with the candidate, the advisor/co-advisor or any member of the advisory committee.

The Dean of the Faculty of Graduate Studies will choose the external examiner from the list provided by the candidate’s advisor/co-advisor and will make the formal invitation to the external examiner. The Dean of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until it has been determined that the student can proceed to oral defence.

c) Any changes in the membership of the examining committee must be approved by the Ph.D. Program Committee Chair and the Dean of the Faculty of Graduate Studies. No changes shall occur after the thesis is distributed by the Faculty of Graduate Studies to the committee for examination. If the thesis is not submitted for examination within 12 months of the appointment of the examining committee, committee appointments will lapse and new appointments are necessary.

9.5.2 Distribution of the Thesis for Examination

It is the responsibility of the Faculty of Graduate Studies to distribute the electronic version of the thesis to all examiners. The Faculty of Graduate Studies shall attempt to ensure that the thesis is distributed to examiners as soon as possible after the submission of all required documentation. The Academic Schedule in the Graduate Calendar should be consulted regarding dates by which theses must be submitted.

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

9.5.3 Responsibilities of Examiners

a) Internal Examiners
The Dean of the Faculty of Graduate Studies will request the internal examiners to give, within four (4) weeks of the distribution of the thesis, a detailed written report of the thesis and place it into one of the following categories:

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

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

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

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

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

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

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

If more than one of the internal examining committee members fail the resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to external distribution, and the candidate is required to withdraw from the Faculty of Graduate Studies.

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

c) **External Examiner**

The Dean of the Faculty of Graduate Studies will request the external examiner to give, within four (4) weeks of the distribution of the thesis, a detailed written report of the thesis and rate it either as a pass or a fail. The Dean of the Faculty of Graduate Studies shall
ensure the anonymity of the external examiner until it has been determined that the student can proceed to oral defence.

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

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

9.5.4 Advancement to the Oral Examination

All reports of examiners are provided to each internal examiner and the advisor. An additional copy of each report is provided to the advisor to be given to the student. If all examiners place the thesis in category 1 or 2 advancement to the oral examination should be automatic. If one or more of the reports place the thesis in category 3, the internal examiners shall meet with the student and the advisor to determine the nature and scope of required revisions and the time lapse before the thesis should be reconsidered.

In the event that internal examiners judge an unfavorable report by an external examiner to be unwarranted they may recommend through the Dean of Social Work that the Dean of Graduate Studies submit the thesis to a second external examiner.

9.5.5 The Oral Examination

a) Scheduling and Format

The oral presentation and examination must be held at the University of Manitoba, and is normally open to all members of the University of Manitoba community.

At least two weeks prior to the oral examination the student must submit to the Faculty of Graduate Studies the following information in electronic form: i) biographical information (when and where born, awards, career highlights); ii) list of degrees and when and where obtained; iii) exact title of thesis; iv) an abstract of thesis (not more than 350 words); and v) list of publications.

The Notice of Examination is distributed by the Faculty of Graduate Studies.

The oral examination must be administered by not fewer than four persons, one of whom shall be the Dean of the Faculty of Graduate Studies or his/her representative. The other members are normally the thesis examiners.
The oral examination consists of an oral presentation by the candidate within a time span of 25 to 30 minutes. This is followed by questions to examine the candidate by the examining committee. Normally, this part of the examination lasts one and one-half hours but in no case longer than two hours.

The Chair may exercise his/her discretion in allowing questions from guests following completion of the formal examination.

b) **Decision of the Committee**

Following completion of the formal examination, the candidate and audience must leave the examination room. The examiners will consider their report and will also determine the nature of and the procedures for approval of any revisions that will be required prior to submission of the thesis. The committee may exercise its discretion on such matters as who must approve the required revisions, time limits for completion, the necessity for a second oral examination, and any other such matters. It shall be the responsibility of a designated member of the oral examination committee (normally the advisor) to ensure that all such revisions are completed before the thesis is uploaded to MSpace.

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

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

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

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

The candidate will be recommended for the Ph.D. degree when the thesis, accompanied by a signed statement from the advisor that any required revisions are completed, is submitted to the Faculty of Graduate Studies, providing all other degree requirements have been satisfied.

The final judgment of the examiners on the thesis and oral examination shall be reported to the Dean of Graduate Studies as ‘Approved’ or ‘Not Approved’. An approved verdict must be unanimous. In the event of failure, a detailed written report will be prepared by the Chair, made available to the candidate and submitted to the Faculty of Graduate Studies. A student will be required to withdraw when the Ph.D. thesis has been rejected twice at the stage where:
a) The internal examining committee reports on the merits of the written thesis;

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

c) The oral examination; or

d) A combination of any of these stages.

Following approval of the thesis by the thesis examining committee and completion of any required revisions, one digital version of the corrected thesis must be uploaded to MSpace and one, unbound, corrected copy of the thesis submitted to the Faculty of Graduate Studies. Each Ph.D. graduating student must grant a license of partial copyright to the University of Manitoba and to the National Library of Canada for their thesis. In addition, each student must provide a copy of the abstract for Dissertation Abstracts International and authorize publication of the abstract in that publication.

