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	Senators are reminded that questions related to matters not on the agenda shall normally be submitted in writing to the University Secretary no later than 10:00 a.m. of the Monday preceding the meeting.	
	Senators are reminded that questions pertaining to items on the agenda can be asked during the Senate meeting and do not require submission in advance.	
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XI ADJOURNMENT

Please send to shannon.coyston@umanitoba.ca.



Office of the
University Secretary

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Date: March 29, 2021
To: Members of Senate
From: Jeff M. Leclerc, University Secretary
Subject: Discussion Session – April 7, 2021 Senate Meeting

The April 7, 2021 Senate Meeting comes just after the one-year anniversary of the University of Manitoba moving to teaching, learning and working remotely because of the COVID-19 pandemic. The leadership, creativity, flexibility, hard-work and resilience of students, faculty and staff has enabled the University of Manitoba to continue to advance its mission in teaching, research and community service.

Senate meetings have continued remotely throughout the year, enabling academic governance to continue and for necessary decisions to be made. The work of Senate Committees has also continued and I want to recognize and celebrate the efforts of all involved in that work. While not always ideal, remote meetings assisted by technology have allowed us to gather as a community. Frequently, Senators have noted that the chances to have discussions with colleagues at, or just before and after meetings, have been one of the things they have missed most over the last year.

In discussions with Dr. Benarroch, Dr. Ristock and the Senate Executive Committee, it has been determined that we will take an opportunity to reflect and to look ahead at the April 7, 2021 Senate meeting. To do this, we will use small (8-10) breakout groups to discuss a couple questions, with time for a short discussion with the whole Senate group at the end to highlight key themes. The discussion questions are:

- As we begin to emerge from remote operations, what should the University be thinking about:
 - o Academically
 - o Operationally
 - o Strategically
- What opportunities and challenges do you see for the University of Manitoba specifically, and universities generally in the next few years?

This session will provide an opportunity for Senators to engage in smaller group settings and to share their reflections and thoughts on the last year and what's to come in a more strategic way. Senators are asked to reflect on these questions and be prepared for the discussion on April 7.

Small group discussions will be facilitated by a Senator and supported by a staff member, who will take notes to be shared with Senate, the President and members of senior administration.

If you have any questions, please feel free to reach out to me.

c.c. Dr. Michael Benarroch, President and Vice-Chancellor

February 23, 2021

Ms. Shannon Coyston, Academic Specialist
Office of the University Secretary
314C Administration Building

**Re: Application for Approval under Subsection 181 of the Regulated Health Professions Act –
Dr. Jongho Kim**

Dear Colleagues:

The Senate Committee on Medical Qualifications held a virtual meeting on January 26, 2021 to consider the application from the Department of Radiology Max Rady College of Medicine, Rady Faculty of Health Sciences, to grant Dr. Jongho Kim a certificate under the academic seal of the University. Dr. Kim's Curriculum Vitae and letters of support are enclosed.

Dr. Kim received his medical degree from Seoul National University in 1986 and completed his Masters in Medicine in 1999 and his PhD in 2003, both from Gwangju National University. From 1995-2003 he was an Associate Professor and Director of the Department of Nuclear Medicine at Gachon Medical School, Incheon-City, Korea. In 2003 he moved to the USA and retrained. He completed a residency in Nuclear Medicine in 2015 at the University of Maryland School of Medicine and subsequently completed fellowships in Radiology/Nuclear Medicine at the University of Pittsburgh in 2016 and Johns Hopkins University in 2017.

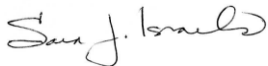
Dr. Kim is being recruited to replace a retiring physician in the Section of Nuclear Medicine in the Department of Radiology. The recruitment process began in the spring of 2020 where no Canadian trained candidates were identified. Dr. Kim was one of three candidates interviewed by the Department of Radiology, with consensus that Dr. Kim was the most suitable candidate for the position based on his clinical expertise and academic record. His reference letters note that he is a hardworking, passionate, positive and academically oriented physician.

The Senate Committee on Medical Qualifications supports this application for the use of Subsection 181 of the Registered Health Professions Act pertaining to licensure for academic faculty. The Head of the Department of Radiology, and the Senate Committee on Medical Qualifications agree, that Dr. Kim's expertise will be highly beneficial in the Section of Nuclear Medicine, where he will be appointed with a GFT contract.

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the
Report to Senate.

The Senate Committee on Medical Qualifications would appreciate your support for this application to grant Dr. Kim a certificate under the academic seal of the University to the College of Physicians and Surgeons of Manitoba.

Sincerely,



Sara J. Israels, MD FRCPC
Vice-Dean, Academic Affairs, Rady Faculty of Health Sciences
Chair, Senate Committee on Medical Qualifications

cc: Dr. Marco Essig, Head, Department of Radiology
Dr. Bohdan Bybel, Head, Section of Nuclear Medicine, Department of Radiology
Dr. Brian Postl, Dean, Max Rady College of Medicine, Vice Provost, Rady Faculty of Health Sciences
Dr. Anna Ziomek, Registrar, College of Physicians & Surgeons of Manitoba



Nuclear Medicine / Diagnostic Services

February 2, 2021

820 Sherbrook Street, GD-157
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Attention: Dr. Sara J. Israels and the members of the Senate Committee on Medical Qualifications

I have been asked to provide a detailed discussion of the interview process and evaluation of Dr. Jongho Kim.

The Section of Nuclear Medicine based at Health Sciences Centre in Winnipeg had been aware of a June 2020 retirement of a Nuclear Medicine physician since the fall of 2019. We started the process of recruiting in the fall of 2019 and in the subsequent year had received only nine inquiries from interested physicians. Despite contacting all the Nuclear Medicine residency training programs in Canada and advertising in national websites (Canadian Association of Nuclear Medicine and Canadian Medical Association) no Canadian based candidates applied for our open physician position.

We thus decided to approach the 9 non-Canadian applicants starting in the late spring of 2020. After reviewing all the candidates' information (CV's and introduction letter) we chose the three most promising ones to further interview by Zoom or telephone. Unfortunately, we could not bring anyone in for a visit as we normally would have because of COVID. Each of those 3 candidates had an interview with three staff physicians (Drs. Bohdan Bybel, Sandor Demeter and Mashael Alhrbi) as a preliminary assessment of suitability. Dr. Kim was interviewed at the end of July 2020. After these interviews were completed, our physician group met to discuss whether these candidates were worthy of further consideration; it was agreed that we would get additional information only on Dr. Kim who was clearly the best candidate. At this point two Dr. Kim had additional Zoom interviews, one with our PET physicist (Dr. Andrew Goertzen) who is an important leader in local research and the other with Dr. Marco Essig (Radiology Department head) to independently assess Dr. Kim's candidacy. All who interviewed him agreed he was a suitable candidate to fill the position.

We also simultaneously asked for and received two written references (submitted) from Drs. Eliot Siegel and Wengen Chen as well as had 30 minute phone interviews with two other references (Drs. Lilja Solnes and Akiva Mintz). All these physicians have worked with Dr. Kim in the last decade and thought positively of his time in their departments.

Another HSC NM MD meeting was held after reviewing all provided information including the opinions of all the interviewer's opinions, the references (verbal and written) and with the agreement of Dr. Essig decided to offer the position to Dr. Kim. A letter of intent was written and sent on September 18th, 2020.

Thank you for your consideration for Dr. Kim's application.

Sincerely,

Bohdan Bybel M.D.
Section of Nuclear Medicine
Health Sciences Centre



Nuclear Medicine / Diagnostic Services

December 23, 2020

820 Sherbrook Street, GD-157
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Sara J. Israels M.D. FRCPC
Vice Dean, Academic Affairs, Rady Faculty of Health Sciences
Professor, Department of Pediatrics and Child Health
University of Manitoba

Dear Dr. Israels,

This letter is being sent as part of the application process for Dr. Jongho Kim.

As discussed earlier, two of the references for Dr. Kim did not provide written comments but did speak with me and my colleagues on the phone for about 15-20 minutes each.

We spoke with Dr. Lilja Solnes who is Diagnostic Radiology Residency Program Director, Molecular Imaging Residency Program Director and Associate Professor of Radiology & Nuclear Medicine at Johns Hopkins Medicine in Baltimore on August 5, 2020. She was supervising Dr. Kim during his post residency training in Nuclear Medicine. She stated he had excellent clinical skills and had lots of interest in research. He was a hard worker and was very conscientious about his scan readings.

We spoke with Dr. Akiva Mintz who is Vice Chair of Translational Imaging, Director, Columbia University PET Center and Chief, Division of Nuclear Medicine at Columbia University in New York on August 11, 2020. Dr. Kim was hired to a non-permanent position mainly to do research at Columbia and to assist with clinical Nuclear Medicine duties. He also stated that Dr. Kim had excellent clinical skills and was more meticulous in his scan reading than other radiologist there. He did spend much of his time with research which went well. Unfortunately, he was not retained when his term was up because of departmental budget cuts this past spring, related to COVID.

Hope this information is sufficient to assist you in approving Dr. Kim's application in order to be able to start to practice in Manitoba in early 2021. Please do not hesitate to contact me if additional information is needed.

Sincerely,

Dr. Bohdan Bybel
Section of Nuclear Medicine
Health Sciences Centre

December 15, 2020

To: Dr. Sara Israels

From: Dr. Marco Essig, Head, Department of Radiology

Re: Dr. Kim's Application for a position in the Department of Radiology, Section of Nuclear Medicine

Dear Dr. Sara Israels,

I would like to request the recruitment of Dr. Kim into the section of Nuclear Medicine within the Department of Radiology.

Dr. Kim is an academic Nuclear Medicine physician currently working in the United States. Dr. Kim applied to our advertised position of our department into the section of Nuclear Medicine. The section of Nuclear Medicine at Health Sciences Centre had posted this advertisement in order to recruit a physician into the department. The section has had a number of retirements over the last couple of years, as well as upcoming retirements in 2021 and is in need to recruit. As the section operates as a predominantly Nuclear Medicine only department, without a diagnostic imaging component, it is becoming more and more difficult to hire a Nuclear Medicine physician without dual training into the department. The advertisement has not gained a lot of attraction within Canada. Another problem is that there is an overall shortage of Nuclear Medicine positions within Canada and because multiple other jurisdictions have increased substantially their PET operations, there are currently very few individuals available in the market that could apply for that position.

We are therefore, in need of recruiting internationally. Dr. Kim is a well established Nuclear Medicine physician, initially trained in Korea but working since many years in an academic environment within the United States. The recruitment of Dr. Kim will enhance the section of Nuclear Medicine's clinical spectrum as well as its academic spectrum. Dr. Kim will bring expertise with new tracers that are currently not in use in Manitoba, but which we are planning to introduce over the next couple of years. This includes specifically markers for neurodegenerative diseases as well as multiple new markers/tracers in the oncology field.

Dr. Kim will be given the full time position within the section of Nuclear Medicine as a GFT position. He will have a certain percentage of academic time, which is still under discussion, and of course depends on the clinical needs of the department. We currently envision a 20% protected academic time for Dr. Kim. He would be using that time predominantly for the clinical integrations of new tracers in oncology and neurodegenerative diseases.

If you have any further questions, please do not hesitate to reach out to me.

Sincerely,



Marco Essig MD PhD FRCPC
Professor and Chairman – Department of Radiology
University of Manitoba
Provincial Specialty Lead—Diagnostic Imaging
Shared Health Manitoba



Nuclear Medicine / Diagnostic Services

December 10, 2020

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Dr. S Israels,

This letter is being submitted as part of the application for Dr. Jongho Kim's application for a staff position in Nuclear Medicine at Health Sciences Centre in Winnipeg.

Our section has experienced a staffing shortage since this past summer because of a physician retirement, a reduction of EFT by two of our current physicians and a departure of an additional physician to another province. We attempted to fill these positions with Canadian candidates without success. Thus, we expanded our search to include Nuclear Medicine Physicians from the United States and elsewhere. Dr. Kim was the best candidate that applied and we hope to have him join us as soon as feasible.

Dr. Kim has the skills and experience necessary to fill our clinical needs as well as contribute to teaching and especially research. Over the last 20 years he has done research, then trained and worked at top level institutions as a Nuclear Medicine physician in the United States in addition to his vast experience in Nuclear Medicine in Korea.

His research experience will be a great help to our section as this is an area where we would like to improve. His clinical skills have been described as excellent by his colleagues and mentors.

Please strongly consider a quick approval of Dr. Kim's application for registration here.

Thank you for your prompt attention to this matter.

Sincerely,

Bohdan Bybel M.D.

Section Head Nuclear Medicine, Health Sciences Centre

Memo

Date: March 4, 2021

To: Shannon Coyston, Associate University Secretary (Senate)

From: David Mandzuk, Acting Dean, Extended Education



Re: Certificate in Building Information Modeling (BIM) Management

I am pleased to advise that at a meeting held yesterday, March 3, 2021, Extended Education's Council approved a proposal for a new program, Certificate in Building Information Modeling (BIM) Management. The proposal is attached and is being submitted with a request that it may be recommended as a Matter for Concurrence without Debate at the April 7, 2021 meeting of Senate. We are anticipating our initial offering of the programming in the Fall 2021 term.

Thank you very much.

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the
Report to Senate.



**University
of Manitoba**

Extended Education

Proposal for a Certificate in Building Information Modeling (BIM) Management

Last Modified: 2021-03-03

Document Version:	V 0.03
Document Status:	Draft
Created by:	Kari Kumar

Proposal Template v 2.0

Document Location:

This document will be stored in the following area:

S:\Formal Proposals

Filename: 2021-03-03 BIM Management proposal

Document Version Control:

Document Creation Date: 2020-11-13			
Date	Author	Version	Change Description
2020-12-08	Kari Kumar	V 0.01	Initial proposal
2021-02-09	Kari Kumar	V 0.02	Version following PRC
2021-03-03	Kari Kumar	V 0.03	Version following Council
			Version following Senate

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Executive Summary

Proposed Name: Building Information Modeling (BIM) Management

Proposal Submitted by: Office of the Dean, Extended Education

Purpose of Programming: The program is intended to provide professionals working in the AECOO (Architecture, Engineering, Construction, Owner, Operator) industry, and those who are seeking employment in the industry, with a comprehensive introduction to the process of BIM, preparing them to contribute within cross-functional implementation teams for their organizations, and to comfortably manage projects that are utilizing BIM. Participants will be exposed to Canadian and international perspectives.

Objectives: The objectives of the program are to:

- outline BIM concepts, principles, and processes in the context of the modern-day AECOO industry;
- summarize the various uses and benefits of BIM across different building construction processes, disciplines, and aspects of the building lifecycle, including facility management;
- describe the Information Management process aligned to global BIM standards;
- introduce open standards and open data exchange (buildingSMART);
- prepare participants to apply theoretical knowledge to applications that are relevant in an industry setting; and
- explore topics necessary for effective management of people, teams, projects, and digital models themselves when BIM is adopted.

Programming Overview:

Core Courses		Elective Courses
Core Course Name	Contact hours	Elective Course Options
BIM Fundamentals I	30	One course selected from the following: <ul style="list-style-type: none">▪ The Art and Practice of Team Leadership (36 hours)▪ Building the Business Case for Advanced Manufacturing (36 hours)▪ BIM and Sustainability in the AECOO Industry (36 hours)▪ Special Topics in BIM (36 hours)
BIM Fundamentals II	30	
BIM in the Field	12	
BIM Technology and Tools	12	
Building Information Management	24	
Total Required Contact Hours: 108		Total Elective Contact Hours: 36

Number of contact hours: 144 contact hours

Will at least 50% of instructional contact hours be delivered by the University of Manitoba? Yes

Have Libraries been consulted? Yes

Summary of Participants and Constituents consulted: The consultation sample was designed to cover government, non-profit industry organizations, and private companies, which ranged from local, provincial, national, and multi-national; UM faculty members from the Faculty of Architecture and Price Faculty of Engineering were also consulted. This consultation included collaborative work with three experts who were employed by Extended Education as Program Consultants.

Will this program operate on a cost recovery basis? Yes

Date of Extended Education Council approval: 2021-03-03

1. Programming Description

1.1 Title

Certificate in Building Information Modeling (BIM) Management

1.2 Rationale

This program facilitates the expansion of Extended Education's portfolio into Building Information Modeling (BIM)¹, an area that is becoming increasingly valuable to the AECOO (Architecture, Engineering, Construction, Owner, Operator) industry in Canada.

1.3 Status

The Building Information Modeling (BIM) Management program has not previously been offered by Extended Education, and has never been through an approval process at the University of Manitoba.

1.4 Purpose

The program is intended to provide professionals working in the AECOO industry, and those who are seeking employment in the industry, with a comprehensive introduction to the process of BIM, preparing them to contribute within cross-functional implementation teams for their organizations, and to comfortably manage projects that are utilizing BIM. Participants will be exposed to Canadian and international perspectives.

1.5 Area/Unit and Potential Partners

The program will be developed by Extended Education's Program Development and Assessment (PDA) area, and delivered by EE's delivery area.

Extended Education, the Faculty of Architecture, and the Price Faculty of Engineering have discussed the possibility of collaboration. The current outcome of these discussions is that the faculties would value collaboration with Extended Education regarding a BIM program, though collaboration is contingent on interest and availability of individual faculty members. Specific possibilities discussed include incorporating faculty expertise into the program during course design and/or delivery, and the participation of faculty members on a program advisory committee. It is expected that discussions between Extended Education and these faculties will continue as the program moves from development to delivery, and that the nature of the collaboration will be further defined over time.

¹ BIM is a process whereby a 3D digital model containing a building's geometry and lifecycle information is designed and managed. The model facilitates interdisciplinary collaboration, and provides data that can be used to design, construct, and operate a building from conception to demolition.

See Appendix 1 for letters of support from the UM Faculty of Architecture and Price Faculty of Engineering.

Extended Education also intends to apply to one or more industry organizations to become a recognized or certified training provider, and so that graduates of the program would be eligible for professional certification. For example, opportunities for this through buildingSMART² and the Canada BIM Council (CanBIM)³ are being explored.

1.6 Duration

The programming is intended to be ongoing, provided there is a continued market demand and enrolment levels that justify its continuation.

1.7 Alignment with Strategic Direction

1.7.1 UM Strategic Plan 2015 – 2020

This programming aligns with the UM strategic priority of forging connections to foster high impact community engagement. This is because the program will promote engagement with the AECOO industry through marketing and business development activities with private companies, and with professional and industry organizations and associations (including buildingSmart Canada and CanBIM).

1.7.2 Creating Pathways to Indigenous Achievement

Shawn Bailey, Assistant Professor and Indigenous Scholar at the UM, was consulted about potential intersections between BIM and Indigenous perspectives. Professor Bailey is a Métis architect who is cross-appointed with the faculties of Architecture and Engineering. He has experience working with Indigenous communities on design projects, and with using BIM software.