10. Grading Policy for the Ph.D. Program

10.1 The descriptive labels for letter grades within the graduate programs at the Faculty of Social Work are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Exceptional</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

10.2 The percentage equivalency scale for letter grades for the graduate programs in the Faculty of Social Work is as follows:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A+</td>
</tr>
<tr>
<td>86-&lt;93</td>
<td>A</td>
</tr>
<tr>
<td>79-&lt;86</td>
<td>B+</td>
</tr>
<tr>
<td>72-&lt;79</td>
<td>B</td>
</tr>
<tr>
<td>65-&lt;72</td>
<td>C+</td>
</tr>
<tr>
<td>58-&lt;65</td>
<td>C</td>
</tr>
<tr>
<td>50-&lt;58</td>
<td>D</td>
</tr>
<tr>
<td>&lt;50</td>
<td>F</td>
</tr>
</tbody>
</table>

11. Scholastic Progress

Students are required to maintain a B average with a minimum of C+ in each course.

Any failure to meet these requirements will result in the matter being forwarded to the Ph.D. Program Committee. The options for the Ph.D. Program Committee include, but are not necessarily limited to the following: requiring the student to repeat or replace the course, or requiring the student to withdraw.

General regulations with regard to academic performance in the Faculty of Graduate Studies are identified in the Graduate Calendar or Academic Guide. The Faculty of Social Work can only recommend a particular action to the Faculty of Graduate Studies with regard to student progress
and/or status in the program. The following procedures apply to the review of these Faculty decisions and recommendations:

a) When a Faculty decision is made with regards to a student’s status and/or progress in the Ph.D. Program, the student will be informed by the Ph.D. Program Committee Chair of the nature of the decision and of the possible consequences.

b) Within one week of receiving the decision/recommendation, the student may request a review of the decision by the Ph.D. Program Committee.

c) The Ph.D. Program Committee will review the case within one month of receipt of the request and advise the Chair of the Graduate Program Committee of their decision.

d) The Chair of the Graduate Program Committee will forward the recommendation of the Faculty of Social Work to the Dean of the Faculty of Graduate Studies.

12. General Policies on Appeals

Students are referred to Section 9 of the Faculty of Graduate Studies Academic Guide in the Graduate Calendar or Academic Guide on Appeals for a detailed explanation of the procedures and guidelines for appeals. Appeals may be launched with respect to academic matters such as grades, candidacy examinations and thesis examinations, disciplinary issues, fees, and admissions. There are two avenues of appeal available to students within the faculty.

12.1 Appeal of a Grade

If a student has reason to believe that a mistake has been made in the assessment of a grade assigned in a course taken within the Faculty of Social Work, the student should, in the first instance, attempt to resolve the issue with the course instructor.

If there is no satisfactory resolution at this level, and the student wishes to take further action, an appeal will be heard by the Appeals Committee of the Faculty of Social Work, upon notification from the Registrar’s Office that a formal appeal has been filed and evidence of the refundable appeal fee has been received. Appeals may also be heard if a failure is assigned in the candidacy examination. The Appeals Procedures of the Graduate Programs of the Faculty of Social Work are described in the following section.

An appeal of a grade beyond the Faculty of Social Work Appeals Committee may be made to the Dean of the Faculty of Graduate Studies. A decision of the Appeal Panel of the Faculty of Graduate Studies is appealable only to the Senate Committee on Appeals.

12.2 Appeal Against a Decision of the Ph.D. Program Committee

The Ph.D. Program Committee and the Graduate Program Committee rule on such matters as assigned grades, performance, requests for extensions, admissions, and actions regarding failed grades. In these matters, the Graduate Program Committee recommends a course of action to the Faculty of Graduate Studies. Normally, appeals of these decisions
are made to the Dean of the Faculty of Graduate Studies. However, in some cases where the original decision is made at the level of the Faculty of Social Work and where University policy on appeals requires it (e.g., admissions), procedures require the student to first request a re-consideration by the Graduate Program Committee or Ph.D. Program Committee. In these circumstances procedures that are generally consistent with the process outlined in the Appeals Procedures shall be followed.

It is also important to note that some decisions, such as decisions pertaining to a requirement to withdraw, are made directly by the Faculty of Graduate Studies. In these circumstances, the student must appeal directly to the Faculty of Graduate Studies within the appropriate timelines.

13. Faculty of Social Work Appeal Policies and Procedures

Faculty of Social Work Appeals Committee

- Chairperson - Appointed by the Dean in a manner approved by Faculty Council (see below)
- Faculty Member elected by Faculty Council
- Faculty Content Specialist to be appointed by the Dean

Purpose

The purpose of this committee is to promote consistency related to student appeals at the Graduate and Undergraduate level program levels. The Faculty of Social Work Appeals Committee is the first level of appeal for both Graduate and Undergraduate students in the faculty related to appeals of term and final grades. This committee does not deal with matter of student discipline or professional unsuitability as identified by the University of Manitoba Student Discipline By-laws.

Membership

The Appeals Committee shall be comprised of 3 members: The Chair, a Faculty member, and a Faculty Content Specialist.

The Chair of the Appeals Committee shall be appointed by the Dean for a 3 year term. The Chair shall be a tenured faculty member at the (minimum) rank of Associate Professor.

A second committee member shall be elected to the Committee by Faculty Council. Sessional lecturers are not eligible to serve.

A third Faculty member shall be appointed by the Dean as the Faculty Content Specialist for the course that is under appeal. This member shall have knowledge of the course content, having either instructed the course or contributed to the development of the course content.

Should the appeal be made regarding a grade assigned by one of the standing members of the Appeals Committee, that member shall step down and the Dean shall appoint an alternative to hear that appeal only.
The Dean of the Faculty, while ex-officio on all committees, is not normally part of the Appeals Committee. He or she does, however, have some residual responsibility to monitor the work of the Committee, thus providing an additional safeguard to ensure justice.

**Terms of Reference**

These policies and procedures apply to all programs offered at the Faculty of Social Work sites: Fort Garry, Distance Delivery, Northern Social Work Program at Thompson, and the Inner-City Program at the William Norrie Centre.

The Appeals Committee will review the final grade assigned as well as term work grades for a particular course. Appeals are heard at the initiative of the student upon application and payment of the fee to the Registrar’s office. The Appeals Committee’s duties are to process student appeals relate to pass-fail, grade re-calculation, and re-evaluation of term and final grades in the Faculty of Social Work.

Grades in electives courses that are required for Social Work degrees, but are provided by other faculties, should be appealed to the appropriate faculty.

This Committee is the only appeal body within the Faculty, and its decision is final within the context of the Faculty.

**Procedures for Students Launching an Appeal**

**Appeals of Grades Received for Term Work**

The appeal of term work returned or made available to students before the last day of classes shall be subject to the policies and procedures established by faculty or school councils.

Students may formally appeal a grade received for term work provided that the matter has been discussed with the instructor in the first instance in an attempt to resolve the issue without the need of formal appeal. Term work grades normally may be appealed up to ten working days after the grades for the term work have been made available to the student.

Students may obtain the form “Application for Appealing a Grade Given for Term Work” from the general office of the department which offered the course or online. The fee which is charged for each appealed term work grade will be refunded for any grade which is changed as a result of the appeal.

If the consultation between the student and instructor does not result in an outcome that is satisfactory to the student, the student may make application for a formal appeal of the term grade. Applications must be made on the appropriate form (Application for Appealing a Grade Given for Term Work) available at the Registrar’s Office, 400 University Centre or online. On payment of the prescribed fee, the appeal will be forwarded to the Dean of the Faculty.

The Committee will not hear an appeal filed beyond the deadline unless the student can show cause, and the Committee is satisfied that such cause is sufficiently compelling to waive the deadline.

**Appeal of Final Grades**
Prior to filing a formal appeal, students are expected to consult with the instructor of record of the course in question to see if any remedy exists at that level. This appeal to the instructor must normally occur within 10 working days of receiving the final grade.

If the consultation between the student and instructor does not result in an outcome that is satisfactory to the student, the student may make application for a formal appeal of the final grade. Applications must be made on the appropriate form (Final Grade Appeal Form) available at the Registrar’s Office, 400 University Centre or online. On payment of the prescribed fee, the appeal will be forwarded to the Dean of the Faculty of Social Work.

A student wishing to make an appeal of a final grade received in a first term course must do so within 15 working days of the first day of classes of the second term. For second term and full term courses, the appeal must be made within 15 working days following the Victoria Day holiday.

**Graduate Student Appeals**

The Faculty of Social Work will only hear appeals regarding academic matters. Appeals stemming from departmental actions on academic matters (e.g., failure in a course) will be heard by the Faculty of Graduate Studies Appeal Panel only after they have been dealt with by the appropriate departmental-level appeal process. The Appeal Panel will handle an appeal of Faculty of Graduate Studies actions.

Please note that decisions on academic matters such as qualifying examinations, candidacy examinations, thesis examinations, etc. that have been made by a student’s home unit (i.e. department, school or program) should first be appealed to the home unit. If a unit denies a student’s appeal, the appeal may be made to the Faculty of Graduate Studies.

**Action by Committee Chair**

Upon receiving the documentation from the Registrar’s Office, the Chair will first consult with the instructor of record of the course to ascertain that the student had initiated a discussion with the instructor and to determine the outcome of this consultation.

The Chair of the Committee will notify the student in writing (email notification is acceptable) advising of the receipt of the appeal from the Registrar’s Office. The notification will address the following issues:

Advise the student of the deadline for the Faculty’s response to the Dean which is 15 working days from the date of the receipt of the appeal.

After consulting with the student, establish a time and place for the hearing, and confirm the information in writing to the student (email notification is acceptable) of the date, time, and location of the appeal hearing at least one week prior to the scheduled meeting.

Include a copy of the Faculty’s Appeal Procedures, highlighting the provision that the student has the right to appear before the committee, as well as their right to be accompanied by a representative from Student Advocacy and Accessibility.

Request that the student forward to the Chair within 3 working days, all materials relevant to the review (syllabus, assignments, exams, evaluation assessment forms, grading procedures) as well as documentation of the student’s efforts to resolve the issue with the instructor. The student shall
also inform the committee if they will be accompanied by a representative from the Student Advocacy and Accessibility office.