From this consultation, it was determined that there are no specific connections between the BIM process and EE's proposed program objectives, and Indigenous perspectives. However, the way that the BIM process can be implemented is important to consider. For example, there are benefits of 3D modelling within design projects for Indigenous communities. Indigenous ways of thinking acknowledge that everything has its relationship to the land, and examples of related benefits of 3D modelling using BIM software include the following:

- Digital building models can incorporate imagery and details from the land, and this makes it feel as though the design team is working at the actual building site. These models can be used to create realistic 3D renderings that can be shared easily with the community. This can support discussion and consultation with community members who value building in connection to the land.

² <https://www.buildingsmart.org/>

³ <https://www.canbim.com/>

- Many BIM software platforms have energy-modeling capabilities which can support design goals related to sustainability. This can be valuable to Indigenous communities because Indigenous approaches to architecture include respecting the building site, respecting the earth, and considering how the building reacts to the environment.

Describing these benefits and including examples of Indigenous-focused design projects within an Extended Education BIM program can contribute to the University's goals and supporting actions related to the strategic priority of creating pathways to Indigenous achievement. Specifically:

- Goal a. Foster a greater understanding of Indigenous knowledge, culture, and traditions among students, faculty, and staff: The BIM program can contribute to this by providing students with opportunities to learn about Indigenous perspectives which acknowledge that everything has its relationship to the land.
- Goal f. Celebrate achievements by Indigenous faculty: The BIM program can contribute to this by showcasing relevant academic and professional work of Indigenous faculty, including the work of Professor Bailey.

2. Needs Assessment

2.1 Process

Market research into the educational needs of the AECOO industry regarding BIM involved iterative rounds of desk research and consultation. Desk research was carried out to better understand the industry trends, relevant occupations (and accompanying skills and education requirements), employment outlook, roles of national and international organizations, and benchmarking. Consultation was carried out in progressive stages in order to assess the state of BIM adoption in Manitoba and in Canada, perceived industry educational needs including potential target audiences, various considerations to apply towards programming concepts, and ultimately to receive feedback on proposed program concepts.

The table below summarizes the individuals who were engaged in these phases of consultation via a combination of face-to-face and telephone interviews, and surveys.

Organization Type	Position Types	Number
Government	<ul style="list-style-type: none"> ▪ City of Winnipeg personnel in various roles (2) ▪ Provincial personnel in various roles (3 in MB; 1 in AB) ▪ Chief CAD/BIM (national role) ▪ National BIM Lead 	8
Non-profit industry organizations	<ul style="list-style-type: none"> ▪ President ▪ Vice President* ▪ Executive Director 	4

Organization Type	Position Types	Number
	<ul style="list-style-type: none"> Regional Director 	
Private companies	<p>Architecture</p> <ul style="list-style-type: none"> Principal (2) Design Technology Manager Senior Building Technologist Design Technology Leader Project Architect <p>Engineering</p> <ul style="list-style-type: none"> Managing Partner & BIM Consultant BIM Manager Operations Manager <p>Construction</p> <ul style="list-style-type: none"> VDC (Virtual Design and Construction) Coordinator VDC Manager* Manager 	12
Post-secondary	<p>University of Manitoba</p> <ul style="list-style-type: none"> Professor-stream faculty in Architecture (3) and Engineering (1)* 	4
	Total	28

* In addition to informal consultation with these experts, Extended Education hired three experts (identified by asterisks in the table above) as Program Consultants to inform development of the program at different stages.

2.2 Need

Both consultation and desk research highlighted many benefits of BIM for the AECOO industry. These benefits include improved building design, improved efficiency during the different stages of a building's lifecycle, improved cooperation and collaboration across disciplines, improved client awareness of the building project, and cost savings. Because of these benefits, several countries have existing or emerging mandates to utilize BIM, with BIM adoption greatest in Europe and emerging in North America.

In Canada, there is currently no formal BIM mandate, strategy, or standards. There are several barriers to BIM adoption in Canada including lack of awareness, resistance to change, human resource shortages, intellectual property concerns, cost, and software compatibility issues. In spite of these barriers, however, BIM adoption is emerging, especially in the provinces of British Columbia, Alberta, Ontario, and Quebec. In fact, some members of the Canadian AECOO industry predict that BIM may become mandated out of practice rather than by legislation. This is because major players in the industry are aware of its benefits and are helping to move adoption forward as a result of their practices and their influence on the industry.

With respect to BIM education currently provided by the UM, some Professors in the Faculty of Architecture have begun to infuse their graduate-level teaching with content related to BIM and/or methods and software commonly used to achieve BIM; a former Professor in the Price Faculty of Engineering reported interest from students and construction and architectural companies regarding UM programming in this area. However, there is not currently a comprehensive UM BIM program available to UM students or external audiences.

In terms of the more specific nature of the educational need in this area, market research determined that a holistic approach to BIM education is needed. This would be best achieved with a program that provides a comprehensive overview of the BIM process, while highlighting the roles of personnel during BIM implementation and the ways in which technology supports BIM in the office and in the field. By providing an optimal mix of fundamental concepts and introduction to practical applications, such a holistic approach will equip participants to apply theoretical knowledge to applications that are relevant in an industry setting. In contrast, many of the existing programs available through other educational providers (in Canada, these providers are most commonly polytechnics) tend to focus much more on specific software solutions, without giving the same attention to the process itself and the roles of interdisciplinary team members.

Professional designations and educational certification of training programs are emerging in Canada, with opportunities available through CanBIM and buildingSmart Canada. However, the current lack of BIM programming in Canada that goes beyond BIM software and which addresses more of the BIM process and management aspects has prompted some students to seek international BIM education. Indeed, this is one of the reasons that CanBIM has begun to certify international programming.⁴ In Manitoba, industry professionals expect to see wider BIM adoption in Manitoba within two to five years and for federally-funded projects, especially if education amongst industry professionals starts to increase.

Overall, the market research identified a need for a university-based BIM program which takes a holistic approach to BIM education and which is suitable for a broad audience of professionals in the AECOO industry. In a business case presented to the Division's Senior Management Team (SMT) in February, 2020 (available at S: Formal Proposals > Business Cases > 2020-02-25 business case – Building Information Modeling), it was recommended that a Certificate program be developed to meet this need.

See Appendix 2 for letters of support for this program from industry representatives.

2.3 Audience Characteristics

The target audiences are professionals working in the AECOO industry (all disciplines) and related sectors who are currently employed or seeking employment in roles where BIM is adopted.

⁴ CanBIM has currently certified seven international courses or programs. A complete list of all CanBIM-certified programming is found at <https://www.canbim.com/directories/certified-programs-courses>

This audience includes the following segments:

- AECOO professionals directly involved in BIM projects, including those who are tasked to facilitate their company's BIM adoption;
- AECOO professionals who are frequently recipients of BIM-related data and require a greater understanding of BIM and its implications, but whose roles are not primarily focused on the BIM process; and
- recent post-secondary graduates and current graduate students studying Architecture, Engineering, AECOO disciplines, or other-design related fields.

Overall, the program is intended for AECOO professionals who would like to increase their competency in working within a BIM environment in any professional role.

While there is no specific National Occupation Code (NOC) for BIM-related positions, the following national and provincial information on relevant NOCs⁵ is helpful to provide a broad sense of the audience size and employment outlook:

NOC	2018 Employment ⁶	Manitoba Outlook ⁷	National Outlook ⁸
0211 Engineering managers	25,213*	Fair	Fair to Good
0711 Construction managers	86,500	Limited	Fair
2151 Architects	18,300	Good	Fair to Good
2231 Civil engineering technologists and technicians	23,400	Fair	Fair
2232 Mechanical engineering technologists and technicians	20,100	Fair	Fair to Good
2234 Construction estimators	21,400	Fair	Fair to Good
2251 Architectural technologists and technicians	14,048*	Fair	Fair
2253 Drafting technologists and technicians	36,740*	Fair	Fair

⁵ <https://www.jobbank.gc.ca/>

⁶ <http://occupations.esdc.gc.ca/sppc-cops/w.2lc.4m.2@-eng.jsp>; numbers with *were adjusted based on 2016 Census data <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/index-eng.cfm>

⁷ <https://www.jobbank.gc.ca/trend-analysis/search-occupations>

⁸ Individual province prognoses were aggregated by Extended Education's Market Analyst.

Insights from desk research and the consultation, taken together with national benchmarking and labour market insights, can more directly inform audience size predictions and goals for an Extended Education program at the UM.

For example:

- According to job posting data, the industries seeking BIM skills in Canada are architectural, engineering, and non-residential building construction.⁹
- In the one-year period leading up to November 17, 2020, there were 175 job postings across Canada that required BIM skills, 1401 that required 3D Modeling / Design skills, and 1697 that required Revit skills¹⁰.
- In the past two years, CanBIM has seen a significant increase in industry interest and participation along with greater corporate sponsorship.¹¹
- The COVID-19 pandemic has highlighted the value of digital construction and BIM within the AECOO industry, and Canadian experts predict that this may accelerate BIM adoption.
- In Manitoba, BIM is adopted by large architect companies¹²; one local expert estimates that 10% of Manitoba architectural offices are using BIM, at least in some fashion.
- The private sector in Manitoba is slowly adopting new technologies, with more 3D modeling than the informational and collaboration components of BIM currently taking place.

2.4 Benchmarking

The programming examples presented in this section were selected to provide insight into the diverse possibilities for BIM programming, an overview of the national and provincial competitive landscape, and context regarding possible unique features (niche) for Extended Education BIM programming at the UM.

Benchmarking findings align with the BIM adoption trends, with many educational programs available in Europe, especially in the UK. In Canada, several post-secondary institutions (mainly polytechnics and colleges) have courses or programs with some information about BIM or software-centric courses on Autodesk Revit (the industry standard software used when implementing BIM) within their portfolio. However, there are few truly BIM-focused programs in Canada which introduce BIM as a process rather than a drafting software tool.

The following is a sampling of relevant post-secondary programs, including the Canadian programs which offer the greatest emphasis on BIM:

⁹ These data were obtained using the data analytics tool Burning Glass, which provides real-time data on job growth, skills in demand, and labour market trends. Filters used were “nationwide,” “last 365 days,” and “Building Information Modeling skill,” / “Revit skill” / “3D Modeling / Design skill” and the analysis was performed on 2020-11-17.

¹⁰ Revit is one of the main model authoring tools used in the industry.

¹¹ This statement is based on personal communication with the Vice President, CanBIM; quantitative data regarding industry interest, participation, and sponsorship were not provided to Extended Education.

¹² These companies would be considered medium-sized in the Canadian landscape.

Institution and Program	Curriculum	Target Audience
<p>Algonquin College (Centre for Construction Excellence)</p> <p>Building Information Modeling – Lifecycle Management (graduate certificate)¹³</p> <p>(1 yr; F2F; \$7396)</p>	<p>12 courses, including practical laboratory components:</p> <ul style="list-style-type: none"> ▪ BIM Fundamentals I: Definitions and Principles ▪ Tools and Technology I ▪ Workflow and Collaboration I ▪ Project Definition and Deliverables I ▪ Standards and Guidelines I ▪ Blitz Project: Idea to Design for the Manager ▪ BIM Fundamentals II: Global Achievements ▪ Tools and Technology II ▪ Workflow and Collaboration II ▪ Project Definition and Deliverables II ▪ Standards and Guidelines II ▪ Blitz Project: Construction to Operations for the Manager 	<ul style="list-style-type: none"> ▪ Individuals interested in employment as BIM Specialists, BIM Managers, BIM Project Managers, BIM coordinators, Project Model Managers, BIM Process Leaders, Virtual Design and Construction Managers, Construction Information Managers, Lifecycle Information Managers, BIM Project Leads, or BIM Consultants, dependent upon previous background and experience in industry <p>Eligibility requirements:</p> <ul style="list-style-type: none"> ▪ Ontario college diploma, advanced diploma, or degree in a related building construction industry <u>OR</u> a diploma in an unrelated field with 3 years of work experience in a building construction industry
<p>Cegep Vieux-Montréal</p> <p>BIM Education Program (PÉBIM)¹⁴</p> <p>(1 day (8h) per module; F2F or online; \$1868)</p>	<p>4 modules:</p> <ul style="list-style-type: none"> ▪ Introduction to Building Data Modeling (BIM) ▪ BIM Technology ▪ BIM Contracts and Distribution of Responsibilities ▪ Adoption, Implementation and RCI of BIM <p>After completing the four modules, participants will have access to the exams to obtain the CM-BIM¹⁵ title offered through the AGC of America, as well as the CanBIM Foundations Certification (Foundations Theory – Intermediate level).</p>	<ul style="list-style-type: none"> ▪ Professionals in the construction industry

¹³ https://www.algonquincollege.com/acce/program/building-information-modeling-lifecycle-management/#careers_pathways

¹⁴ <https://www.cegeplimoilou.ca/formations/perfectionnements/introduction-a-la-modelisation-des-donnees-du-batiment/>

¹⁵ <https://www.agc.org/learn/education-training/building-information-modeling/certificate-management-building-information>

Institution and Program	Curriculum	Target Audience
<p>Digital School Technical Design College¹⁶</p> <p>BIM Technician (certificate)¹⁷</p> <p>(6 months full-time or 12 months part-time fully online)</p>	<p>14 courses:</p> <ul style="list-style-type: none"> Computer Applications Building Information Modeling (BIM) Library (various courses) Technical Communication Technical Mathematics 1 AutoCAD 2D and 3D Essentials Drawing Techniques and Theory AutoCAD Civil 3D Essentials Architectural Drawings and Details 1 Technical Mathematics 2 Construction Materials and Methods Technical Specifications and Documents Autodesk Revit Architecture Essentials Autodesk Inventor Essentials Thought Patterns for a Successful Career <p>Graduates of this program are eligible for the CanBIM Foundations Certification (Foundations Theory - Introductory level).</p>	<ul style="list-style-type: none"> Intended for building owners, operators, and AEC managers <p>Eligibility requirements:</p> <ul style="list-style-type: none"> Interview-based admission
<p>École de technologie supérieure</p> <p>Modeling building information (BIM)¹⁸</p> <p>(2 years and 4 months; F2F)</p>	<p>5 courses</p> <ul style="list-style-type: none"> Intellectual integrity: interpersonal skills and know-how Foundations of digital transformation in construction Integration strategies for IT in construction Introduction to Building Data Modeling (BIM) Project management by building data modeling (BIM) <p>And 1 of the following:</p>	<p>Eligibility requirements:</p> <ul style="list-style-type: none"> Bachelor degree (or equivalent) in civil engineering, construction engineering or a related field, obtained with a cumulative average of at least 3.0 out of 4.3 or the equivalent <u>OR</u> the necessary knowledge, appropriate training, and experience deemed relevant

¹⁶ Private vocational post-secondary college located in Edmonton

¹⁷ <https://www.digitalschool.ca/programs/bim-technician/>

¹⁸ <https://www.etsmtl.ca/Etudes/Deuxieme-cycle/programme-court-2e-modelisation-donnees-batiment#Presentation>

Institution and Program	Curriculum	Target Audience
	<ul style="list-style-type: none"> Modeling of construction in 4D (time) and 5D (costs) Energy modeling (6D) and building management (7D) <p>Graduates of this program are eligible for the CanBIM Foundations Certification (Foundations Theory & Software Skills - Advanced level).</p>	
<p>Fanshawe College</p> <p>BIM and Integrated Practice (graduate certificate)¹⁹</p> <p>(1yr; F2F (temporarily blended); \$8686)</p>	<p>10 courses:</p> <ul style="list-style-type: none"> BIM Technology BIM Software Integration BIM Management 1 Advanced Professional Communication Integrated Practice for AEC Sector BIM Integrated Project-Capstone Building Energy Modelling BIM Management 2 Practical Implementation of BIM Computer Imaging for Construction 	<ul style="list-style-type: none"> Career opportunities for graduates include BIM Managers, Project Managers / Coordinators, VDC Coordinators, BIM Technologists / Technicians, and BIM Modellers / Content Developers <p>Eligibility requirements:</p> <ul style="list-style-type: none"> College diploma (3-year) or degree in a construction-related field OR equivalent qualification OR combination of related work experience and post-secondary education Proof of knowledge and/or experience in fundamental BIM-enabled platforms (Revit preferred)
<p>George Brown College (Angelo DelZotto School of Construction Management)</p> <p>Building Information Modeling Management Program (graduate certificate)²⁰</p> <p>(1 yr; mostly F2F with some blended courses; \$ 9,488)</p>	<p>12 courses, and a work term:</p> <ul style="list-style-type: none"> BIM Fundamentals BIM-Revit-Architecture BIM-Revit-Structures & MEP BIM-Civil 3D BIM Pre-Construction Visualization BIM Implementation Strategies BIM Project Planning Building Energy Modeling BIM Capstone Project Field Experience Preparation Field Experience(450h) 	<ul style="list-style-type: none"> Career opportunities for graduates include BIM Modeler, BIM Specialist, BIM Technologist, BIM Coordinator, BIM Construction Officer, BIM Manager, Energy Modeller, 3D Laser Scanner <p>Eligibility requirements:</p> <ul style="list-style-type: none"> Bachelor's degree or 3-year diploma in construction engineering (structural, civil,

¹⁹ https://www.fanshawec.ca/programs/bim2-bim-and-integrated-practice/next#group_courses

²⁰ <https://www.georgebrown.ca/programs/building-information-modeling-bim-management-program-postgraduate-t412/>

Institution and Program	Curriculum	Target Audience
	<ul style="list-style-type: none"> ▪ BIM Techniques – 3D Scanning ▪ Construction Quality Management ▪ Construction Risk Management ▪ Construction Business Management ▪ Leadership and Ethics for Construction Managers <p>Graduates of this program are eligible for the CanBIM Foundations Certification (Foundations Applied Learning - Practicum level).</p>	mechanical, electrical) or architectural studies
<p>Vancouver Community College</p> <p>CAD and BIM Architectural Technician (diploma)²¹</p> <p>(8 months; F2F; \$6096)</p>	<p>11 courses:</p> <ul style="list-style-type: none"> ▪ Integrated BIM Project ▪ Residential Design ▪ Site Planning ▪ Codes and Regulations 1 ▪ Construction Assemblies 1 ▪ Single Family Residence ▪ Codes and Regulations 2 ▪ Construction Assemblies 2 ▪ Multi Family Residence ▪ Drawing Plan Reading ▪ Capstone Project using BIM 	<ul style="list-style-type: none"> ▪ Individuals seeking to advance CAD and BIM skills for work in engineering firms, architecture firms, development companies, government, or private industry <p>Eligibility requirements:</p> <ul style="list-style-type: none"> ▪ Architectural, Civil/Structural, or Steel Detailing Technician Certificate granted within the last 4 years OR recent drafting technician certificate (any discipline)
<p>Zigurat Global Institute of Technology²²</p> <p>Master's in Global BIM Management (international Master's degree)²³</p> <p>(1 yr; online)</p>	<ul style="list-style-type: none"> ▪ Block 1: BIM Management ▪ Block 2: BIM for design ▪ Block 3: BIM for construction ▪ Block 4: BIM for asset management ▪ Block 5: BIM implementation ▪ Block 6: Final Master's Thesis <p>Graduates of this program are eligible for the CanBIM Foundations Certification (Applied Learning – Practicum level).</p>	<ul style="list-style-type: none"> ▪ Intended for BIM Managers, implementers, and consultants.

²¹ <https://www.vcc.ca/programscourses/design/cad-and-bim-drafting/cad-and-bim-architectural-technician-diploma/>

²² Zigurat is not a post-secondary institute, though it collaborates with post-secondary partners University of Barcelona and the Polytechnic University of Catalonia, which endorse Zigurat programming. Several BIM programs are available through Zigurat - only one is shown here as an example. <https://www.e-zigurat.com/en/>

²³ <https://www.e-zigurat.com/en/bim-management-masters-program/>

Additionally, information shared by a contact during consultation suggests that the Southern Alberta Institute of Technology (SAIT) is currently developing a 210 contact hour BIM certificate which would include both theory and software (Autodesk Revit) training. Four new BIM-related courses have been launched by SAIT recently²⁴, though a new program has not been announced yet.

In Manitoba, Red River College (RRC) offers content related to BIM, primarily through emphasis on Autodesk Revit software, within several courses:

RRC Program and Relevant Course(s)	Program Target Audience
<p>Construction Management²⁵</p> <p>(4 yr Bachelor of Technology, Construction Management degree, with options to exit with a different certificate each year)</p> <p>Relevant elective course:</p> <ul style="list-style-type: none"> CMEL-4002 Building Information Modeling 	<ul style="list-style-type: none"> Program for those who wish to develop managerial expertise and are already working in areas related to the skilled trades, engineering, or engineering technologies The program also targets high school students seeking post-secondary education in the construction management field <p>Eligibility requirements:</p> <ul style="list-style-type: none"> Graduation from or enrolment in grade 12 (mature students exempt), with grade 12 English and math A strong background in math, science, and communications, and construction industry work experience are recommended Currently year 1 is open to Manitoba residents only, due to high demand
<p>Architectural Technology²⁶</p> <p>(2 yr diploma with 4 month co-op; \$11,279)</p> <p>Relevant courses:</p> <ul style="list-style-type: none"> CIVL-1023 BIM Fundamentals CIVL-2033 Intermediate BIM CIVL-3028 Advanced BIM 	<ul style="list-style-type: none"> Program for those who are interested in opportunities to work with architects or engineers, interior designers, home builders, contractors, or fabricators <p>Eligibility requirements:</p> <ul style="list-style-type: none"> Graduation from or enrolment in grade 12 (mature students exempt), with grade 12 English and math
<p>Part-time CADD Training²⁷</p>	<ul style="list-style-type: none"> For those seeking introductory or advanced positions in a broad range of industries including construction, architecture,

²⁴ BIM Project Fundamentals, Designing with BIM, BIM Application in Construction, BIM Commissioning and Handoff. As of November 2020, none of the courses were opened for enrolment.

²⁵ <https://catalogue.rrc.ca/Programs/WPG/Fulltime/CONMF-DG/CoursesandDescriptions>

²⁶ <https://catalogue.rrc.ca/Programs/WPG/Fulltime/ARCTF-DP/CoursesandDescriptions>; the Winnipeg AECCO community referred to this program during consultation

²⁷ <https://catalogue.rrc.ca/Programs/WPG/PartTime/CADDP-NA/Overview>; the Winnipeg AECCO community referred to these courses during consultation

RRC Program and Relevant Course(s)	Program Target Audience
Relevant courses: <ul style="list-style-type: none"> ▪ CADD-1001 Revit 1 (online; \$609) ▪ CADD-2001 Revit 2 (online; \$609) ▪ CIVC-1015 Introduction to BIM With Autodesk Revit²⁸ 	mechanical design and manufacturing by becoming familiar working with popular CAD software used in the industry

Additionally, the Winnipeg Construction Association offers a relevant course:

WCA Course	Learning Outcomes	Target Audience
Introduction to Building Information Modeling (BIM) ²⁹ (2 hr; online; \$150)	<ul style="list-style-type: none"> ▪ Know what BIM is ▪ Understand the full potential of BIM technology ▪ Understand the philosophy behind BIM ▪ Be aware of how BIM can assist all stages of a construction project ▪ Appreciate existing and potential new uses for BIM ▪ See the value of new technologies such as BIM 	<ul style="list-style-type: none"> ▪ Employers, management, supervisors, foremen and tradespeople working in construction in any part of the country, in any sector (residential, industrial, commercial, institutional, pipeline, civil)

3. Design and Delivery

3.1 Structure

The program objectives are to:

- outline BIM concepts, principles, and processes in the context of the modern-day AECOO industry;
- summarize the various uses and benefits of BIM across different building construction processes, disciplines, and aspects of the building lifecycle, including facility management;
- describe the Information Management process aligned to global BIM standards;
- introduce open standards and open data exchange (buildingSMART);
- prepare participants to apply theoretical knowledge to applications that are relevant in an industry setting; and

²⁸ <https://catalogue.rrc.ca/Programs/GC/Parttime/PERPP-NA/CoursesAndDescriptions/CIVC-1015>

²⁹ <https://winnipegconstruction.ca/upcoming-courses/e-learning/intro-to-bim.html>

- explore topics necessary for effective management of people, teams, projects, and digital models themselves when BIM is adopted.

The program is comprised of the following courses:

Core Courses		Elective Courses
Core Course Name	Contact hours	Elective Course Options
BIM Fundamentals I	30	One course selected from the following: <ul style="list-style-type: none"> ▪ The Art and Practice of Team Leadership (36 hours) ▪ Building the Business Case for Advanced Manufacturing (36 hours) ▪ BIM and Sustainability in the AECOO Industry (36 hours) ▪ Special Topics in BIM (36 hours)
BIM Fundamentals II	30	
BIM in the Field	12	
BIM Technology and Tools	12	
Building Information Management	24	
Total Required Contact Hours: 108		Total Elective Contact Hours: 36

See Appendix 3 for course descriptions and learning outcomes.

3.2 Frequency of Course Offerings

The program will be offered once per year, depending on demand.

3.3 Completion Times

This program can normally be completed within 18 months. Students will have up to 3 years from the initial start date (first date of enrolment) to complete the program.

3.4 Laddering Opportunities

No laddering opportunities have been identified in advance, though this may be considered in the future.

3.5 Delivery Format

This program may be delivered in online, classroom, and/or blended modes. All courses will be developed for complete online delivery. The online version of the courses can be used to support a technology infused classroom-based delivery or blended delivery. The development of the courses in online mode will serve to strengthen other modes of delivery.

Decisions regarding actual delivery mode in any offering of the program and courses will be based primarily on the mode that is most appropriate and effective within a particular delivery context and will consider factors such as the:

- preferences and requisite skills and tools of the students; and,
- most advantageous business arrangement for the University.

The relative efficacy of the various delivery modes will be monitored to ensure that they produce comparable accessibility, experiences, and results for learners.

3.6 Location

Decisions regarding the physical location of any offering of the program and courses will be based primarily on the location that is most appropriate and effective within a particular delivery context and will consider factors such as the:

- preferences and requisite skills and tools of the students;
- location of the students; and/or,
- most advantageous business arrangement for the University.

The relative efficacy of the various delivery locations will be monitored to ensure that they produce comparable accessibility, experiences, and results for learners.

4. Admission Criteria

4.1 Eligibility

As a UM Certificate program, prospective students must meet university entrance requirements. However, this program is intended for audiences who are AECCO professionals, and the courses will be designed for students who have relevant post-secondary education, and can demonstrate that they have basic knowledge of building design and construction. As such, industry experience and/or relevant post-secondary education related to architecture, engineering, or construction is also required.

4.2 Transfer Credit Arrangements

This program does not currently accommodate transfer credit arrangements, though courses can be assessed for transfer and/or elective credit within programs

5. Student Evaluation

5.1 Student Assessment

Final grades in most courses are expressed as letters, ranging from F to A+. Each letter grade has an assigned numerical value, which is used to calculate grade point averages. While a D is considered a passing grade, students seeking the Certificate credential must achieve a minimum grade of C in all courses and in the minimum number of elective courses to meet the program completion requirements. Students who do not achieve a grade of C may retake the course in a subsequent offering of the course.

5.2 Grading Scale

Letter Grade	Explanation	Grade Point
A+	Exceptional	4.5
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Satisfactory	2.5
C	Adequate	2.0
D	Marginal	1.0
F	Failure	0.0

6. Resources

6.1 Teaching Personnel

All instructors will have a relevant combination of education and expertise and, as much as possible, will bring diverse perspectives in the content area. For example, it will be desirable for the teaching personnel who deliver the program's core courses to represent multiple disciplines, and for there to be a mix of contributions from building industry professionals, software industry professionals with knowledge of current BIM research, and academics. There may be additional qualification requirements for teaching personnel that emerge from program recognition by industry associations.

6.2 Training

The Division is the primary provider for programming orientation and professional development for instructors. Additional learning (UM Learn and other courses, workshops and seminars) may also be available to instructors through the UM Centre for the Advancement of Teaching and Learning (The Centre).

6.3 Library Resources

A letter of support from UM Libraries regarding library resources can be found in Appendix 4.

6.4 Instructional Media

Instructors and students will require access to UM Learn and its support network. The need for additional online resources, may be required and will be determined in the course design process.

6.5 Laboratory/Field Placement

N/A

6.6 Counselling and Advising

The normal counselling and advising type of resources provided by Extended Education will be available to participants of this programming.

6.7 Additional Resources

See Appendix 5 for a letter of support from UM Information Services and Technology. Delivery of this programming does not require additional resources.

7. Ongoing Management and Evaluation

7.1 Consultation

A broad range of consultation informed the development of the program, as described in section 2.1.

An Advisory Committee of external and internal constituents will be established to provide an advisory liaison function between Extended Education, the UM Faculty of Architecture and Price Faculty of Engineering, and the AECOO industry, to ensure continuous development and revision of the program. See Appendix 6 for the Terms of Reference for the committee.

7.2 Program Review and Evaluation

7.2.1. Program Review (Academic and Content Review)

The programming will be reviewed on a regular basis by the Division's Program Review Committee (PRC). The longest cycle of duration without review would normally be 5 years; however, PRC will be consulted to determine specifics.

7.2.2. Program Evaluation (Operational Durability)

The program will be evaluated by the delivery areas on a regular basis with some sample performance indicators including enrolment rate, success rate, participant satisfaction, and overall sustainability.

7.3 Instructor and Course Evaluation

The University's instrument(s) for instructor and course evaluation will be used for all course components.

8. Operation Support

8.1 Financial Plan

	Year 1	Year 2	Year 3	Year 4	Year 5
REVENUE					
Total Annual Revenue					
Program Application Fees	750	1,250	1,600	1,600	1,600
Tuition Fees	54,245	102,033	205,824	205,824	213,542
TOTAL REVENUE	54,995	103,283	207,424	207,424	215,142
EXPENSES					
Direct Delivery					
Delivery Area Salaries	15,250	15,250	15,250	15,250	15,250
Instructional salaries and wages	30,016	33,936	58,778	58,778	62,922
Miscellaneous Delivery Expenses	3,500	500	500	500	500
Total Direct Expenses	48,766	49,686	74,528	74,528	78,672
Indirect Delivery and Dean's Office					
Delivery Area Non-Salary Expenses	975	994	1,491	1,491	1,573
Marketing Expenses	26,300	23,200	23,200	23,200	23,200
Indirect Program Development and Assessment					
PDA Salaries	71,289	14,632	17,593	2,607	2,607
PDA Non-Salary Expenses	1,080	1,080	1,080	-	-
STPT Employment Salaries/Service Agreements	79,892	12,693	12,693	-	-
Total Indirect Expenses	179,536	52,599	56,057	27,298	27,380
TOTAL EXPENSES	228,302	102,285	130,585	101,825	106,052
NET REVENUE	(173,306)	998	76,839	105,599	109,090

8.2 Marketing Plan

8.2.1 Strategy

In many ways, an important variation on the marketing approach to introduce and launch the BIM program, in contrast to many of the other new programs recently added in EE, comes from the need to help sectors of industry, and the potential students within those sectors, gain an increased understanding and appreciation of the benefits of embracing the BIM process by demonstrating our collective understanding of BIM, the underlying contributing factors to the development of the program(s), and the points of differentiation between our program content and those of other programs.

There is a significant opportunity, then, to provide important thought leadership in the discussion about the evolving adoption of the benefits BIM can offer by positioning EE, and our program(s), at the forefront of that discussion.

Our objective will be to tell the complete story of the emergence of BIM, an overview of the BIM landscape, how some industry sectors have embraced BIM and the success they've realized, but most importantly how our program(s) fill an important gap through its focus on the BIM process rather than simply training on using BIM technology.

There will be two layers to the marketing approach with the initial launch in Year 1 requiring a distinct communications effort to announce the launch of the program to key audiences and stakeholder groups accompanied by a separate promotional layer that will support the launch announcement and continue on a sustained basis annually to generate awareness of the program and encourage prospective students to enrol.

To connect with the key target audience of the Architecture/Engineering/Construction (AEC) industry, a focused business development approach will be a key component of the marketing strategy achieved through partnership, sponsorship, and leverage of relationships with AEC-related associations and professional groups. The optimal mix of which associations and groups provide the greatest reach to members of the AEC industry will need to be explored in greater detail, and will require a fair amount of effort to make that determination given that while AEC is a way to identify inter-connected professional disciplines, each one also exists as a distinct interest group reached by varying combinations of communication and promotional channels and related professional development events. Whenever possible, communication channels designed to reach the industry, or industry segment, will be used for communications and promotional messaging. As an example, specifically for AEC, there is an AEC magazine that has been used in the sample tactics and timing to underscore the unique ways to reach these vertical markets.

An important secondary target audience, connected to AEC, are the undergraduate and graduate students in architecture and engineering, and students of various building design programs.

Some of the key deliverables to provide opportunities and avenues to tell the complete story of BIM and introduce/launch our BIM programming will include:

- Media release to AEC trade publications announcing the program
- Exhibitor booth at A/E/C association events
- Digital paid search campaign to capitalize on online search intent for BIM
- Blog postings on umextended.ca and AEC industry websites to publish thought leadership on a range of topics within the evolution and emergence of BIM
- Development of a dynamic, scripted presentation to be shared on business development outreach with AEC owners, owner-operators, and corporate decision-makers
- Social media ad placement and posts to reach professional and student interest groups

It will be possible, within the approved and prescribed budget limitations, to extend the announcement and promotion of the BIM program to a broader scope of potential students and sponsors to include initial research and investigation of the communication and marketing channels to reach segments and sub-segments of the AEC industry has highlighted that advertising and promotion in most of these channels is extremely expensive given the narrow scope of appeal of the content in most of those channels and the relatively limited circulation/subscription to those channels which, ultimately, drives up the cost of advertising. Further research and investigation are underway to determine the optimal mix of channels to reach the largest number of qualified individuals and groups in the most cost-effective manner. Communication activities, such as the announcement of the launch of the program, can be more widely distributed because this information is often welcomed at no charge, while advertising is often the main source of revenue to keep marketing channels viable.

Therefore, this marketing approach is by no means a definitive document, but instead provides a preliminary approach that underscores the challenge of connecting with a target audience that will be challenging to reach because of its complexity.

As with all Extended Education programs, the new BIM program will be added to the complete list of program offerings from EE in all marketing materials, campaigns, existing sponsorship/partnership activities, EE websites and social media activities.

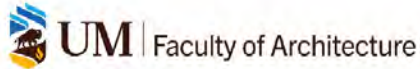
8.2.2 Sample Tactics and Timing

The following sample tactics and timing are presented in relation to the first offering of the programming.

Activity	Proposed Timeline
News release announcing the launch of the program	6 months prior to the initial course offering
Promotional advertising in industry publications/website/newsletters (e.g. AEC Magazine, Canadian Architect Magazine, Building Magazine, Royal Architecture Institute of Canada, etc.)	Repeated ad insertions throughout the 5 months prior to the initial course offering

Activity	Proposed Timeline
Google AdWords campaign (national reach)	3 months prior to the first offering
Social media boosting/advertising	Repeated posts/ad insertions throughout the 5 months prior to the initial course offering

Appendix 1 – Letters of Support: UM Faculties



Architecture
City Planning
Environmental Design
Interior Design
Landscape Architecture

Office of the Dean
Winnipeg, Manitoba
Canada R3T 2M6
Telephone (204) 474-6433
Fax (204) 474-7532

November 22, 2020

Extended Education
University of Manitoba

To whom it may concern,

I am happy to write a letter in support of the Proposal for a Certificate in Building Information Modeling (BIM) Management.

From my role as Acting Dean of the Faculty of Architecture, I am pleased to see a program that meets an important educational need for the AECOO (Architecture, Engineering, Construction, Owner, Operator) industry in Canada.

From the materials provided, I have reviewed the proposed program structure and curriculum. Members of the Faculty of Architecture have been consulted and have indicated an interest in collaborating with Extended Education in the development and implementation of the program. Knowledge exchanges such as this are valuable, particularly in the areas of building technologies which can evolve rapidly, and can have positive ramifications both for the target audience for these courses as well as for students and instructional staff in the Faculty of Architecture who may wish to supplement their education. We look forward to continuing our involvement in the program as it moves from development to implementation.

If you have any questions regarding my support of the program, please contact me.

Kind regards,

A handwritten signature in black ink that reads 'Karen Wilson Baptist'.

Karen Wilson Baptist, Ph.D.
Acting Dean, Faculty of Architecture
(204) 474-7289 karen.wilsonbaptist@umanitoba.ca



University
of Manitoba

Price Faculty of Engineering

E2-290 EITC
University of Manitoba
Winnipeg, Manitoba
Canada R3T 5V6
T: 204 474 9809

November 30, 2020

Extended Education, University of Manitoba

To whom it may concern,

I am pleased to write this letter in full support of Extended Education's initiative to develop a Certificate program in Building Information Modeling (BIM) Management.

The Price Faculty of Engineering was consulted on the program during its conception. We feel very confident that this program will offer participants a comprehensive overview of BIM and meets an educational need for the Architecture, Engineering, Construction, Owner, Operator (AECOO) industry in Canada.

The Price Faculty of Engineering have discussed the possibility of collaboration. The current outcome of these discussions is that our faculty would value collaboration with Extended Education regarding a BIM program, though collaboration is contingent on interest and availability of individual faculty members. We certainly look forward to continued engagement with Extended Education regarding ways that we can contribute to the program in the future as it moves from development to delivery.

If you have any questions regarding this letter of support, please do not hesitate to contact me.