Advise the student of their right to be accompanied by a support person. This person’s role is limited to observer status and they do not have the right to participate in the appeal hearing.

The Committee Chair shall inform the Instructor in writing (email notification is acceptable) of the time and place of the hearing, the grounds for the student’s appeal, and the documentation that will be reviewed in considering the appeal.

The Instructor in the course being appealed will have the right to appear before the committee. The Chair will also request from the Instructor their response to the matter under appeal. If they do not wish to appear they have the right to submit to the Chair all documentation and information regarding the matter under appeal.

**Guidelines and Procedures for the Appeal Hearing**

At the commencement of the appeal hearing, the Chairperson will:

Identify the case: Date, time, and provide notice that the meeting will be recorded.

Introduce the student, the faculty member whose decision is being appealed, the accompanying support person, and the members of the Committee.

Briefly outline the decision being appealed and remedy sought.

Ensure that the proceedings are recorded.

Where a student is questioning the procedures of the grading process, all documentation related to the student’s performance in the course may be considered as evidence in the hearing.

At the conclusion of the meeting, the Chair will summarize the issues before the committee and the information that was presented during the hearing.

A majority vote of the committee will determine the final decision. The final grade may remain as was assessed, or raised, but cannot be lowered as a result of the appeal.

The student has no further right to appeal the decision of the Faculty Appeals Committee for term work.

All presentations, discussion and deliberations of the appeal process will be kept confidential.

**Disposition**

The Chair shall inform the student, the instructor, and the Dean of the committee’s decision in writing. The decision shall be accompanied by the committee’s rationale for its decision.

Students will receive the Committee’s decision in writing (email notification is acceptable) generally within 3 working days. A copy of the letter will be placed on the student’s file.
The Decision of the Appeals Committee will be provided to the Registrar’s office within 30 days of submission. The Chair is responsible for the completion and signing of decision form to be returned to the Registrars’ office.

All the material in connection with this appeal shall be held by the Dean’s office for six months after the expiration of the appeal period, at which point it will be destroyed. Should the student launch such a further appeal, all material in connection with this appeal shall be made available to the Senate Committee on Appeals.

**Senate Appeals Committee**

The grounds for an appeal to be heard by the Senate Committee on Appeals shall include:

(a) failure of the Faculty/School or Dean/Director to follow procedures;

(b) failure of the Faculty/School or Dean/Director to follow the rules of natural justice;

(c) failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed;

(d) that a Faculty/School/Senate governing document has become inapplicable through lapse of time or was unfairly applied;

(e) that there is an apparent conflict between a Senate governing document and a Faculty/School governing document; or

(f) failure of Senate, the Faculty/School or Dean/Director to comply with applicable legislation.

**Responsibility to Faculty Council**

The Chair of the Appeals Committee will provide an annual report to Faculty Council at the June meeting summarizing the work of the committee the previous year.

This report shall include the number and type of appeals heard and their disposition. It shall also include, where deemed appropriate, any recommendations for change in these procedures, or any other matters arising out of the Committee's experience of concern to the Council.

*Approved by Faculty Council - April 26, 2013*

14. **Professional Unsuitability By-law**¹

The Professional Unsuitability by-law was approved by Faculty Council and Senate of the University of Manitoba in 1986.

14.1 **Jurisdiction**

14.1.2 **General**

The Faculty of Social Work may require any student to withdraw from the Faculty pursuant to the procedures set out in the By-Law when the student has been found unsuited, on considerations of

¹ Currently under review
competence or professional fitness, for the practice of social work. A student may be required to withdraw at any time throughout the academic year or following the results of examinations at the end of any academic term. This right to require withdrawal prevails notwithstanding any other provision in the Faculty's Regulations.

14.1.3 Grounds for Required Withdrawal

A student may be required to withdraw from the Faculty when the student has:

a) Been guilty of such conduct which if participated in by practicing social workers, would result in a serious violation of the Code of Ethics (2005) of the Canadian Association of Social Workers;

   and / or

b) In any clinic or placement practiced incompetently due to persistent impairment of functioning;

   and / or

c) Jeopardized professional judgment through self-interest;

   and / or

d) Demonstrated behavior with respect to other students, colleagues, school, or the public which is exploitive, irresponsible or destructive.

14.1.4 Conflict of Jurisdiction

If a question arises as to whether a matter falls within the academic regulations of the Faculty of this By-law, or as to whether a matter is within the jurisdiction of the Discipline By-Law of the University or this By-law, as the case may be, the question shall be referred to the University Senate for final decision.

14.2 Professional Unsuitability Review Committee

14.2.1 There shall be established within the Faculty a committee known as the Professional Unsuitability Review Committee, herein called the “Review Committee”, whose membership shall be as follows:

a) The Chairperson of the Graduate Program Committee of the Faculty or designate, who shall act as Chair of the Review Committee;

b) Three other members of the Faculty of Social Work, appointed by the Social Work Faculty Council. These members must be members of the Faculty of Graduate Studies;

c) One practicing social worker who is a member in good standing of the Manitoba Association of Social Workers and the Manitoba College of Social Workers, and who shall be chosen by the Dean of the Faculty;

d) One student member chosen by the Graduate Student Council or appointed by the Dean of the Faculty.

e) If a member of the Committee is unable to act for any reason, a replacement shall be appointed by the Dean of the Faculty.
14.3 **Procedure**

14.3.1 Any person may refer matters, which in his/her opinion involves conduct or circumstances relevant to the question of professional suitability, to the Review Committee in a written report, setting out the name of the student involved, the alleged facts, and the ground(s) allegedly warranting withdrawal.

14.3.2 The Review Committee shall send a Notice of Hearing to the named student as set out in Article 15.4; it shall determine whether any of the grounds requiring withdrawal exist at a hearing of the matter pursuant to this By-law; and it shall make a disposition in accordance with Article 15.7.2 herein.

14.3.3 Once a reference has been made to the Review Committee the proceedings may continue notwithstanding that the student has subsequently voluntarily withdrawn from the Faculty, or has refused to participate in the proceedings.

14.4 **Notice to Student**

14.4.1 The Chair of the Review Committee shall, as soon as possible after receipt of the written referral, provide the student concerned with a copy thereof, and at the same time, inform the student in writing of the alleged grounds for withdrawal as well as the membership of the Review Committee and the date, time, and place for consideration by the Review Committee of the matters set out in the referral. The student shall be informed of her/his rights as prescribed under this by-law, including the right to representation at the hearing.

14.4.2 The Notice from the Chair shall include a statement that if the allegations contained in the referral are established to the satisfaction of the Review Committee then the student may be required to withdraw from the Faculty.

14.4.3 At least 7 days notice of the Review Committee hearing shall be given to the student.

14.5 **Hearing Procedures**

14.5.1 The student may appear in person and be represented by someone of his or her choice.

14.5.2 The hearing shall be closed to all persons except the members of the Review Committee, the student and the designated representative(s) of the student.

14.5.3 The student or her/his representative shall have the right to hear and to question witnesses, to have access to all documents submitted to the Review Committee for consideration, to call witnesses, and to submit other evidence.

14.5.4 Four members of the Review Committee, including the Chair, shall constitute a quorum.

14.5.5 The Chair of the Review Committee shall vote only to break a tie.

14.5.6 A simple majority of the members hearing the matter is required for any finding or for the determination of the appropriate disposition of the matter.

14.5.7 The student shall not be required to give evidence, but if the student elects to do so, then the student may be questioned concerning this evidence.
14.5.8 Members of the Review Committee shall be bound by confidentiality in respect of information received in Committee.

14.5.9

a) A Faculty member shall not be disqualified from sitting as a member of the Review Committee hearing the matter by reason only that such faculty member has had previous contact with the student or has prior personal knowledge of the matter.

b) The student whose case is to be dealt with shall be permitted to challenge and thereby cause to be disqualified not more than one member of the Review Committee. In such a case, the Faculty may replace the disqualified member.

14.5.10 These hearing procedures shall also apply, mutatis, mutandis in the case of an appeal.

14.5.11 The result of the hearing and the grounds therefore shall be conveyed in writing to the Dean of the Faculty of Graduate Studies, the Dean of the Faculty of Social Work, the student, the designated representative(s) of the student, and the Social Work Faculty Council.

14.6 Appeals

14.6.1 In the event of an appeal, the implementation of any decision of the Review Committee shall be suspended until the matter has been disposed of by the body hearing the appeal.

14.6.2 Notwithstanding the above, if the President of the University is satisfied that it is in the best interests of the University, the President may at any time make an order, subject to final disposition of the appropriate review authority, suspending the student from participating in any program of the University.

14.7 Disposition of the Matter

14.7.1 The body hearing the matter shall, after hearing all the evidence, meet in closed session with its members only, to consider its findings and the disposition to be made of the matter.

14.7.2 The body hearing the matter may individually or in combination recommend that the Faculty of Graduate Studies:

a) Determine that no action should be taken in respect of the matter;

b) Reprimand the student;

c) Require the student to withdraw from the Faculty, for a specified period of time;

d) Require the student to withdraw from the Faculty, indefinitely;

e) Require the student to withdraw from the Faculty with no right to apply for re-admission to the Faculty;

f) Attach conditions which must be fulfilled before any application for re-admission to the Faculty can be considered;

g) Attach conditions prescribing future conduct by the student.

14.8 Amendments
This By-law may be amended by Senate alone, or by Senate after approval of such amendment(s) by the Social Work Faculty Council.

15. Leave of Absence

The Faculty of Social Work is governed by the leave provisions outlined in the Graduate Calendar.

15.1 Regular Leave

A regular leave is intended to allow students to meet family, travel, or other circumstances not covered by the exceptional leave provision or the parental leave provision. The Graduate Program Chair may recommend to the Dean of the Faculty of Graduate Studies that a student be granted a leave of absence for a period of time not to exceed one year. While on leave of absence, a student would not be expected to maintain study and/or thesis research work. Students on a leave of absence are required to maintain continuous registration and pay the appropriate re-registration fees. A leave of absence status does not extend the time limits as outlined in the regulations of the Faculty of Graduate Studies.