Kind regards,

Nariman Sepehri

Nariman Sepehri, PhD, PEng, FCAE, FASME, FCSME
Professor & Acting Dean
Price Faculty of Engineering, University of Manitoba
Winnipeg, Manitoba, Canada R3T-5V6
Nariman.Sepehri@umanitoba.ca
(204)474-9806

umanitoba.ca/engineering/

Appendix 2 – Letters of Support: AECOO Industry



Extended Education
University of Manitoba

December 8, 2020

To whom it may concern,

I am pleased to write a letter in support of the Certificate in Building Information Modeling (BIM) Management Program proposed by Extended Education, University of Manitoba.

In my role as Vice-President of CanBIM; Chair of the CanBIM Certification Programs and Chair of the CanBIM Education and Industry Engagement Think-Tank, I am very pleased to see a program that meets an important educational need in the field of digital project delivery within the AECOO field.

I have evaluated the program structure and curriculum and I feel it meets the need of a robust educational component focusing on the knowledge-based upskill within the sector. Most related programs across the Canadian landscape tend to focus primarily on the skill development (software) side of the field. This Program will provide the much-needed knowledge-based (theoretical) component to fill an obvious gap.

CanBIM will eagerly support the new Program in its marketing media and looks forward to welcoming the University of Manitoba Extended Education department as members of CanBIM, joining the growing list of national and international academic members. We also look forward to certifying the new Program within the CanBIM Foundations Certification Program.

If you have any questions regarding CanBIM's support of the Program, you may contact me at pferrari@canbim.com

Sincerely,

A handwritten signature in black ink that reads "Pietro Ferrari".

Pietro Ferrari, B.Tech., B.Arch., M.Arch.
Vice-President

P.O. Box, 17017 RPO Yonge-King Toronto, Ontario M5E 1Y2 +1 (877) 778-5194

Dear University of Manitoba,

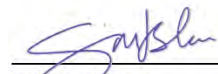
buildingSMART Canada is comprised of industry stakeholders who strive to change the way projects are planned, designed, built and maintained in order to remedy a persistent problem in Canada: our construction industry lags 25 years behind in productivity, compared to other Canadian industrial sectors. This situation can be greatly ameliorated through digital management processes backed by technologies and integrated approaches if the country's universities and colleges train professionals in this method and strategy.

Architecture, engineering, construction, and real estate asset management & maintenance companies need to invest heavily in technology and review the skills of their workforce. They therefore need the skilled professionals to achieve this transition.

A program which recognizes building information modeling (BIM) as a key element in ensuring the competence of our workforce is needed to back the deployment of digital project delivery and the collaborative environment that supports it. Industry is in dire need of a new breed of graduates who understand and can apply the principles of BIM.

buildingSMART Canada is therefore eager to support such a program as proposed by the University of Manitoba in its endeavor to create a coherent building information modeling (BIM) curriculum. As a sector-based organization capable of validating the problem and confirming the need to enhance the digital skills of professionals in the "construction sector", we can only applaud this highly coherent project.

Sincerely,



Simon Brodeur
Director of Education, BuildingSMART Canada

Extended Education
University of Manitoba

20/11/27

To whom it may concern,

I am pleased to write a letter in support of the Certificate in BIM Management.

From my role as a global Digital Consultant, I am very pleased to see a program that meets an important education need in the field. Coming from the UK, where BIM has been mandated by the government since 2016, and working across the middle east and Canada, I have recognised the importance and the need for education in BIM and digital construction. Having first hand experience in seeing the gap in BIM education in Canada, I welcome the proposal for the above program.

From review of the proposal, I have evaluated the program structure and curriculum. What differentiates this program to others in the region is that this offers a broad range of learning within the courses. Whether looking to be introduced to the subject, or requiring a more in depth exposure, the courses offer comprehensive learning of the concept of BIM and how to effectively participate, and even manage a BIM project.

As a consultant, and integrated member of the BIM community in Canada, I am always happy to provide any ongoing support to ensure that this program remains relevant and offers the best experience for the students.

If you have any questions regarding my support of the program, you can contact me at david.thompson@turntown.com or (587) 664-7049

Sincerely,



David Thompson
Senior Consultant - Digital & Technology

**REPUBLIC
ARCHITECTURE
INC**

385 St. Mary Ave.
Winnipeg, MB
R3C 0N1

T (204) 989 0102
F (204) 989 0094
www.republicarchitecture.ca

To whom it may concern,

It is my opinion that the course proposed by the University of Manitoba Division of Extended Education titled "Building Information Modeling (BIM) Management" includes all topics that would properly prepare individuals for involvement and management of projects following the BIM process.

The outline's focus on BIM principles and theory is particularly useful since the majority of BIM education and training revolves primarily around software training and BIM authoring. The proposed course would fill an important void in the industry by providing BIM education, which is applicable and valuable to all levels of a project or organization, even if they are not involved with authoring the BIMs.

Thank you,



Sean Usher
Design Technology Leader
Republic Architecture Inc.

Appendix 3 – Program Structure

Core Courses

EEAS 0130: BIM Fundamentals I 30 contact hrs	
Description	<p>This course provides a broad introduction to BIM (Building Information Modeling). BIM is defined and the evolution of BIM is contrasted with traditional methods. The various dimensions of BIM throughout the project lifecycle and global, national, and regional adoption trends are presented. Other topics include benefits of BIM for design change management and potential of BIM to improve sustainability.</p> <p>No pre-requisites</p>
Learning Outcomes	<p>Upon completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. define the importance of BIM implementation; 2. understand the history, terminology, principles, and strategies underlying BIM; 3. identify BIM practices and standards in the construction industry, and analyze their impact throughout the lifecycle of a building or a facility; 4. understand how BIM fits into different project delivery types; 5. understand the digital asset lifecycle; 6. understand the various BIM-focused organizations and their influence on the industry; 7. understand how project estimating, planning, and management take place on a BIM project; and 8. understand how BIM can be used to improve environmental challenges, including sustainability.
EEAS 0132: BIM Fundamentals II 30 contact hrs	
Description	<p>In this course, emphasis will be placed on Open BIM, and open standards, guidelines, and workflows across building construction disciplines for integrated project delivery (IPD). Students will gain an understanding of benefits, challenges, and other critical considerations such as data security that impact an organization's capacity to adopt BIM. Benefits of adoption for all AECOO industry stakeholders are addressed.</p> <p>Pre-requisite: BIM Fundamentals I</p>
Learning Outcomes	<p>Upon completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. analyze the benefits of BIM for various stakeholders; 2. assess the benefits and challenges for companies and projects adopting BIM; 3. explore open standards and how interoperability has challenged the industry when adopting BIM; and 4. understand how BIM has changed the legal landscape within the industry.

EEAS 0136: BIM in the Field 12 contact hrs	
Description	<p>This course unpacks what BIM looks like on the project site, and how it is used in conjunction with the office. The effects and benefits of reality capture on site and how it is used to enhance the design and installation information is discussed. The efficiency of utilizing mobile devices on site for communication is demonstrated, and the increased accuracy of using digital models for setting out on site is highlighted.</p> <p>Pre-requisite: BIM Fundamentals I and II</p>
Learning Outcomes	<p>Upon completion of this course, students will:</p> <ol style="list-style-type: none"> 1. understand how traditional drawings are being replaced by model information on the site; 2. gain knowledge of how digital models are utilized on-site and their benefits and challenges; 3. gain knowledge of how reality capture is being utilized by contractors on projects; 4. gain exposure to the benefits of BIM for off-site manufacturing and fabrication; and 5. understand how model data is transferred and managed as asset data for asset management.
EEAS 0138: BIM Technology and Tools 12 contact hrs	
Description	<p>This course provides a broad introduction to technology and tools that can be used when implementing BIM. Methods and reasoning to choose the correct tools for different processes are explored. Benefits and challenges associated with cloud-based technology, mobile technology, virtual and augmented reality, and GIS integration with BIM are also discussed.</p> <p>Pre-requisite: BIM Fundamentals I and II</p>
Learning Outcomes	<p>Upon completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. identify the evolution of technology and data and the impact of this on the industry; 2. identify the appropriate tool for various construction-related tasks; 3. gain an understanding of how cloud-based technologies are utilized for managing and exchanging information; and 4. understand how geographic information systems are integrating in to BIM.

EEAS 0134: Building Information Management 24 contact hrs	
Description	<p>This course focuses on aspects of BIM adoption that are critical towards management of people, interdisciplinary BIM teams, information, and digital models themselves. BIM is examined within different project delivery types, and emphasis is given to defining project goals and roles and responsibilities of interdisciplinary project teams. Processes and practices including the creation of the BIM Execution Plan (BEP), utilizing the BIM Contract Appendix, establishment of the Common Data Environment (CDE), and determining Level of Development (LOD) are discussed. Important considerations regarding best practices for information management and exchange, and coordination with all disciplines during design phases are emphasized.</p> <p>Pre-requisites: BIM Fundamentals I and II</p>
Learning Outcomes	<p>Upon completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. define the roles and responsibilities of the project team in a BIM context; 2. understand how model information is collated in to a singular model file; 3. articulate project goals, while considering the level of development project information; 4. examine global BIM standards; 5. demonstrate how a BIM Execution Plan is used on a project; 6. identify the importance of the CDE to manage project information; 7. examine BIM workflows through the project lifecycle; and 8. understand how BIM projects are closed out and options for data archiving.

Elective Courses

LDRS 0540 The Art and Practice of Team Leadership 36 contact hours	
Description	<p>This course introduces students to the principles of team leadership. Learners will review concepts of core and adaptive leadership, team learning and the principles that promote or stand in the way of effective teamwork and team leadership. Leadership will be examined from a systems thinking perspective. The course will consider the importance of leadership style and effective communication in building constructive leader-follower relations and encouraging shared leadership. The relationship between the team, other parts of the organization and the broader environment will be explored.</p> <p>No pre-requisites</p>
Learning Outcomes	<p>Upon completion of this course, learners will be able to:</p> <ol style="list-style-type: none"> 1. facilitate team development that includes enhancing collaborative workplaces and creating organizational environments that foster learning; 2. identify the necessary skills for the exercise of team leadership;

	<ol style="list-style-type: none"> 3. assess your impact on others, based on differences in personal profiles and by actively soliciting feedback; 4. adapt personal leadership style, using your emotional intelligence, to support effective team functioning; 5. apply relevant concepts of team development (including systems thinking) to promote team learning, creative reflection, collaboration, interaction, and performance; 6. demonstrate awareness of team roles (leaders and followers, shared leadership) and flexibility in role assumption within a team to improve group functioning; 7. apply the Lencioni model of team leadership to improve group functioning; 8. describe methods to transform relationships among team members, including generating trust, constructing and communicating shared meaning and commitment, and mutual accountability; and 9. apply appropriate frameworks for helping teams to observe, assess, and learn from group performance.
--	---

MGMT 0292 Building the Business Case for Advanced Manufacturing
36 contact hours

Description	<p>According to the World Economic Forum we are in the throes of the 4th Industrial era. This new industrial revolution is powered by artificial intelligence, robotics and machine learning, additive manufacturing, and the internet of things, and signals the beginning of a new era of intelligent, integrated computer systems that will fundamentally change manufacturing and the workplace. Aimed at industry stakeholders contemplating the integration of next generation technology, this course highlights core tools and technological literacies needed to sharpen strategy and business case development. Additionally, participants will learn the value and limitations of these new technologies and how they might be applied to solve a range of real-world business and manufacturing problems.</p> <p>No pre-requisites</p>
Learning Outcomes	<p>Upon completion of this course, students will:</p> <ol style="list-style-type: none"> 1. develop a fundamental understanding of legacy manufacturing materials and management systems, and how they enable or constrain operations and product design; 2. examine the various applications of Advanced Manufacturing and recognize their value and limitations in addressing real-world problems; 3. understand key new software tools, such as: The Industrial Internet of Things, Enterprise Resource Planning (ERP), additive manufacturing, manufacturing applications of Artificial Intelligence (AI) and Machine Learning (ML); 4. analyze deep, enterprise-wide planning necessary to implement Advanced Manufacturing solutions; and

	<p>5. assess advanced manufacturing opportunities from the prospective of management, and develop a business case and strategy to support the investment for implementation.</p>
EEAS 0140: BIM and Sustainability in the AECOO Industry 36 contact hours	
Description	<p>This course introduces fundamental topics in sustainable building design and Lean methodology, and prompts consideration of how these can interact with BIM to increase sustainability of the built environment. The history, principles, and practices of sustainable construction are explored, and compared with Lean methodologies. The 7D BIM concept is introduced, and capabilities of BIM to directly and indirectly improve the sustainability of a project are explored.</p> <p>Pre-requisites: BIM Fundamentals I and II</p>
Learning Outcomes	<p>Upon completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. understand history, principles, and practices of sustainable construction; 2. investigate how procedures of construction projects can be improved to meet sustainability goals; 3. describe the tenets of Lean construction; 4. analyze contrasting perspectives on the relationship between Lean methodology and sustainability in construction; and 5. develop a sustainable design proposal appropriate for developers/owners, which references the BIM process and Lean methodology.
EEAS 0142: Special Topics in BIM up to 36 contact hours	
Description	<p>This course explores special topics related to Building Information Modeling (BIM). The topics addressed will vary according to factors such as current events, instructor expertise, and student need.</p> <p>Topics may include, but will not be restricted to:</p> <ul style="list-style-type: none"> • Geographic Information System (GIS) mapping • 3D printing, CNC routing, and exporting to laser cutting • Offsite manufacturing • Script writing for plugins • Scanning point cloud creation • Applications of BIM beyond the building (e.g., landscape; urban planning; highway infrastructure) • BIM for historic preservation and re-use • Facility management <p>The course content may be selected and tailored for a specific discipline (e.g., emphasizing discipline-specific process or software), depending on instructor expertise and participant interest for a given offering.</p> <p>Pre-requisite: BIM Fundamentals I</p>

Appendix 4 – Letters of Support: UM Libraries

University of Manitoba Libraries Statement for New Program



Faculty Extended Education
Program Name Building Information Modeling (BIM) Management

The Libraries' collection can support this program; we will reallocate budget funds to purchase six additional books identified during this assessment.

It is not expected that this proposed change will affect the Libraries' ability to continue to provide services such as research and teaching support, reference assistance, document delivery, and the technical infrastructure which allows the discovery and delivery of the Libraries' resources and services.

As courses are not currently taught in this field of study at the University of Manitoba, additional books are required to upgrade the collection in this area. The list of titles identified are available on request. The Libraries' current journal collection can support this program.

The Libraries' collection was assessed by checking the books and journals cited in the 2018 edition of the "BIM Handbook: a guide to building information modeling for owners, designers, engineers, contractors and facility managers", checking the journals cited in a 2014 literature review (Volk et al., 2014) and searching the Libraries' catalogue. The Libraries' held 16/54 (30%) of the books cited in the BIM Handbook and 64/67 (95%) of the journal citations. The Libraries also subscribes to the top-cited journals listed in the literature review.

Since course syllabi were not available at the time of writing, this letter of support is based on the collection's overall coverage of the topic. The Libraries should be contacted regarding any specific materials or services requested for the individual courses.

References

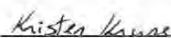
- Sacks, R., Eastman, C. M., Lee, G., & Teicholz, P. (2018). *BIM handbook: A guide to building information modeling for owners, managers, designers, engineers and contractors* (3rd edition). Wiley.
- Volk, R., Stengel, J., & Schultmann, F. (2014). Building Information Modeling (BIM) for existing buildings - Literature review and future needs. *Automation in Construction*, 38, 109–127. <https://doi.org/10.1016/j.autcon.2013.10.023>

Marie Speare
Science Liaison Librarian

Vickie Albrecht
Acting Head, Sciences Division

Ellen Tisdale
Architecture & Humanities Librarian

Liv Valmestad
Head, Humanities Division


Kristen Kruse
Coordinator, Collections Management


Lisa Hanson O'Hara
Vice Provost (Libraries) & University Librarian

February 9, 2021
Date

Appendix 5 – Letter of Support: UM Information Services and Technology



Information Services And Technology

Mario Lebar, CIO
Office 107C
Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Tel: (204) 474-8668

January 18, 2021

The University of Manitoba Information Services and Technology
Statement of Support

Faculty: Extended Education

Certificate in Building Information Modeling (BIM) Management

Extended Education is proposing a Certificate in Building Information Modeling (BIM) Management, which includes the below courses:

Core Courses		Elective Courses
Core Course Name	Contact hours	Elective Course Options
BIM Fundamentals I	30	Two courses selected from the following: <ul style="list-style-type: none">▪ The Art and Practice of Team Leadership (36 hours)▪ Building the Business Case for Advanced Manufacturing (36 hours)▪ BIM and Sustainability in the AECOO Industry (36 hours)▪ Special Topics in BIM (36 hours)
BIM Fundamentals II	27	
BIM in the Field	12	
BIM Technology and Tools	15	
Building Information Management	24	
Total Required Contact Hours: 108		Total Elective Contact Hours: 72

Information Services and Technology can support this new program, as it was described in the documents provided and as described by the requesting area.

It is not expected that this proposed new program will affect Information Services and Technology's ability to continue to provide services such as:

- ☐ Service Desk: first point of contact for request fulfillment and incident resolution for faculty and students,
- ☐ Endpoint Service & Support for the faculty's computers and devices,
- ☐ classroom audio visual support for faculty,
- ☐ access to university wide applications,
- ☐ application maintenance and,
- ☐ core infrastructure services such as email, communications infrastructure and network services,

Continued support of these services by Information Service and Technology is not expected to cause unusual or intolerable stress on IST's technical infrastructure or resources as a result of the new programs.

Mario Lebar
Chief Information Officer

Date:

Mario Lebar

January 18, 2021

Appendix 6 – Terms of Reference: Advisory Committee

Terms of Reference for the Advisory Committee to the Certificate in Building Information Modeling (BIM) Management

1. Status

- 1.1 The Advisory Committee to the Program is established by and reports to the Division of Extended Education, The University of Manitoba.
- 1.2 The Terms of Reference are subject to review/revision by Extended Education.

2. Purpose

- 2.1 The purpose of the Committee is to provide an advisory liaison function between Extended Education, the AECOO (Architecture, Engineering, Construction, Owner, Operator) Industry, and the University of Manitoba faculties of Architecture and Engineering, to inform continuous development and revision of the Certificate in Building Information Modeling (BIM) Management (hereinafter referred to as 'the program').

3. Composition

- 3.1 The Committee shall consist of:
 - Manager of the delivery area
 - Program Coordinator for the program
 - one Instructor of a core course within the program
 - at least one representative appointed from buildingSMART Canada and CanBIM
 - at least one representative appointed from an architectural, engineering, and construction company
 - one member from the University of Manitoba Faculty of Architecture
 - one member from the University of Manitoba Faculty of Engineering
 - one member from Extended Education's Program Development & Assessment area
 - one current student or alumnus of the program

Other representatives may be added or deleted from time to time to reflect changing trends or the needs of relevant constituencies.