15.2 Exceptional Leave

In exceptional circumstances for medical or compassionate reasons (e.g., the need to care for an ailing relative), at the request of the graduate student, the Chair of the Graduate Program Committee may recommend to the Dean of Graduate Studies that a student be granted an exceptional leave of absence for a period of time not to exceed one year. While on a leave of absence for exceptional circumstances, a student is not expected to maintain study and/or thesis work, maintain continuous registration, or pay the re-registration fee. In addition, the leave period is not counted in the time period allowed for the completion of the degree. This leave is not intended to cover circumstances related to travel, employment, or other financial concerns.

15.3 Parental Leave

A graduate student who is bearing a child, or who has primary responsibility of the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request should be made through the student's advisor, normally for a leave of four to twelve months. Leave of absence dates must correspond with the start and end of terms, for example, September 1 to December 31. The leave period is not included in the time period for completion of the degree, and a student is not required to maintain continuous registration or pay the re-registration fee.

In the period in which childbirth or adoption occurs, the graduate student may choose one of the following options:

1. Continue registration as a full-time graduate student, where satisfactory arrangements can be made with the faculty for attendance in courses, completion of assignments, and progress on thesis work.

2. Reduce to part-time registration status.
Apply for parental leave following the approved procedures. At the time of approval of an application for leave, the procedures for the return of the student to the department at the completion of the leave must be stipulated.

15.4 Awards and Parental Leave of Absence

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

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

16. General Procedures Pertaining to Academic Performance and Leave of Absence

16.1 It is the student’s responsibility to initiate, following consultation with the student’s advisor, requests on matters related to academic standing, a leave of absence or an extension of time to complete degree requirements. Issues related to academic standing to be referred to the Ph.D. Committee includes the following:

   a) Requests for an extension of time;
   b) Requests for regular, exceptional, or parental leave; and
   c) Requests to deal with an inadequate grade.

16.2 Requests on matters described in 16.1 require the completion of a Graduate Program Standings Form and any other documentation required by the Faculty of Graduate Studies. For example, there are forms to complete when requesting a leave of absence, or an extension of time and these are available in the General Office of the Faculty of Social Work. The Standings form is to be completed by the advisor and the student and forwarded, along with other required documentations, first to the Student Services and Admissions/Advising Office and then to the Ph.D. Program Committee Chair for action.

16.3 All requests for an extension of time to complete the Ph.D. degree must be made at least five months prior to the expiration of the student’s current program deadline.

17. Policy on Disclosure and Security of Student Academic Records

The Faculty of Social Work supports the principle of disclosure to students of the contents of their academic record. At the same time the rights of others providing information to the record in good faith and expecting confidence must be protected. These regulations should be read in conjunction with the Senate Policy on disclosure and security of Registrar’s Office.

17.1 The Record

17.1.1 The hard copy record (file) shall only be removed from the filing cabinet by a member of the General Office Staff, the Student Advisor, the Dean or Associate Dean or anyone acting as Dean during their absence.

17.1.2 When removed from the General Office a card showing the date on which it was signed out
and by whom must be completed. The date must be recorded on the card when returned.

17.1.3 The General Office Staff shall take responsibility for ensuring a locked room and cabinet for the file and ensure both are secure after office hours or at other times when the office may be unattended.

17.1.4 Where the record contains information considered to be confidential, this is kept in a separate part of the file in a sealed envelope marked "To be Opened Only by the Dean or his/her Designate."

Such information shall include:

a) Letters of reference or other comments received which can reasonably be expected to be held in confidence.

b) Proceedings (transcripts, minutes, etc.) of any appeal, standings, or disciplinary body. This shall not include any documentation simply indicating that such an event occurred, or correspondence to the student indicating the outcome.

Any notes to the file of a non-confidential nature made by instructors, or administrative officers shall form a part of the main body of the record.

17.2 Disclosure to Student

In addition to the policies outlined in Section A of Senate Policy, the following shall apply:

17.2.1 An authorized official as per Section A.1 of Senate Policy shall be:

- The Dean, Associate Dean or a member of the academic faculty authorized to act in the former's absence.
- The Admissions and Advising Officer of the Faculty of Social Work.
- The Confidential Secretary to the Dean.

17.2.2 No part of the record marked "To be Opened Only by the Dean or his/her Designate" shall be disclosed to the student except after scrutiny by the Dean/Designate, he/she so decides. Such action shall only be taken upon request from the student giving reasons why disclosure is expected to be relevant, and where the Dean has obtained the consent of any third party.

17.2.3 No part of the file is to be removed by the student. If as a result of a dispute resolved in the student's favour, material is to be removed from the file, it can be done only by the Dean or with the consent of the Dean by an authorized official as defined in 17.2.1. The student may be present.

17.2.4 Where a student exercises the right to add to the file, the record must be clear on the author and source of the material.

17.2.5 No items may be photocopied or otherwise duplicated by the student without the expressed permission of the Dean/Associate Dean or Designate.
17.3 Disclosure to Faculty and Other Employees of the University

As per Section B of Senate Policy, all Faculty and administrative officers of the Faculty of Social Work and elsewhere in the University have a legitimate interest in rights of access to the student record. Removal is to be in accordance with Sections 17.1.1 and 17.1.2 of this policy. Any duplication of materials shall normally be authorized only by the Dean/Associate Dean or Designate.

17.4 Alumni Association

No supplementary policies or procedures are required to Section C of Senate Policy.

17.5 Other Individuals and Organizations

17.5.1 The Faculty of Social Work wishes to promote good relations with the Professional Associations and Employee Groups. The most common requests are for mailing lists. Especially in the case of potential employers, co-operation with such groups is normally to the advantage of the student wishing to receive postings and other information regarding employment.

17.5.2 Since Section D of the Senate Policy prohibits the release of all information except that referred to in the policy, and since in the case of a mass mailing it is impossible to obtain student consent, such requests shall be handled as follows:

a) The Dean / Associate Dean or one acting in their absence shall determine the legitimacy of the interest.

b) If judged legitimate, the Dean/Associate Dean or one acting in their absence shall make the appropriate arrangements with the organization for the Faculty of Social Work to mail the information to students, or otherwise appropriately publicized, but in no circumstances to sell or give mailing lists to any external body.

17.5.3 Any dispute or difficulty of interpretation of these supplementary procedures shall be referred to the Dean or Associate Dean.

17.5.4 These supplementary procedures are in effect by authority of the Faculty Council of Social Work, and can be amended only at a properly constituted meeting of that body.

18. Student Resources

18.1 Student Notices/Bulletin Board

Miscellaneous notices pertaining specifically to Ph.D. students (such as job openings, awards, practicum opportunities, meetings, etc.) are posted on the bulletin board on the 5th floor of the Tier building.

18.2 Computer Accounts

Students planning on using the University system computer may obtain applications at: http://umanitoba.ca/computing/ist/accounts/index.html This website also contains contact information if the student requires assistance in claiming his/her account.
18.3 Bursaries, Loans, Grants, Fellowships

18.3.1 Bursaries & Loans

Manitoba Government Bursaries and Canada Student Loans are available, through the Financial Aid & Awards Office, 422 University Centre (204-474-9531) for students requiring financial assistance.

18.3.2 Grants & Fellowships

The Faculty of Graduate Studies is responsible for awarding any grants or fellowships for graduate students. Please contact their office, 500 University Centre (204-474-9377), for further information.

Among Ph.D. applicants, consideration will be given both to grade point average and scholarly work. The selection committee for the scholarships shall be named by the Chair of the Graduate Program Committee in Social Work.

19. POLICY AND GUIDELINES ON CONFIDENTIALITY

The Canadian Association for Social Work Education (CASWE) Standards for Accreditation (May, 2012) state that:

In keeping with social work’s commitment to the principle of confidentiality, social work programs develop guidelines for confidentiality to be followed by all students in the program by:

a. Clearly outlining guidelines to protect the confidentiality of service users, settings, social workers and students in assignments, process recordings, audio and video tapings, case examples, or any other learning situations, including use of all forms of social media,

b. Requesting the necessary signed letters of consent for any case material used by a student where there is a possibility of identification of service users, and

c. Contracting with settings regarding the use of process recordings, audio and videotapes and social media, and clearly identifying ownership of such material.

Confidentiality is a professional value, as reflected in the Canadian Association of Social Workers (CASW) Code of Ethics, that requires that professionally acquired information about service users be considered as private and shall not be shared with third parties unless the service user provides informed consent. This policy recognizes that in some circumstances a professional or legal obligation exists to share information without client consent.

Policy Statement

As professionals, students and instructors will comply with applicable provincial privacy laws, including The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) and will respect the guidelines on confidentiality as outlined in the CASW Social Work Code of Ethics. All parties are responsible for ensuring that no personal information or personal health information that could identify a user of any service system be used in class meetings or in assignments. In addition, while it is acknowledged that the
classroom is a public setting, instructors and students shall respect one another’s privacy, when discussing classroom activities outside of the classroom. Violations of privacy legislation or the policy may result in action related to student discipline or professional unsuitability.

Guidelines

The following guidelines are based on general best practices. The Faculty recognized that circumstances can vary and encourages consultation with your field instructor, field liaison, advisor or course instructors.

- The issue of confidentiality will be discussed by student and instructor during orientation to field. The student is required to review the Code of Ethics regarding Confidentiality in Professional Practice prior to assignment of clients.

- The confidentiality policy of the field site will be shared with the student who is required to review and sign, where applicable, to confirm understanding and compliance.

- Students that will come in contact with personal information or personal health information will be provided with training on The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) and will sign a pledge of confidentiality.

- The student is expected to possess a basic understanding of confidentiality and its limits and to demonstrate transparency with clients in communicating these limitations.

- Limits to confidentiality include matters as required or permitted by relevant laws, court order or when a clear threat to the safety of the client or others is evident.

- Case studies must not contain any identifying information.

- Documents with identifying information from field agencies must be treated in accordance with the agency’s policies.

- Disposal of documents with identifying information, including electronic records, must be carried out according to Agency protocols.

- Identifying information is not to be used in the classroom or in other context aside from Faculty approved supervision meetings.

- Confidentiality guidelines will be observed, when using social media. Students are strongly encouraged to consult field instructors, field liaisons, Faculty advisors or course instructors, if they are unsure about matters related to this policy.