- 3.2 The Dean of Extended Education is an ex-officio member of the Committee.

4. Terms of Office

Committee members are appointed by the Committee for a period of three years or until such time as the program is to be reviewed and will be followed by an appointment review. The first set of appointments will be for one, two, or three years such that replacement of one third of the Committee will take place annually.

4.1 Vacancies due to resignations will be filled by appointment by the Committee.

5. Meetings

The Committee will meet a minimum of once annually or at the call of the chair or at the request of other Committee members.

5.1 Attendance by 50% of the Committee members, including at least one member from Extended Education in addition to the Chair and at least 3 external stakeholder participants, shall represent quorum in order that the Committee may achieve a reasonable consensus in its advisory functions.

5.2 The relevant delivery Manager of Extended Education, or their delegate, shall chair the Committee and will provide minutes and an agenda to the Committee members.

5.3 The chair shall give at least two weeks' notice of a meeting.

6. Functions of the Committee

6.1 The Committee shall assist in program promotion and the general communication of information about the program to their colleagues and others who would benefit from participating or sponsoring registrants.

6.2 The Committee shall gather input from/serve as a liaison with relevant constituencies, and provide feedback to Extended Education from the community.

6.3 The Committee shall advise on the needs for revisions to the program to ensure that the program continues to be relevant and effective.

6.4 The Committee shall establish sub-committees to deal with specific issues.

6.4.1 When a sub-committee becomes a standing committee, terms of reference shall be established and incorporated into the Terms of References for the Advisory Committee to the program as an appendix.

- 6.5 The Committee shall refer academic matters identified for consideration (including, but not limited to, evaluating curriculum for acceptance as transfer credit, prior learning assessment and recognition, and program completion time extensions) to the Program Review Committee or other relevant academic body in the Division.

Appendix 7 – Record of Approvals

Body	Date	Chair
Program Review Committee	2020-12-10	Rod Lastra
Extended Education Council	2021-03-03	David Mandzuk
UM Senate		



TO: Jeff Leclerc, University Secretary

FROM: Jeff Adams, University Registrar and Executive Director, Enrolment Services

DATE: March 9, 2021

Subject: **Spring 2021 dates**

Background

Due to COVID-19 the spring 2021 convocation ceremonies will be held virtually. Given the change in format it is being proposed that the spring 2021 convocation dates be modified as follows:

- Fort Garry campus ceremony: June 15th to 17th, 2021
- Agriculture Diploma ceremony: June 15th or 16th or 17th, 2021
- Bannatyne Campus ceremony: June 15th or 16th or 17th, 2021

Observations

- The original convocation ceremony dates are:
 - Agriculture Diploma – May 7, 2021
 - Bannatyne Campus – May 20, 2021
 - Fort Garry Campus – June 3-8, 2021
- The original dates for the Fort Garry campus ceremonies involved a weekend break between the first two and last two convocation dates. Since the ceremonies will now be virtual there is no need to implement a break between the ceremonies.
- The new dates will provide the time needed to mail parchments to graduates and ensure that they receive the parchments prior to the virtual ceremonies.
- The dates provide an additional buffer for some programs in the Rady Faculty of Health Sciences in case it is needed to complete degree requirements.
- Under the new format the virtual ceremonies will be held over a three-day period. A convocation committee is being struck to work through the details of the format and the times of the various ceremonies.
- The date of the Agriculture Diploma ceremony will align with the convocation ceremony for Faculty of Agricultural and Food Sciences degree students.
- The Rady Faculty of Health Sciences had previously submitted a request to move the date of the Bannatyne campus convocation to the week of June 3rd to align with the Fort Garry

campus dates. Now that the Fort Garry campus dates are being changed the Bannatyne date is being moved to ensure alignment.

Recommendation

It is recommended that the academic schedule be updated to reflect the revised convocation dates as outlined in this proposal.

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the Report to Senate.

CC: Janice Ristock, Provost and Vice-President (Academic)

Todd Mondor, Deputy Provost (Academic Planning and Programs)

Laurie Schnarr, Vice-Provost (Students)

Mark Torchia, Vice-Provost (Teaching and Learning)

Shannon Coyston, Associate University Secretary (Senate)

Sharon Bannatyne, Associate Registrar and Director of Technology and Academic Support

Gayle Gordon, Associate Registrar and Director of Systems

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Dept. of Dental Diagnostics & Surgical Sciences.

Observations

1. The Dept. of Dental Diagnostics & Surgical Sciences proposes the Master of Dentistry in Periodontics Bonafide Academic Requirements (BFARs).

Recommendations

Faculty Council of Graduate Studies recommends THAT the program changes from the unit listed below be approved by Senate:

Dept. of Dental Diagnostics & Surgical Sciences

Respectfully submitted,

Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the Report to Senate.



UNIVERSITY
OF MANITOBA

Office of the University Secretary
312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Fax (204) 474-7511

DATE: March 29, 2019

TO: Dr. Todd Mondor, Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies

FROM: Co-Chairs of the Implementation Working Group for the Cooper Commission Report,
Mr. Jeff M. Leclerc, University Secretary
Ms. Carolyn Christie, Director, Student Accessibility Services

RE: **Graduate Program BFAR Statements for Review by Faculty of Graduate Studies**
(College of Dentistry, Université de Saint-Boniface)

At the September 2017 meeting of the Senate Executive Committee, the Committee charged the Implementation Working Group for the Cooper Commission Report with reviewing draft BFAR statements before these are submitted for approval.

Please find attached, for consideration by the Faculty Council of Graduate Studies, proposed graduate program BFAR statements for the programs indicated below, as endorsed by the Implementation Working Group at its meeting on March 29, 2019:

- College of Dentistry: Master of Dentistry in Periodontics
- Université de Saint-Boniface: Master of Education

If you require additional information, please contact Shannon Coyston, Associate University Secretary (Senate) or either of the Co-Chairs of the Implementation Working Group.

/sc

cc: Dean A. Iacopino
Prof. A. Kelekis-Cholakis
Dean S. Delaquis
Dr. P. Dorrington
Ms. A. Kailer

November 29, 2018

Carolyn Christie and Jeff Leclerc
Cooper Commission
Implementation Working Group

Sent via email to:

Shannon.Coyston@umanitoba.ca

No Paper copy will be sent in mail

Re: Bona Fide Academic Requirements (BFAR) submission for Periodontics M.Dent.

As per your memorandum dated October 23, 2018, please find attached the BFAR submission for Periodontics M.Dent. The majority of our requirements are governed by the Commission on Dental Accreditation of Canada (CDAC). Our clinical and didactic courses have been adapted to fit these requirements.

In order to obtain licensure in Canada as a periodontal specialist, our residents have to pass the National Dental Specialty Examination (NDSE). Failure to do so does not allow them to practice as a periodontist, even though they may have completed the requirements for the M. Dent program.

If you have any questions about this document, please do not hesitate to contact me at (204)975-7765 or via email at Anastasia.Cholakis@umanitoba.ca,

Kindest Regards,



Dr. A. Kelekis-Cholakis

BA, DMD, Dip. Perio, FRCD(C)

Head, Division of Periodontics

Director of Graduate Periodontics Program

Dental Diagnostic and Surgical Sciences, College of Dentistry

Rady Faculty of Health Sciences

**Rady Faculty of Health Sciences
College of Dentistry
Masters of Dentistry – Periodontics Program**

BFAR Statement & Rationale

BFAR Category / Broad Area	BFAR Statement	Rationale	Taught	Assessed
Cognition	Must demonstrate the ability to retrieve information from the scientific literature, evaluate it and utilize it when making clinical decisions.	As per CDAC accreditation requirements	DDSS 7120 Adv. Clinical Periodontics DDSS 7300 Dental Implantology DDSS 7050 Oral Med & Oral Diagnosis CHSC 6810 Biostatistics for Clinicians ORLB 7090 Pharmacology	DDSS 7120 Adv. Clinical Periodontics DDSS 7300 Dental Implantology DDSS 7050 Oral Med & Oral Diagnosis CHSC 6810 Biostatistics for Clinicians ORLB 7090 Pharmacology Assessed through a combination of oral and written examinations
Cognition	Must develop the diagnostic, treatment planning, and treatment capabilities including, various periodontal surgical procedures, required in the current practice of Periodontics.	As per CDAC accreditation requirements	DDSS 7120 Adv. Clinical Periodontics DDSS 7130 Occlusion DDSS 7160 Review of Perio Literature DDSS 7210 Clinical Practice ORBL 7090 Pharmacology	DDSS 7120 Adv. Clinical Periodontics DDSS 7130 Occlusion DDSS 7160 Review of Perio Literature DDSS 7210 Clinical Practice ORBL 7090 Pharmacology Assessed through a combination of oral and written examinations
Cognition	Must communicate effectively with general dentists, dental specialists and health care personnel in undertaking periodontal therapy as part of comprehensive oral care.	As per CDAC accreditation requirements	DDSS 7130 Occlusion DDSS 7210 Clinical Practice ORBL 7090 Pharmacology DDSS 7030 Advanced Oral Radiology	DDSS 7130 Occlusion DDSS 7210 Clinical Practice ORBL 7090 Pharmacology DDSS 7030 Advanced Oral Radiology Assessed through a combination of oral and written examinations in the courses taught

**Rady Faculty of Health Sciences
College of Dentistry
Masters of Dentistry – Periodontics Program**

BFAR Statement & Rationale

BFAR Category / Broad Area	BFAR Statement	Rationale	Taught	Assessed
Cognition	<p>Must demonstrate the ability to plan and undertake research.</p> <p>Must demonstrate the ability to report the results of their research in an oral and written form suitable for publication.</p>	<p>As per CDAC accreditation requirements</p> <p>Oral presentation is necessary to prepare the student for the oral component of the National Dental Specialty Examinations (NDSE).</p>	<p>DDSS 7220 Essay / Research Project</p> <p>CHSC 6810 Biostatistics for Clinicians</p>	<p>DDSS 7220 Essay / Research Project</p> <p>CHSC 6810 Biostatistics for Clinicians</p> <p>Advisor</p> <p>Advisory committee</p> <p>Presentation of essay /research project</p> <p>Publication of research</p>
Cognition	Must demonstrate the ability to practice and promote oral health in the community.	As per CDAC accreditation requirements	DDSS 7210 Clinical Practice Rotation in Cancer Care	DDSS 7210 Clinical Practice These cognitive skills are assessed formatively throughout the duration of the 33-month program.
Cognition	Must demonstrate the skills to perform intravenous conscious sedation.	As per CDAC accreditation requirements	Anesthesia rotation DDSS 7210 Clinical Practice ORBL 7090 Pharmacology	Anesthesia rotation DDSS 7210 Clinical Practice ORBL 7090 Pharmacology Assessed through a combination of oral and written examinations in the courses taught
Cognition	Must demonstrate the ability to place dental implants as well as perform advanced intraoral surgical techniques such as maxillary subantral augmentations and various bone grafting procedures.	As per CDAC accreditation requirements	DDSS 7030 Advanced Oral Radiology DDSS 7210 Clinical Practice DDSS 7300 Dental Implantology	DDSS 7030 Advanced Oral Radiology DDSS 7210 Clinical Practice DDSS 7300 Dental Implantology Assessed through a combination of oral and written examinations in the courses taught

**Rady Faculty of Health Sciences
College of Dentistry
Masters of Dentistry – Periodontics Program**

BFAR Statement & Rationale

BFAR Category / Broad Area	BFAR Statement	Rationale	Taught	Assessed
Cognitive	Must demonstrate the ability to manage patients with oral pathology conditions.	As per CDAC accreditation requirements	DDSS 7030 Advanced Oral Radiology DDSS 7050 Oral Medicine & Oral Diagnosis DDSS 7230 Advanced Oral Pathology DDSS 7210 Clinical Practice	DDSS 7030 Advanced Oral Radiology DDSS 7050 Oral Medicine & Oral Diagnosis DDSS 7230 Advanced Oral Pathology DDSS 7210 Clinical Practice Assessed through a combination of oral and written examinations in the courses taught

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Dept. French, Spanish & Italian.

Observations

1. The **Dept. French, Spanish & Italian** proposes its Master of Arts and Ph.D. Bonafide Academic Requirements (BFARs).

Recommendations

Faculty Council of Graduate Studies recommends THAT the program changes from the unit listed below be approved by Senate:

Dept. French, Spanish & Italian

Respectfully submitted,

Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the Report to Senate.



Office of the University Secretary
312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Fax (204) 474-7511

DATE: November 3, 2020

TO: Dr. Louise Simard, Acting Dean, Faculty of Graduate Studies

FROM: Co-Chairs of the Implementation Working Group for the Cooper Commission Report,
Mr. Jeff M. Leclerc, University Secretary
Ms. Carolyn Christie, Director, Student Accessibility Services

SUBJECT: **Graduate Program BFAR Statements for Review by Faculty of Graduate Studies**
(Department of French, Spanish and Italian)

At the September 2017 meeting of the Senate Executive Committee, the Committee charged the Implementation Working Group for the Cooper Commission Report with reviewing draft BFAR statements before these are submitted for approval.

Please find attached, for consideration by the Faculty Council of Graduate Studies, proposed graduate program BFAR statements for the Master of Arts and Doctor of Philosophy in French, as endorsed by the Implementation Working Group at its meeting on October 20, 2020. The proposed BFAR statements were previously endorsed by the Faculty Council of the Faculty of Arts, on September 1, 2017.

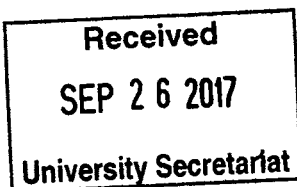
If you require additional information, please contact Shannon Coyston, Associate University Secretary (Senate) or either of the Co-Chairs of the Implementation Working Group.

/sc
cc: Dean J. Taylor
Prof. C. Cartmill
Ms. A. Kailer
Dr. M. Torchia



UNIVERSITY
OF MANITOBA

Faculty of Arts



Dean's Office
310 Fletcher Argue Building
University of Manitoba
Winnipeg, Manitoba
Canada R3T 5V5
Telephone: (204) 474-9271
Facsimile: (204) 474-7590
Email: Jeff.Taylor@umanitoba.ca

DATE: September 25, 2017

TO: Cooper Commission Implementation Working Group
c/o Jeff Leclerc, University Secretary

FROM: Jeff Taylor, Dean, Faculty of Arts

SUBJECT: Faculty of Arts BFAR Recommendations

Enclosed are BFAR recommendations from the departments of Classics; German and Slavic Studies; French, Spanish and Italian; History; Linguistics; and Political Studies. These recommendations have been approved by Arts Executive Committee on September 1st, 2017. Would you please forward these recommendations to the Cooper Commission Implementation Working Group for consideration.

Thank you.

JT/vw
Enclosures

cc: G. Smith, Chair, C.P.A.C.
V. Warkentin, Secretary, C.P.A.C.

DEPARTMENT OF FRENCH, SPANISH AND ITALIAN

DRAFT BONA FIDE ACADEMIC REQUIREMENTS FOR M. A. PROGRAM IN FRENCH

To be read in conjunction with Faculty of Graduate Studies BFARS and Department Supplemental Regulations

BONA FIDE ACADEMIC REQUIREMENTS 1

STATEMENT: Student must demonstrate knowledge of main literary movements in France, francophone Canada and the francophone world at a Master's level.

RATIONALE: Knowledge of main literary movements is essential to program integrity because it demonstrates that students have attained well-rounded knowledge and competence in such specific fields as French literature and civilization (from the early ages to the 21st Century), French Canadian literature and civilization, Francophone literature and culture in Africa, Middle East or the Caribbean, which are a core program requirement.

TAUGHT: FREN 7520; FREN 7540; FREN 7580; FREN 7590; FREN 7660; FREN 7740; FREN 7770; FREN 7860 (All 7000 level courses).

ASSESSED: Through course work.

BONA FIDE ACADEMIC REQUIREMENTS 2

STATEMENT: Student must demonstrate knowledge of critical theories and approaches to literature and culture at a Master's level, and be able to mobilize complex cultural and literary concepts to analyze literature as well as social events and cultural productions at a Master's level.

RATIONALE: Knowledge of critical theories is essential to program integrity because it demonstrates that students have mastered some of the major modes of thinking underlying literary and cultural studies and this is a core program requirement. The ability to mobilize complex cultural and literary concepts to analyze literature as well as social events and cultural productions is essential to program integrity because it demonstrates that students have mastered the critical theories and methods that they need to progress through the course work and complete the thesis work.

TAUGHT: FREN 7560; FREN 7760; FREN 7600; FREN 7570 (All 7000 level critical theory and practice courses).

ASSESSED: Through course work.

BONA FIDE ACADEMIC REQUIREMENTS 3

STATEMENT: Student must demonstrate thorough knowledge of his/her field of specialization at a Master's level, and be able to produce and present literary texts (fiction/poetry/essays) in French, in writing and orally or using assistive technologies/aids at a Master's level.

RATIONALE: Knowledge of the field of specialization is essential to program integrity because it demonstrates that students have sufficiently mastered a specific field in French/Francophone literature/culture and can derive benefits from it for further studies and career development and this is a core program requirement. The ability to produce and present literary texts (fiction/poetry/essays) in French, orally and in writing is essential to the program integrity because it demonstrates that students have mastered the skills needed for the presentation of research results and this is a requirement to progress through the course work and complete thesis work.

TAUGHT: All courses.

ASSESSED: Through course work, the MA thesis and oral defense of MA thesis.

BONA FIDE ACADEMIC REQUIREMENTS 4

STATEMENT: Student must be able to read and demonstrate understanding of literary and cultural productions in French at a Master's level.

RATIONALE: Demonstration of reading and understanding of literary and cultural productions in French is essential to the program integrity because it demonstrates that students have achieved native or near native fluency in French as well as the general cultural knowledge needed for literary and cultural studies which are a requirement to progress through course work and complete thesis work.

TAUGHT: All courses.

ASSESSED: Through course work.

BONA FIDE ACADEMIC REQUIREMENTS 5

STATEMENT: Student must apply relevant literary and theoretical concepts in his/her critical writing at a Master's level.

RATIONALE: An application of relevant literary and theoretical concepts in critical writing is essential to the program integrity because it demonstrates that students have mastered the theories, the concepts and the research methodology required to progress through course work and to complete thesis work.

TAUGHT: All courses.

ASSESSED: Through course work, MA thesis.

BONA FIDE ACADEMIC REQUIREMENTS 6

STATEMENT: Student must demonstrate a thorough knowledge of his/her area of specialization as well as the relevant critical theories and research methodology by completing and submitting a Master's thesis proposal, and submitting and defending orally or using assistive technologies/aids, in real-time, a Master's thesis.

RATIONALE: Students must complete and submit a thesis proposal, then submit the written thesis and defend it orally, in real time, because it demonstrates that students have mastered their specific field of specialization, the relevant research methodology and the research communication skills. This is a core program requirement.