*Approved by Faculty Council, February 22, 2013.*
20. SOCIAL MEDIA POLICY AND GUIDELINES

Preamble

The Canadian Association for Social Work Education (CASWE) Standards for Accreditation (May, 2012) state that:

The academic unit has a policy regarding ethical use of all forms of social media to ensure the privacy, confidentiality, and interests of the academic unit and its field practicum community and demonstrates how the policy and procedures are consistent with the relevant human rights legislation, with the mission of CASWE-ACFTS, and with the mission of the academic unit concerned.

As various forms of social media become commonplace in educational, employment and other settings, the Faculty recognizes the need to establish guidelines that protect Faculty members, students and those with whom we work from negative consequences. These guidelines must respect freedom of expression and freedom from harassment, as enshrined in relevant human rights legislation. They must be consistent with the Canadian Association of Social Workers’ (CASW) Code of Ethics and maintain academic freedom and respectful learning environments as specified in the CASWE, Faculty and University mission Statements.

Policy Statement

The Faculty of Social Work adheres to the CASW Code of Ethics, which outlines the core social work values as:

- Respect for the inherent dignity and worth of persons
- Pursuit of Social justice
- Service to humanity
- Integrity of professional practice
- Confidentiality of professional practice
- Competence of professional practice

The Faculty values academic freedom and freedom of inquiry and freedom of expression as pillars of social work education and also acknowledges the right of every individual to be free from harassment, discrimination and oppression. The Faculty of Social Work recognizes the growing importance of social media and is committed to supporting their ethical and responsible use.

Members of the Faculty of Social Work Community, including students, faculty, sessional instructors and staff, are responsible and accountable for their actions and statements. The guidelines contained in this document are intended to help in making appropriate professional decisions about communication in classrooms and through blogs, websites, wikis, twitter and other forms of social media. The use of unfounded or derogatory statements or misrepresentation is prohibited by the Faculty of Social Work and associated field agencies and may be subject to examination under several University of Manitoba policies related to student discipline, professional unsuitability, sexual harassment, or respectful work and learning environments. These policies and guidelines refer to
the Faculty of Social Work and its associated field agencies and are not intended to infringe upon your personal rights and freedoms.

**Guidelines for the Use of Social Media**

The content of publically accessible communications shall be consistent with the values specified in the CASW Code of Ethics and be in compliance with The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA). The Faculty values and encourages freedom of expression and critical debate and does not support the use of inflammatory, libellous or disrespectful language. Further, harassment and behaviour that create a hostile work or learning environment run contrary to the University’s fundamental values, as reflected in the Respectful work and Learning Environment Policy (June 22, 2004).

The Faculty encourages communication that is accurate and based on reasoned engagement with professional and scholarly knowledge. Postings should be treated as public documents and, therefore, professionalism is highly recommended. Always keep in mind that interaction through social media can result in anyone forming opinions about the Faculty, a field setting, employees, clients, students or the author of the posting.

Communications that mention the Faculty of Social Work, field agencies, employees, students or clients must identify that the views expressed are those of the author and not the views of the Faculty of other members of its community. Under no circumstances should information that is confidential, pertaining to the Faculty, placement agency, clients or colleagues be shared. Keep in mind that many factors can lead to the identification of a client, especially to those who know her or him. Confidentiality must be strictly observed, as specified in the CASW Code of Ethics and the faculty's confidentiality policy.

The following guidelines for social media interactions with current and past clients are based on general best practices. The Faculty recognizes that circumstances can vary and encourages consultation with your field instructor, advisor or field liaison.

- Do not “friend” clients or accept requests to be “friended” from current or previous clients.
- Do not use messaging websites such as Twitter or Facebook to contact clients or to respond to clients.
- Use your professional email address to communicate with clients.
- Use caution when discussing your work or studies with clients.
- Remember that all email communication are retained in the logs of your and your clients’ internet providers.
- Remember that information that you provide about yourself on websites can be accessed by clients.

*Approved by Faculty Council, February 22, 2013.*
Appendix 1

Ph.D. Program of Study and Appointment of Advisory Committee

http://umanitoba.ca/faculties/graduate_studies/media/PhdProgramOfStudy.pdf
Appendix 2

Ph.D. Candidacy Examination
Appointment of Examiners

(Please see the Faculty of Social Work General Office for Copies)
Appendix 3
Assessment Criteria for
Written Candidacy paper

(Please see the Faculty of Social Work Office for Copies)
Appendix 4

Report on Ph.D. Candidacy Examination

Appendix 5

Ph.D. Thesis Proposal

http://umanitoba.ca/faculties/graduate_studies/media/Phd_Thesis_Proposal.pdf
Appendix 6

Leave of Absence Regulations and Application Form

http://umanitoba.ca/faculties/graduate_studies/media/Grad_Student_Leave_Request.pdf
Appendix 7

Request for an Extension of Time to Complete Program of Study

http://umanitoba.ca/faculties/graduate_studies/media/time_extension_request.pdf
Appendix 8

Recommendation for Advance Credit (Transfer of Courses)

http://umanitoba.ca/faculties/graduate_studies/media/transfer_of_credit.pdf