TAUGHT: All courses.

ASSESSED: Through MA thesis and oral defense of MA thesis.

**DRAFT BONA FIDE ACADEMIC REQUIREMENTS FOR Ph. D. PROGRAM IN FRENCH
To be read in conjunction with Faculty of Graduate Studies BFARS and Department
Supplemental Regulations**

BONA FIDE ACADEMIC REQUIREMENTS 1

STATEMENT: Demonstrate knowledge of main literary movements in France, francophone Canada and the francophone world at a doctoral level.

RATIONALE: Knowledge of main literary movements is essential to program integrity because it demonstrates that students have attained well-rounded knowledge and competence in such specific fields as French literature and civilization (from the early ages to the 21st Century), French Canadian literature and civilization, Francophone literature and culture in Africa, Middle East or the Caribbean, which are a core program requirement.

TAUGHT: FREN 7520; FREN 7540; FREN 7580; FREN 7590; FREN 7660; FREN 7740; FREN 7770; FREN 7860 (All 7000 level courses).

ASSESSED: Through course work.

BONA FIDE ACADEMIC REQUIREMENTS 2

STATEMENT: Student must demonstrate knowledge of critical theories and approaches to literature and culture at a doctoral level, and be able to mobilize complex cultural and literary concepts to analyze literature as well as social events and cultural productions at a doctoral level.

RATIONALE: Knowledge of critical theories is essential to program integrity because it demonstrates that students have mastered some of the major modes of thinking underlying literary and cultural studies and this is a core program requirement. The ability to mobilize complex cultural and literary concepts to analyze literature as well as social events and cultural productions is essential to program integrity because it demonstrates that students have mastered the critical theories and methods that they need to progress through the course work and complete the thesis work.

TAUGHT: FREN 7560; FREN 7760; FREN 7600; FREN 7570 (All 7000 level critical theory and practice courses).

ASSESSED: Through course work, PhD research proposal and PhD candidacy examination.

BONA FIDE ACADEMIC REQUIREMENTS 3

STATEMENT: Student must demonstrate thorough knowledge of his/her field of specialization at a doctoral level, and be able to produce and present literary texts (fiction/poetry/essays) in French, in writing and orally or using assistive technologies/aids at a doctoral level.

RATIONALE: Knowledge of the field of specialization is essential to program integrity because it demonstrates that students have sufficiently mastered a specific field in French/Francophone literature/culture and can derive benefits from it for further studies and career development and this is a core program requirement. The ability to produce and present literary texts (fiction/poetry/essays) in French, orally and in writing is essential to the program integrity because it demonstrates that students have mastered the skills needed for the presentation of research results and this is a requirement to progress through course work and complete thesis work.

TAUGHT: All courses.

ASSESSED: PhD candidacy examination; PhD thesis; PhD thesis defense.

BONA FIDE ACADEMIC REQUIREMENTS 4

STATEMENT: Student must be able to read and demonstrate understanding of literary and cultural productions in French at a doctoral level.

RATIONALE: Demonstration of reading and understanding of literary and cultural productions in French is essential to the program integrity because it demonstrates that students have achieved native or near native fluency in French as well as the general cultural knowledge needed for literary and cultural studies which are a requirement to progress through course work and complete thesis work.

TAUGHT: All courses.

ASSESSED: Course work; PhD research proposal; PhD candidacy examination; PhD thesis.

BONA FIDE ACADEMIC REQUIREMENTS 5

STATEMENT: Student must be able to communicate research results in French, in writing and orally or using assistive technologies/aids.

RATIONALE: The ability to communicate research results in French, orally and in writing is essential to the program integrity because it demonstrates that students have achieved native or near native fluency in French as well as the professional skills needed for literary and cultural studies which are a requirement to progress through course work and complete thesis work. The communication of research results can be accommodated as long as this is done in French.

TAUGHT: All courses.

ASSESSED: Course work; PhD research proposal; PhD candidacy examination; PhD thesis.

BONA FIDE ACADEMIC REQUIREMENTS 6

STATEMENT: Student must demonstrate a thorough knowledge of his/her research field by completing and submitting a PhD research proposal, producing a written thesis, and orally or using assistive technologies/aids and in real time defending his/her thesis successfully. Students must demonstrate a thorough and specialized knowledge of their area of specialization in French or francophone literature as well as of their chosen critical theories and conceptual framework by successfully completing a candidacy examination.

RATIONALE: Students must complete and submit a thesis proposal, complete a candidacy exam and then submit the written thesis and defend it orally, in real time, because it demonstrates that students have mastered their specific field of specialization, the relevant research methodology and the research communication skills. It also demonstrates that students can contribute to the development of their field of specialization by producing new and relevant knowledge. Both the above are a core program requirement.

TAUGHT: All courses.

ASSESSED: PhD research proposal; PhD candidacy examination; PhD thesis; PhD thesis defense.

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Faculty of Law.

Observations

1. The **Faculty of Law** proposes its Master of Human Rights Bonafide Academic Requirements (BFARs).

Recommendations

Faculty Council of Graduate Studies recommends THAT the program changes from the unit listed below be approved by Senate:

Faculty of Law

Respectfully submitted,

Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the Report to Senate.



Office of the University Secretary
312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Fax (204) 474-7511

DATE: November 3, 2020

TO: Dr. Louise Simard, Acting Dean, Faculty of Graduate Studies

FROM: Co-Chairs of the Implementation Working Group for the Cooper Commission Report,
Mr. Jeff M. Leclerc, University Secretary
Ms. Carolyn Christie, Director, Student Accessibility Services

SUBJECT: **Graduate Program BFAR Statements for Review by Faculty of Graduate Studies**
(Faculty of Law, M.H.R.)

At the September 2017 meeting of the Senate Executive Committee, the Committee charged the Implementation Working Group for the Cooper Commission Report with reviewing draft BFAR statements before these are submitted for approval.

Please find attached, for consideration by the Faculty Council of Graduate Studies, proposed graduate program BFAR statements for the Master of Human Rights, as endorsed by the Implementation Working Group at its meeting on October 20, 2020. The proposed BFAR statements were previously endorsed by the Faculty Council of the Faculty of Law, on August 25, 2020.

If you require additional information, please contact Shannon Coyston, Associate University Secretary (Senate) or either of the Co-Chairs of the Implementation Working Group.

/sc
cc: Acting Dean D. Asper
Prof. K. Anderson
Ms. A. Kailer
Dr. M. Torchia

INTEROFFICE MEMORANDUM

TO: ACTING DEAN LOUISE SIMARD, FACULTY OF GRADUATE STUDIES
FROM: DR. KJELL ANDERSON, DIRECTOR MASTER OF HUMAN RIGHTS
SUBJECT: BONA FIDE ACADEMIC REQUIREMENTS (BFAR)
DATE: 26 AUGUST 2020

Dear Dr. Simard,

After consulting with colleagues in other graduate programs, the Master of Human Rights program is electing to use the Bone Fide Academic Requirements (BFAR) of the Faculty of Graduate Studies. This decision was approved by the Master of Human Rights Program Committee on August 25, 2020. It was felt that the general FGS BFARs suited the MHR program well, and that this was the most expeditious approach.

Regards,

A handwritten signature in blue ink, appearing to read "Kjell Anderson", is positioned above the typed name.

Dr. Kjell Anderson
Director, Master of Human Rights program,
Faculty of Law

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Université de Saint-Boniface (Canadian & Intercultural Studies).

Observations

1. The **Université de Saint-Boniface (Canadian & Intercultural Studies)** proposes its Master of Arts Bonafide Academic Requirements (BFARs).

Recommendations

Faculty Council of Graduate Studies recommends THAT the program changes from the unit listed below be approved by Senate:

Université de Saint-Boniface (Canadian & Intercultural Studies)

Respectfully submitted,

Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the Report to Senate.



**University
of Manitoba**

Office of the University Secretary
312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Fax (204) 474-7511

DATE: November 18, 2020

TO: Dr. Louise Simard, Acting Dean, Faculty of Graduate Studies

FROM: Co-Chairs of the Implementation Working Group for the Cooper Commission Report,
Mr. Jeff M. Leclerc, University Secretary
Ms. Carolyn Christie, Director, Student Accessibility Services

SUBJECT: **Graduate Program BFAR Statements for Review by Faculty of Graduate Studies**
(Université de Saint-Boniface, Études canadiennes et interculturelle)

At the September 2017 meeting of the Senate Executive Committee, the Committee charged the Implementation Working Group for the Cooper Commission Report with reviewing draft BFAR statements before these are submitted for approval.

Please find attached, for consideration by the Faculty Council of Graduate Studies, proposed graduate program BFAR statements for the Études canadiennes et interculturelle, Université de Saint-Boniface, as endorsed by the Implementation Working Group at its meeting on October 20, 2020.

If you require additional information, please contact Shannon Coyston, Associate University Secretary (Senate), or either of the Co-Chairs of the Implementation Working Group.

/sc

cc: Dean A. Brassard
Ms. A. Kailer
Prof. P. Morris
Dr. M. Torchia

Template A. DRAFT – BFAR Statements and Rationales

You may use this template to guide the development and organization of your draft BFAR statements and rationales for your academic programs.

Additional row(s) may be added where required.

Program: ____ Études canadiennes et interculturelles_ / USB _____ Liaison: ____Paul Morris (Programme coordinator)_____

BFAR Category/Broad Area	BFAR Statement	Rationale	Taught	Assessed
Knowledge	<ul style="list-style-type: none">Students must demonstrate understanding of important developments and phenomena of the history and culture of Canada;		CDSB 7011 CDSB 7021 CDSB 7031 CDSB 7041 CDSB 7051 CDSB 7061 CDSB 7071 CDSB 7081 (i.e. all CDSB courses)	CDSB 7011 CDSB 7021 CDSB 7031 CDSB 7041 CDSB 7051 CDSB 7061 CDSB 7071 CDSB 7081 (i.e. all CDSB courses)
Knowledge	<ul style="list-style-type: none">Students must demonstrate understanding of the geography of Canada as well as the country’s society, its political system, its economy and its central institutions;		CDSB 7011	CDSB 7011

Knowledge	<ul style="list-style-type: none"> Students must demonstrate understanding of the diverse cultural communities that constitute Canada and the relations between them 		CDSB 7021	CDSB 7021
Knowledge	<ul style="list-style-type: none"> Students must demonstrate understanding of the scholarly methodology appropriate to research in the field of Canadian and Intercultural Studies 		CDSB 7031	CDSB 7031
Knowledge	<ul style="list-style-type: none"> Students must demonstrate understanding of foundational texts related to the history, economics, literature (Francophone and Anglophone), political structure and communications of Canada; 		CDSB 7041	CDSB 7041

Knowledge	<ul style="list-style-type: none">Students must demonstrate understanding of the concept and manifestations (Canadian and international) of the Francophonie;		CDSB 7051	CDSB 7051
Knowledge	<ul style="list-style-type: none">Students must demonstrate understanding of the historical and contemporary diversity of Canada's Indigenous Peoples and their relations with the other communities that constitute Canada;		CDSB 7061	CDSB 7061
Knowledge	<ul style="list-style-type: none">Students must demonstrate understanding of key historical and contemporary expressions of migrational transfer within and to Canada in the context of globalization trends in economics and communications;		CDSB 7071	CDSB 7071

Knowledge	<ul style="list-style-type: none"> Students must demonstrate understanding of the Canadian history of human rights and their relation to civil society; 		CDSB 7081	CDSB 7081
Skill	<ul style="list-style-type: none"> Students must demonstrate the capacity to synthesize and present in appropriate form (whether oral or written) the results of their studies; 		CDSB 7011 CDSB 7021 CDSB 7031 CDSB 7041 CDSB 7051 CDSB 7061 CDSB 7071 CDSB 7081 (i.e. all CDSB courses)	CDSB 7011 CDSB 7021 CDSB 7031 CDSB 7041 CDSB 7051 CDSB 7061 CDSB 7071 CDSB 7081 (i.e. all CDSB courses)
Skill	<ul style="list-style-type: none"> Students must demonstrate the capacity to engage critically with the historical and contemporary articulations of the material they are studying (critical thinking); 		CDSB 7011 CDSB 7021 CDSB 7031 CDSB 7041 CDSB 7051 CDSB 7061 CDSB 7071 CDSB 7081 (i.e. all CDSB courses)	CDSB 7011 CDSB 7021 CDSB 7031 CDSB 7041 CDSB 7051 CDSB 7061 CDSB 7071 CDSB 7081 (i.e. all CDSB courses)

Skill	<ul style="list-style-type: none"> Students must demonstrate the capacity to work autonomously in the context of distance learning; 		CDSB 7011 CDSB 7021 CDSB 7031 CDSB 7041 CDSB 7051 CDSB 7061 CDSB 7071 CDSB 7081 (i.e. all CDSB courses)	CDSB 7011 CDSB 7021 CDSB 7031 CDSB 7041 CDSB 7051 CDSB 7061 CDSB 7071 CDSB 7081 (i.e. all CDSB courses)
Skill	<ul style="list-style-type: none"> Students must demonstrate the linguistic capacity to engage with course materials in both official languages: primarily in French, but also in English; 		CDSB 7011 CDSB 7021 CDSB 7031 CDSB 7041 CDSB 7051 CDSB 7061 CDSB 7071 CDSB 7081 (i.e. all CDSB courses)	CDSB 7011 CDSB 7021 CDSB 7031 CDSB 7041 CDSB 7051 CDSB 7061 CDSB 7071 CDSB 7081 (i.e. all CDSB courses)
	<ul style="list-style-type: none"> Students must complete a master's thesis or a comprehensive exam in either French or English, depending on their choice of programme. 	Students are able to conceptualise, research and articulate their research findings as a master's thesis or comprehensive exam in either official language.		

	<ul style="list-style-type: none">Students must orally defend a master's thesis or comprehensive exam in either official language.	Students are allowed in either French or English to present, and then engage questions pertaining to, the research interests developed in their master's thesis or comprehensive exam.		
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Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. In October 2007, the Faculty of Graduate Studies approved a process of *Streamlining Course Introductions, Modifications, & Deletions* which allows the Executive Committee to approve these changes in lieu of Faculty Council when the courses are not associated with a new program proposal.
3. The Faculty of Graduate Studies Executive Committee met on the above date to consider a proposal from the Dept. of Community Health Sciences.

Observations

1. The **Dept. of Community Health Sciences** proposes two course modifications, CHSC 7320 (a required course in the M.Sc.) and CHSC 8600 (a required course in the Ph.D.). The content of these courses has changed somewhat, as the instructors who have been teaching them for many years no longer teach them. Despite the proposed modifications to the course descriptions, the focus of the courses remains the same.

Course Modifications

CHSC 7320 Organization and Financing of the Canadian Health Care System

3

The purpose of this course is to help students develop the knowledge and skills to understand and improve Canadian healthcare. The course provides an introduction to the way the Canadian health system is organized and financed; covers key policy issues and controversies; and examines the challenges of change.

Prerequisite: Students outside CHS require instructor permission.

CHSC 8600 Senior Seminar in Community Health Sciences

3

This course is an advanced seminar designed to examine various aspects of health research and health. The emphasis in the course will be on interrogating assumptions that underlie what research is conducted and how it is conducted; including a diversity of experiences and perspectives in research; and critically appraising the quality of research. This is an advanced course intended for Ph.D. students. Prerequisites: CHSC 7810 or CHSC 7820 or CHSC 7738, and CHSC 7860; instructor permission is required for students outside the Community Health Sciences Ph.D. program.

NET CREDIT HOUR CHANGE

+0

Recommendations

The Executive Committee recommends THAT: the course change(s) from the unit listed below be approved by Senate:

Dept. of Community Health Sciences

Respectfully submitted,

Dr. Kelley Main, Chair
Faculty of Graduate Studies Executive Committee

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the Report to Senate.

Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. In October 2007, the Faculty of Graduate Studies approved a process of *Streamlining Course Introductions, Modifications, & Deletions* which allows the Executive Committee to approve these changes in lieu of Faculty Council when the courses are not associated with a new program proposal.
3. The Faculty of Graduate Studies Executive Committee met on the above date to consider a proposal from the Dept. of Immunology.

Observations

1. The **Dept. of Immunology** proposes two course modifications, IMMU 7090 and IMMU 7100, primarily to change the pre-requisite requirements for the two courses. These courses had not been well subscribed in the past because their current pre-requisite requirements demand students to take extra courses beyond the average course requirement. The department would like to propose changes to the pre-requisite requirements of these courses to better accommodate students' academic and research needs. The proposed changes will provide students better choices and flexibility to choose courses they need in their graduate program in the Department of Immunology.

Course Modifications

IMMU 7090 Selected Topics in Immunology

3

Assigned reading and written literature review on topics not normally covered in other IMMU courses. Course content will vary depending on the advances in the field and interests of the student. Prerequisites: IMMU 7070 or IMMU 7100 or consent of instructors.

IMMU 7100 Advanced Topics in Immunology

3

Lectures and assigned reading providing an advanced level understanding of the molecular and cellular mechanisms governing the immune response. The course will build on basic knowledge learned in IMMU 7070 and emphasize recent advances and recently-developing concepts in the field of Immunology. Prerequisites: IMMU 7070 or by consent of instructors. Grade: Pass or fail.

NET CREDIT HOUR CHANGE

+0

Recommendations

The Executive Committee recommends THAT: the course change(s) from the unit listed below be approved by Senate:

Dept. of Immunology

Respectfully submitted,

Dr. Kelley Main, Chair
Faculty of Graduate Studies Executive Committee

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the Report to Senate.

Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. In October 2007, the Faculty of Graduate Studies approved a process of *Streamlining Course Introductions, Modifications, & Deletions* which allows the Executive Committee to approve these changes in lieu of Faculty Council when the courses are not associated with a new program proposal.
3. The Faculty of Graduate Studies Executive Committee met on the above date to consider a proposal from the Dept. of Physiology & Pathophysiology.

Observations

1. The **Dept. of Physiology & Pathophysiology** proposes one course introduction, PHGY 7172, as an elective in the Ph.D. This course will fulfill a need in the unit for an advanced level graduate course focusing on the integrative nature of hormone actions in the regulation of various physiological processes and the pathophysiology of endocrine and metabolic disorders. Students will receive specific training on the presentation and critique of current endocrine and metabolic physiology research. The proposed course is targeted for doctoral students within the Endocrine and Metabolic Disorders Division of the department, but enrollment by students in other programs would be welcome. The proposed course compliments other courses offered by the department and does not overlap with other existing graduate courses.

Course Introduction

PHGY 7172 Advanced Endocrine and Metabolic Physiology

+1.5

A seminar course on advanced topics in endocrine and metabolic physiology and diseases. The course focuses on developing skills required to present and critique research data on endocrine and metabolic physiology & pathophysiology. Prerequisite: PHGY 7256 or consent of course coordinator.

NET CREDIT HOUR CHANGE

+1.5

Recommendations

The Executive Committee recommends THAT: the course change(s) from the unit listed below be approved by Senate:

Dept. of Physiology & Pathophysiology

Respectfully submitted,

Dr. Kelley Main, Chair
Faculty of Graduate Studies Executive Committee

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the Report to Senate.

/ak

REPORT OF THE SENATE COMMITTEE ON AWARDS

Preamble

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and revised offers of awards that comply with the Student Awards Policy.

Observations

At its meeting of February 25, 2021, the Senate Committee on Awards approved 6 new offers, 7 revised offers and 9 withdrawals as set out in the *Report of the Senate Committee on Awards (February 25, 2021)*.

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 6 new offers, 7 revised offers and 9 withdrawals as set out in the *Report of the Senate Committee on Awards (February 25, 2021)*. These award decisions comply with the Student Awards Policy.

Respectfully submitted,

Dr Jared Carlberg

Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

February 25, 2021

1. NEW OFFERS

Dr. Shannon Dawn Scott Prize for Excellence in Nursing Research

In recognition of the education she received in the College of Nursing, Dr. Shannon Dawn Scott (BN/94, MN/98) and Dwayne Hunka established an endowment fund at the University of Manitoba in 2020. In years when funds are available, the Manitoba Scholarship and Bursary Initiative will contribute to the award for a period of up to three years. The Dr. Shannon Dawn Scott Prize is significant in that it is awarded in direct recognition of excellence in nursing research at the Master of Nursing or Doctoral level.

Each year, beginning in the 2020-2021 academic year, the available annual income will be used to offer one prize to a graduating student who:

- (1) was enrolled part-time or full-time in the Faculty of Graduate Studies and is graduating from either the Master of Nursing or Ph.D. in Nursing program in the College of Nursing at the University of Manitoba in the year in which the award is tenable;
- (2) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and
- (3) completed a Master's or Doctoral thesis whose research has the potential to influence the nursing profession and the people it serves.

In the spring, faculty advisors will be invited to submit a letter of nomination for a student who graduated from a Master of Nursing or Ph.D. in Nursing program in the College of Nursing in October or February of the academic year in which the award is tenable, or for a student who will graduate in May of the academic year. In the nomination letter, faculty advisors will collaborate with the student to address the excellence in nursing research and potential to influence the nursing profession and the people it serves, as well as articulate the student's knowledge translation activities to date.

While selection of the winner is based primarily on nursing research excellence, cumulative scholarly achievement during the graduate program will also be considered.

The award recipient will be announced at the annual spring convocation and the name of the recipient will be engraved on the Dr. Shannon Dawn Scott Award for Excellence in Nursing Research plaque located in the College of Nursing.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the College of Nursing (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate) and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Joseph Karr Scholarship

Through a bequest, Ethel Karr established an endowment fund at the University of Manitoba with an initial gift of \$13,251.36. The purpose of the scholarship is to reward the academic achievements of

undergraduate pharmacy students. Each year, beginning in 2021-2022, the available annual income will be used to offer one or more scholarships to undergraduate students who:

- (1) are enrolled full-time (minimum 80% course load) in any year of study in the PharmD program offered by the College of Pharmacy at the University of Manitoba; and
- (2) have achieved a minimum degree grade point average of 3.0.

The selection committee will be the College of Pharmacy Professional Awards Committee.

The selection committee will have the discretion to determine the number and value of scholarships offered each year based on the available funds, as outlined in the criteria above.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Lieutenant Governor's Gold Medal in Agriculture

A gold medal, the gift of the Lieutenant Governor of Manitoba, is awarded each year to a graduating student in the Faculty of Agricultural and Food Sciences at the University of Manitoba. The Medal will be awarded to students who demonstrate excellence in scholarship, community service or engagement, and leadership. Each year, the medal will be awarded to a graduating student who:

- (1) has completed the requirements for any undergraduate degree program in the Faculty of Agricultural and Food Sciences;
- (2) has achieved a minimum degree grade point average of 3.5; and
- (3) has demonstrated leadership and community service or engagement in extra-curricular activities such as sports, student councils, or community service while working on their degree.

Candidates will be required to submit: (i) a brief statement (maximum 250 words) describing how they have met criterion (3), and (ii) a minimum of one letter of reference that confirms their participation in one or more of the activities described in criterion (3).

The selection committee for this award will be the Faculty of Agricultural and Food Sciences Awards Committee.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Moffat Family Scholarship in Canadian Social History

A scholarship has been created by the Moffat family through the Centennial Institute at The Winnipeg Foundation to support students in the Joint Master's Program in the Department of History at the University of Manitoba who are studying the social history of Canada. Each year, beginning in 2021-2022, one scholarship valued at \$7,000 will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in the second year of study in the Joint Master's Program in the Department of History;

- (2) has achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and
- (3) is conducting research related to Canada's social history.

Applicants will be required to submit: (i) a description of their proposed major research paper, thesis, or comprehensive exam/course work related to how Canadian society has evolved from the perspective of social history, generally defined as the movements, the institutions and the individual Canadians that have worked to achieve greater equity and social justice; (ii) a current *curriculum vitae*; and (iii) a copy of their transcript.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Joint Discipline Committee in the Department of History to name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Any future modifications that may be necessary due to changed conditions will require complete consultation with the Winnipeg Foundation.

Mr. and Mrs. Wing Kwun Kwan Bursary

In memory of Mr. and Mrs. Wing Kwun Kwan, their family established an endowment fund at the University of Manitoba with a gift of \$75,000 in 2021. The purpose of the fund is to support undergraduate students pursuing studies in the Faculty of Science. When funds are available, the Manitoba Scholarship and Bursary Initiative may make a contribution to the bursary. Each year, beginning in 2022-2023, the available annual income from the fund will be used to offer three bursaries of equal value to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) in the first year of study in the Faculty of Science in any degree program;
- (2) have been admitted to the Faculty of Science via Direct Entry; and
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

The bursary is renewable for one year, provided that the recipient:

- (a) enrolls full-time (minimum 60% course load) in the Faculty of Science in the next ensuing academic year;
- (b) achieves a minimum degree grade point average of 2.5; and
- (c) continues to demonstrate financial need on the standard University of Manitoba bursary application form.

Only three students can hold the Mr. and Mrs. Wing Kwun Kwan Bursary in any given year.

The Dean of the Faculty of Science (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

W.L. Morton Manitoba History Scholarship

A scholarship fund was created through The Winnipeg Foundation in honour of W.L. Morton, who was a highly respected historian who wrote extensively about Canadian and Manitoba history. This award has been created by the Province of Manitoba in celebration of its 150th anniversary on May 12, 2020. This

scholarship will reward a student at the University of Manitoba who is a Manitoba high school graduate and is now conducting research into the history of Manitoba or an element of Canadian history that relates to Manitoba. Each year, beginning in 2020-2021, one scholarship valued at \$7,000 will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in the first or second year of study in the Joint Master's Program in the Department of History;
- (2) has achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study;
- (3) is a graduate of a high school located in Manitoba; and
- (4) is conducting research into the history of Manitoba or an element of Canadian history that relates to Manitoba.

Applicants will be required to submit: (i) a description of their proposed major research paper, thesis, or comprehensive exam/course work related to the history of Manitoba or an element of Canadian history that relates to Manitoba, (ii) a statement outlining which high school they graduated from; (iii) a current *curriculum vitae*; and (iv) a copy of their transcript.

In the event that there are no candidates who meet criterion (3) the award can be offered to a student who meets criteria (1), (2) and (4).

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Joint Discipline Committee in the Department of History to name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Any future modifications that may be necessary due to changed conditions will require complete consultation with The Winnipeg Foundation.

2. AMENDMENTS

Bellan Prize

The following amendments were made to the terms of reference for the **Bellan Prize**

- The preamble was revised to:
Dr. Paul Bellan offers a prize in his family name at the University of Manitoba in the Department of Physics. Dr. Bellan is a Professor of Applied Physics at the California Institute of Technology and his father, Dr. Ruben Bellan, is a Professor Emeritus in the Department of Economics at St. John's College. Each year, one prize valued at \$500 will be offered to an undergraduate student who:
- The numbered criteria were revised to:
 - (1) *was enrolled full-time (minimum 80% course load) in the Honours program in the Department of Physics and Astronomy in the Faculty of Science in the year in which the award was tenable;*
 - (2) *has achieved a minimum degree grade point average of 3.5; and*
 - (3) *achieved the highest final grade in the course Electro and Magnetostatic Theory (currently numbered PHYS 3630).*
- The tiebreaking paragraphs was added:
Ties are to be broken using the following criteria, in priority order: (i) the Degree Grade Point Average, calculated to the fourth decimal place; (ii) the higher proportion of A+ and A grades in

a total program; (iii) the highest number of credit hours completed in the degree program; (iv) the greater proportion of senior- or advanced-level courses in the total program.

- The selection committee paragraph was revised to:
The selection committee will be named by the Head of the Department of Physics and Astronomy.
- The standard Board of Governors statement was added.

Cecil C. Richards Memorial Award

The following amendments were made to the terms of reference for the **Cecil C. Richards Memorial Award**.

- The preamble was revised to:
Through the bequest of Cecil Clarence Richards, R.C.A., an endowment fund was established at the University of Manitoba in 1982 to found the Cecil C. Richards Memorial Award. The purpose of the scholarship is to reward the academic achievements of students in the School of Art at the University of Manitoba with a focus on sculpture. Each year, one or more scholarships will be offered to undergraduate students who:
- The numbered criteria were revised to:
 - (1) are enrolled full-time (minimum 80% course load) in the third or fourth year of study in the Bachelor of Fine Arts (Honours) program;*
 - (2) have achieved a minimum degree grade point average of 3.0; and*
 - (3) in the opinion of the selection committee, have a sound background in sculpture.*
- The following paragraphs were added:
Candidates are required to submit a portfolio in order to demonstrate how they meet criterion (3).
The selection committee will have the discretion to determine the number and value of awards offered each year as outlined above, based on the available annual income from the fund.
- The selection committee paragraph was revised to:
The Director of the School of Art (or designate) will name the selection committee for this award.
- The standard Board of Governors statement was added.

Dr. James Burns Awards in History

The following amendments were made to the terms of reference for the **Dr. James Burns Awards in History**:

- The preamble was revised to:
Through a generous gift from Dr. James Burns and a contribution from the Manitoba Scholarship and Bursary Initiative, an endowment fund was established at the University of Manitoba in 2003 to reward the academic achievement of graduate students who study History. These awards were established in the 125th anniversary year of the University of Manitoba. Each year, the annual available income of the fund will be used to offer scholarships in the following categories:

- The following categories were revised as follows:

I. Doctoral Scholarship

Each year, one scholarship (#44705) valued at \$20,000 will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in the first year of study in the Ph.D. program offered by the Department of History; and*
- (2) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study.*

This scholarship will be renewable for up to three subsequent years provided that the recipient maintains a minimum grade point average of 3.5 in the Ph.D. program offered by the Department of History and is deemed to have made satisfactory progress each year.

This scholarship may only be held by one student each year. If a renewal offer is made, no new offer will be available.

In the event that there is no eligible first year candidate, a non-renewable scholarship (#44706) may be awarded to a candidate enrolled full-time in the Faculty of Graduate Studies in the Ph.D. program offered by the Department of History who meets criterion (2).

The Dr. James Burns Awards in History - Doctoral Scholarship may not be held in conjunction with any other doctoral scholarship or fellowship of equal or greater value.

II. Master's Scholarships

Each year, one scholarship (#44707) valued at \$14,000 will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in the first year of study in the Joint Master's Program offered by the Department of History; and*
- (2) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study.*

Each year, one scholarship (#47445) valued at \$8,000 will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in the first year of study offered by the Joint Master's Program in the Department of History; and*
- (2) has achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study.*

The Dr. James Burns Awards in History - Master's Scholarships are not renewable and a student may only hold it once. These awards may not be held in conjunction with any other Master's scholarship or fellowship of equal or greater value.

III. Doctoral Completion Scholarship

Each year, one scholarship (#47446) valued at \$8,000 will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in the fourth year of study or higher in the Ph.D. program offered by the Department of History;*
- (2) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study;*
- (3) has passed the Candidacy Exam;*

- (4) *has satisfied all other degree requirements (e.g. language requirements) except for the submission of the dissertation for examination (currently numbered GRAD 7000); and*
- (5) *expects to complete and submit the Ph.D. dissertation in the academic session in which this scholarship is tenable, normally within four to six months following the date of scholarship.*

In the event that there is no eligible Ph.D. candidate for the Doctoral Completion Scholarship, the funds may be used to award an additional first year Ph.D. student the Doctoral Scholarship (#44706), or an additional first year Master's student the Master's Scholarships (#44707).

The Dr. James Burns Awards in History - Doctoral Completion Scholarship is not renewable and a student may hold it only once.

IV. Research and Travel Award

The purpose of the Research and Travel Award is to assist with expenses such as research materials, data access, or to support travel to archives outside of Winnipeg. Each year, one or more scholarships (#44947) with a maximum value of \$3,000 each will be offered to graduate students who:

- (1) *are enrolled full-time in the Faculty of Graduate Studies in any year of the Joint Master's Program or Ph.D. program in the Department of History;*
- (2) *have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and*
- (3) *submit a research and expense plan (maximum 250 words) to the Department of History which clearly outlines the proposed research, the intended use of the funds, and an estimate of the costs involved.*

The selection committee will have the discretion to determine the number and value of Research and Travel Awards offered each year based on the available annual income from the fund.

- The selection committee paragraph was revised to:

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of History (or designate) to name the selection committee for these awards.

- The standard Board of Governors statement was added.

Helga Miller Scholarship

The following amendments were made to the terms of reference for the **Helga Miller Scholarship**:

- The preamble was revised to:

The family of Helga Miller (B.A./'32, B.Ed./'60) established an endowment fund in her honour with a gift of \$9,000 to the University of Manitoba in 1996. The Manitoba Scholarship and Bursary Initiative made a contribution to this fund. Helga Miller also received a diploma from the Winnipeg School of Art in 1935 and a B.A.(Hons) degree in children's literature from the University of Winnipeg. She was an artist who was also an art teacher and a school librarian in Winnipeg for many years, and she encouraged her students to develop a lasting interest in both art and literature. The purpose of the fund is to reward the academic achievements of students in the Bachelor of Fine Arts program with a focus on drawing and/or watercolour painting. Each

year, the available annual income from the award will be offered to one or more undergraduate students who:

- The numbered criteria were revised to:
 - (1) are enrolled full-time (minimum 80% course load) in any year of study in the Bachelor of Fine Arts program offered through the School of Art;*
 - (2) have achieved a minimum degree grade point average of 3.5; and*
 - (3) have a focus on drawing and/or watercolour painting.*
- The following paragraphs were added:

Candidates are required to submit a portfolio in order to demonstrate how they meet criterion (3).

The selection committee will have the discretion to determine the number and value of awards offered each year as outlined above, based on the available annual income from the fund.
- The selection committee paragraph was revised to:

The selection committee will be named by the Director of the School of Art (or designate).
- The standard Board of Governors statement was added.

James Walker Wood, M.D. Convocation Prize in Family Medicine

The following amendments were made to the terms of reference for the **James Walker Wood, M.D. Convocation Prize in Family Medicine**

- The preamble was revised to:

In recognition of Dr. Walker Wood's commitment and contributions to the practice of family medicine, the Walker Wood Foundation initially provided an annual contribution of \$5,000 to the University of Manitoba starting in 2014-2015 for a four-year term. The funds will be used to provide a prize to a student who has demonstrated excellence in his or her performance during the Family Medicine rotation and has been accepted to post-graduate resident training. The donor has renewed their commitment for an additional five-year term. Each year, beginning in the 2018-2019 academic year, two prizes valued at \$5,000 will be offered to students who:
- The numbered criteria were revised to:
 - (1) are Canadian citizens or Permanent Residents;*
 - (2) have completed the requirements for the Doctor of Medicine (M.D.) degree in the Max Rady College of Medicine at the University of Manitoba;*
 - (3) have demonstrated leadership qualities and involvement in extra-curricular activities such as: medical research, community participation, music, drama, etc.;*
 - (4) have demonstrated interest and leadership in the field of family medicine which could include participation in the Home For The Summer program, the Northern Summer Student Work Program, rural family medicine interest groups, etc.;*
 - (5) have excelled in core and elective Family Medicine rotations; and*
 - (6) have been accepted into a Family Medicine residency training program in Postgraduate Medical Education at the University of Manitoba.*

Orlukiewicz Family Bursary

The following amendments were made to the terms of reference for the **Orlukiewicz Family Bursary**:

- The preamble was revised to:
In memory of Peter Orlukiewicz, the Orlukiewicz family (Tom, Heather, Daniel, Brian, Paul, Jean Orlukiewicz and George Orle) established an endowment fund at the University of Manitoba with an initial gift of \$10,400 in 2010. The Manitoba Scholarship and Bursary Initiative made a contribution to the fund. Each year, the available annual income from the fund will be used to offer two or more bursaries to undergraduate students who:
- The numbered criteria were revised to:
 - (1) are enrolled full-time in the second year of study, in any faculty, college, or school at the University of Manitoba;*
 - (2) have achieved a minimum degree grade point average of 2.0;*
 - (3) are custodial parents with a dependent child or children; and*
 - (4) have demonstrated financial need on the standard University of Manitoba bursary application form.*
- In the 3rd paragraph, *available revenue* was changed to *available annual income*.
- The standard Board of Governors statement was updated.

The Rosabelle Searle Leach Scholarship

The following amendments were made to the terms of reference for **The Rosabelle Searle Leach Scholarship**:

- The preamble was revised to:
Through a bequest by Rosabelle Searle Leach, an endowment fund was established at the University of Manitoba in 1955. The purpose of the fund is to reward students with the highest standing in their first year of study in the Faculty of Arts and the Faculty of Science at the University of Manitoba.
Each year, 50% of the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:
- The numbered criteria were revised to:
 - (1) is enrolled full-time (minimum 80% course load) in the second year of study in the Faculty of Arts;*
 - (2) has completed minimum of 24 credit hours in the Faculty of Arts;*
 - (3) has achieved a minimum degree grade point average of 3.0; and*
 - (4) has achieved the highest standing in the Faculty of Arts in their first year of study.**Each year, 50% of the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:*
 - (1) is enrolled full-time (minimum 80% course load) in the second year of study in the Faculty of Science;*
 - (2) has completed minimum of 24 credit hours in the Faculty of Science;*
 - (3) has achieved a minimum degree grade point average of 3.0; and*

(4) has achieved the highest standing in the Faculty of Science in their first year of study.

- The selection committee paragraph was revised to:

The Dean of the Faculty of Arts and the Dean of the Faculty of Science will name the selection committees for their respective awards.

- The standard Board of Governors statement was added.

3. WITHDRAWALS

Archie Nunn Award

At the request of the donor

BioVision Seed Labs Scholarship

At the request of the donor

Bourse Fernand-Marion

At the request of the donor

Bourse Gabrielle-Roy

At the request of the donor

Bourse Lionel-Fr chette

At the request of the donor

Karen (Kowbel) Hudson Memorial Scholarship in Physiotherapy

At the request of the donor

Peterson Family Scholarship

At the request of the donor

Women's Basketball Alumni Scholarship

At the request of the donor

In Memoriam – Mary-Anne Kandrack

Mary-Anne Kandrack passed away on February 21st, 2021. At the time of her death she was an Instructor II in the Department of Sociology and Criminology, having joined the department in that capacity in 2012. Prior to that Mary-Anne was employed as a sessional instructor in numerous positions with the University of Manitoba and the University of Winnipeg. She also spent many years as a student at our university, earning her BA in Psychology and her Pre-MA and MA in Sociology before going to Carleton University to begin her PhD.

Mary-Anne taught and inspired thousands of students during her more than thirty-year teaching career, starting as a sessional lecturer in the late 1980s, teaching mostly in the Department of Sociology and Criminology, but also in the UM Faculty of Social Work, and at the University of Winnipeg. She was a multi-talented instructor, teaching a broad range of topics including Introduction to Sociology, Criminology, Women Crime and Social Justice, Sociology of Mental Disorders, Current Issues in Criminology and Corrections, Qualitative Research Methods, and Advanced Sociological Theory.

Mary-Anne received several awards and recognitions for her teaching, including multiple University 1 Excellence in Teaching Awards and two Faculty of Arts Outstanding Achievement Awards. As much as she appreciated receiving these formal honours, it was the accolades received from her students that touched Mary-Anne the most. Her formidable class presence, exceptional teaching style, quick wit, and hearty laugh will long be remembered by her students and her colleagues alike. She was known for her strong opinions, and for not being afraid to express them. She considered herself “dangerous” – in a good way, she stressed – and encouraged her students to be so as well. She taught them to seek knowledge from many sources, to nurture their critical thinking skills, to formulate their own opinions, to develop their confidence, and to find and use their voices to continually challenge conventional wisdom and the status quo.

The university has lost a formidable instructor and a wonderful person, and while we mourn her death, we also fondly remember her tenacious spirit, her cheeky sense of humour, her grit and determination, and her ever-optimistic attitude.

In Memoriam – Dr. Gaddehosur N. Ramu

Dr. Gaddehosur N. Ramu, Professor Emeritus in the Department of Sociology and Criminology, passed away on March 13th, 2021. Known to his friends and colleagues simply as “Ramu”, he joined the Department in 1972 after completing his MA and PhD in Sociology at the University of Illinois. Prior to that he completed a BA and MA in Sociology at the University of Mysore in India. Ramu retired in 2008, and was named Professor Emeritus in 2009.

A dedicated scholar, educator and university administrator, Ramu is recognized for his significant contributions to the study of Canadian Sociology. Since joining the University of Manitoba, Ramu played an instrumental role in Canadian sociology through his leadership in the Canadian Sociology and Anthropology Association and the Western Association of Sociology and Anthropology. He was recognized with the distinguished service award from the Canadian Sociology Association in 2006.

Specializing in the sociology of marriage and the family and the sociology of development, Ramu has dedicated himself to teaching and mentoring countless undergraduate and graduate students in topics including Courtship and Marriage, The Family, Third World Societies, Comparative Social Systems, and Globalization. His research interests included the Sociology of Development, Marriage and the Family in India and Canada, Women and Work, and South Asian Societies. Ramu published extensively in these areas, producing dozens of monographs, edited books, book chapters, and journal articles.

Ramu was also very active in service to the discipline, serving as Associate Editor of many journals over four decades, including *Studies in International Comparative Development*, *the Indian Journal of Social Research*, *the Canadian Review of Sociology and Anthropology*, *the Journal of Developing Societies*, and *Sociological Inquiry*. He was a life member of the Ethnographic Society of India, Indian Sociological Society, and Indian Association of Canadian Studies, and held several positions with the Canadian Sociology and Anthropology Association and the Shastri Indo-Canadian Institute. He also served the broader community through his work with the Indian Association of Winnipeg, and the Hindu Society of Manitoba.



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DATE: March 9, 2021

TO: Jeff Leclerc, University Secretary

FROM: Michael Benarroch, Ph.D.
President and Vice-Chancellor

RE: Extension of the Suspension of Admissions to the B.Sc. (Pharmacy) Program

I attach a recommendation from Dr. Todd Mondor, Deputy Provost (Academic Planning and Programs) to extend the suspension of admissions to the B.Sc. (Pharmacy) program.

Under the Admission Targets Policy, the President may suspend admissions to a program following consultation and discussion with the applicable unit's dean or director, with Senate and with the Board of Governors, subject to the provisions of the provincial Programs of Study Regulation.

Accordingly, please place this item on the agenda for the March 24, 2021 Senate Executive meeting and the April 7, 2021 Senate Meeting.

Cc: Janice Ristock, Provost and Vice-President (Academic)
Laurie Schnarr, Vice-Provost (Students)
Brian Postl, Dean, Rady Faculty of Health Sciences and Vice-Provost (Graduate Education)
Lalitha Raman-Wilms, Dean, College of Pharmacy
Jeff Leclerc, University Secretary
Jeff Adams, Registrar and Executive Director, Enrolment Services
Randy Roller, Executive Director, OIA
Cassandra Davidson, Academic Program Specialist



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Date: March 4, 2021

To: Dr. Michael Benarroch, President and Vice-Chancellor

From: Dr. Todd Mondor, Deputy Provost (Academic Planning and Programs)

Re: Request for Extension of Suspension of Intake, Bachelor of Science (Pharmacy)

Under the Admission Targets Policy and at the request of Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy, please find attached a proposal to extend the suspension of intake into the Bachelor of Science (Pharmacy) program.

Following the December 2018 decision, and the subsequent approval by the province, to suspend admission to the programs, the College is requesting an extension of the suspended status for an additional two years. The extension is requested to allow for any remaining students enrolled in the program to satisfy program requirements for graduation, following which the College will submit a formal proposal to close the program. Students wishing to pursue studies in Pharmacy are now admitted to the new Pharm.D. program, which had its first intake in Fall 2020.

Consistent with the Admission Targets Policy and Procedure, the President may approve the suspension of admissions to a program following consultation with the Dean/Director, Senate, and the Board of Governors. If considered favourable, the proposal will be forwarded to the province for their review and approval under the provincial Program of Study Regulations.

Cc: Janice Ristock, Provost and Vice-President (Academic)
Laurie Schnarr, Vice-Provost (Students)
Brian Postl, Dean, Rady Faculty of Health Sciences and Vice-Provost (Graduate Education)
Lalitha Raman-Wilms, Dean, College of Pharmacy
Jeff Leclerc, University Secretary
Jeff Adams, Registrar and Executive Director, Enrolment Services
Randy Roller, Executive Director, OIA
Cassandra Davidson, Academic Program Specialist



February 24, 2021

Dr. Todd Mondor
Deputy Provost (Academic Planning and Programs)
208 Administration Building
University of Manitoba

Dear Dr. Mondor:

The College of Pharmacy is requesting an extension to the suspension of admissions to the B.Sc. (Pharm.) program until May 2023. While the majority of students enrolled in the B.Sc. (Pharm.) program will complete the requirements to graduate by May 2021, one student is on medical leave and will not be able to complete the requirements until approximately May 2023.

Accompanying this letter is the Temporary Cessation of a Program of Study Application.

Yours Sincerely,

Lalitha Raman-Wilms, BSc (Pharm), Pharm.D.
Dean and Professor

TEMPORARY CESSATION OF A PROGRAM OF STUDY

Under The Advanced Education Administration Act

Universities and colleges requesting approval for the **temporary cessation** of a program of study from Education and Training must apply using this application form. This form reflects the requirements set out in the Programs of Study Regulation (MR 134/2015) under The Advanced Education Administration Act.

UM INTERNAL REQUIREMENTS

1. Please refer to the Senate Policy and Procedures on Admission Targets (available online at: http://umanitoba.ca/admin/governance/governing_documents/academic/admission_targets.html).
2. Please complete the application below and submit with it the following supplemental documentation, to the Deputy Provost (Academic Planning and Programs):
 - a. A cover letter justifying and summarizing the rationale behind the request for suspension of admissions (*as outlined in section 2.3 on the Admission Targets Procedures*).
 - b. Letters of support from internal stakeholders that were consulted as part of this proposal.
 - c. Enrolment and graduation trends for the past five years and forecasted trends for the next three to five years.
3. Please direct questions to Cassandra Davidson, Academic Programs Specialist, at Cassandra.Davidson@umanitoba.ca in the Office of the Provost & Vice-President (Academic).

**SECTION A – PROPOSAL DETAILS**Institution: **University of Manitoba**

Applicable faculties/department with responsibility for the program: College of Pharmacy, Rady Faculty of Health Sciences

If program is a joint program, list all participating institutions and the roles of each in delivering the program to be temporarily ceased:

Not a joint program

Program name: Bachelor of Science in Pharmacy

Credential awarded: B.Sc. (Pharm.)

Proposed start date for temporary cessation: September 1, 2021

Office Use Only

One-time funding: _____

On-going funding: _____

SECTION B – PROGRAM DESCRIPTION AND DELIVERY

B-1 Provide a general description of the program and its objectives: *(Include intended purpose, curriculum design, and highlight distinctive attributes)*

The undergraduate pharmacy program prepares students for entry-level practice in the profession of pharmacy by providing them with a solid foundation in the basic, pharmaceutical and clinical sciences. The program is designed to provide students with a broad experience in patient care through practical experience in health care settings.

B-2 Length of Program: *(Define the length of the proposed program using measures appropriate to the schedule and delivery format. This will include total course credits and weeks/months, and, where relevant, hours and semesters of instruction)*

The program is 4 years (September – May), consisting of 136 credit hours.
(plus 1 year / 30 credit hours of prerequisite courses)

B-3 Describe the mode of delivery for this program:

The mode of delivery is in person.

C-1 Identify and provide a detailed description of the rationale for the temporary cessation of this program of study:

(Such as changes in applications, enrolment, employer demand.)

This is a request to extend a previously approved temporary cessation that had a start date of September 1, 2018. The College of Pharmacy is transitioning from a Bachelor of Science in Pharmacy program to a Doctor of Pharmacy (PharmD) degree program.

The Canadian Council for Accreditation of Pharmacy Programs (CCAPP) made the decision to cease accrediting B.Sc. (Pharm.) programs in Canada by December 31, 2020. The College of Pharmacy was required to comply with the CCAPP accreditation standards and implement a PharmD program to replace the current B.Sc. (Pharm.) program before this deadline.

C-2 Describe the expected outcome of the temporary cessation of this program and the timeframe of the temporary cessation process:

The last class was admitted to the B.Sc.(Pharm.) program for the 2018-19 academic year and transitioned into the PharmD program in the 2019-20 academic year. Admission into the new PharmD program began in the 2020-21 academic year.

Currently, there is only one class remaining in the B.Sc.(Pharm.) program. The current year 4 class will complete the program in May 2021, with the exception of one student who is delayed due to medical reasons and is anticipated to graduate by May 2023. For this reason, we are requesting an extension until May 2023.

Once this student has completed the program, the College of Pharmacy will submit a proposal through the appropriate governance channels to formally close the program.

C-3 Outline the internal approval process (i.e. committees, governing bodies) for approving the temporary cessation of this program of study within your institution and indicate any dates of decision.

(Governing Council, Board of Governors, Board of Regents, Senate, other)

UM INTERNAL REQUIREMENTS: dates will be inserted by the Provost's Office prior to submission to government.

UNIVERSITY OF MANITOBA:**Approval by President****Date**

Consultation with Senate:

Consultation with Board of Governors:

Additional Consultation *(as needed)*:

Details:

Final Decision: Y ☐ N ☐

C-4 Responsibility to consult**c-4.1 What agencies, groups, or institutions have been consulted regarding the temporary cessation of this program?**

To facilitate the development of the PharmD program and the closing of the Bachelor of Science (Pharm.) program, the College of Pharmacy established various work groups and an Advisory Council that consisted of representatives of faculty and staff, students, community and hospital pharmacists, alumni, and identified key stakeholders (Health Sciences Colleges, Pharmacy Regulatory, Pharmacy Advocacy, and Manitoba Health, etc.). These groups met regularly to develop the proposal, the curriculum and the transition plan. The following Faculties within the University of Manitoba were consulted: Faculty of Science, Faculty of Arts, Faculty of Law, Rady Faculty of Health Sciences, Faculty of Agricultural and Food Sciences, I.H. Asper School of Business.

The Pharm.D. proposal was approved through the College of Pharmacy Council on June 29, 2016, the Rady Faculty of Health Sciences on Jan. 24, 2017, the University of Manitoba Senate on May 17, 2017, and the Board of Governors on May 23, 2017. Manitoba Education and Training approved the program on March 19, 2018.

c-4.2 How have students and faculty been informed of the intent to temporarily cease this program?

Faculty members were involved in the new program development from the beginning and have been aware of the closing of the B.Sc.(Pharm.) degree program; the proposal was passed through the College of Pharmacy Council. Town hall meetings were held with Pharmacy students, and emails were sent to all Pharmacy students when the PharmD program received approval. Communications were sent to all applicants who applied for the fall of 2018. Information is currently posted on the College of Pharmacy website along with the Admissions website.

C-5 Describe the impact that the temporary cessation of this program may have on the labour market in Manitoba:

There will be no graduates from an undergraduate Pharmacy program for one year (2022) during the transition to the PharmD program. The transition to the PharmD program and its impact on the labour market in Manitoba were clearly outlined in the PharmD proposal. The average number of graduates over the last five years has been 48.6. With the conversion to the PharmD program we expect to graduate between 50-55 PharmD graduates each year. The last cohort from the B.Sc. (Pharm.) program will graduate in May 2021, with the exception of one student who is delayed due to medical reasons and is anticipated to graduate by May 2023.

D-1 Describe how the temporary cessation of this program will affect any specific laddering, articulation and/or credit transfer options for students in Manitoba and Canada:

There are no laddering, articulation or credit transfer options with this degree.

D-2 Describe how the temporary cessation of this program may affect the academic, cultural, social and economic needs and interests of students and the province:

Students did not have the opportunity to apply to Pharmacy for the 2019-20 academic year, but they were able to take the required pre-requisite courses during that time period so they could apply for the 2020-21 academic year. The transition to the PharmD program provides the opportunity for Manitoba students to meet the new standards of Pharmacy education across Canada.

SECTION E– STUDENT IMPACTS

E-1 Provide a program completion plan for students currently enrolled in the program that is being temporarily ceased:

Year 1 0 students enrolled

Year 2 0 students enrolled

Year 3 1 student enrolled. This student is delayed due to a medical leave, and should complete the requirements of the B.Sc. (Pharm.) program by May 2023.

Year 4 45 students are scheduled to graduate in May 2021.

E-2 Will previous graduates of this temporarily ceased program be negatively affected by the temporary cessation of this program?

No, graduates that completed their pharmacy licensing requirements can continue to practice as pharmacists.

E-3 What was the maximum seat capacity of the program that is being temporarily ceased?

55

E-4 What was the enrolment and graduation rate for this program over the past 5 years?

	2015-16	2016-17	2017-18	2018-19	2019-20
Number of Students Admitted	51	52	53	55	0
Number of graduates	48	49	52	47	47
Grad % based on # of students admitted 4 years prior	87.27	89.09	92.86	92.16	90.38

F-1 What portion of ongoing funding is allocated to this program?

All funding will be reallocated to the PharmD program as this will be the ongoing professional pharmacy program.

F-2 Please provide a detailed description of how these funds will be reallocated during the temporary cessation of this program:

All funding will be reallocated to the PharmD program, which began a modified transition year in 2019-20.

SECTION G – FINANCIAL REALLOCATION

(A second signature section is provided for joint programs only)

SUBMITTED BY:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

For use by joint programs only:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

SUBMIT COMPLETED FORM

PROVOST'S OFFICE ONLY Once completed and signed, please submit this application form to Post-Secondary Education and Labour Market Outcomes at PSE-LMO@gov.mb.ca with the following attachments (double-click to engage check box):

☐

Cover letter

☐

Any supporting documentation (reviews, letters of support, etc.)

If you have any questions or require further information, please contact:

Post-Secondary Education and Labour Market Outcomes

Manitoba Education and Training

400-800 Portage Avenue Winnipeg MB R3C 0C4

(204) 945-1833

PSE-LMO@gov.mb.ca




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DATE: March 12, 2021

TO: Jeff Leclerc, University Secretary

FROM: Michael Benarroch, Ph.D.
President and Vice-Chancellor 

RE: Extension of the Suspension of Admissions to the B.Sc. (Maj.), B.Sc. (Hons.),
Biotechnology Programs

I attach a recommendation from Dr. Todd Mondor, Deputy Provost (Academic Planning and Programs) to extend the suspension of admissions to the B.Sc. (Major) and B.Sc. (Hons.), Biotechnology programs.

Under the Admission Targets Policy, the President may suspend admissions to a program following consultation and discussion with the applicable unit's dean or director, with Senate and with the Board of Governors, subject to the provisions of the provincial Programs of Study Regulation.

Accordingly, please place this item on the agenda for the March 24, 2021 Senate Executive meeting and the April 7, 2021 Senate Meeting.

Cc: Janice Ristock, Provost and Vice-President (Academic)
Laurie Schnarr, Vice-Provost (Students)
Stefi Baum, Dean, Faculty of Science
Jeff Leclerc, University Secretary
Jeff Adams, Registrar and Executive Director, Enrolment Services
Randy Roller, Executive Director, OIA
Cassandra Davidson, Academic Program Specialist



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Date: March 12, 2021

To: Dr. Michael Benarroch, President and Vice-Chancellor

From: Dr. Todd Mondor, Deputy Provost (Academic Planning and Programs)

Re: Request for Extension of Suspension of Intake, B.Sc. (Maj.), B.Sc. (Hons.), Biotechnology

Under the Admission Targets Policy and at the request of Dr. Stefi Baum, Dean, Faculty of Science, please find attached a proposal to extend the suspension of intake into the Bachelor of Science (Major) and Bachelor of Science (Honours), Biotechnology programs.

The October 2017 decision, and the subsequent approval by the province, to suspend admission to the programs, was to allow time for the Faculty to complete a review of the Biotechnology major to determine the long-term viability of the program. The Faculty is requesting an extension of the suspended status for an additional two years to complete this review given recent curriculum changes in other departments that impact directly on the Biotechnology offerings.

Consistent with the Admission Targets Policy and Procedure, the President may approve the suspension of admissions to a program following consultation with the Dean/Director, Senate, and the Board of Governors. If considered favourable, the proposal will be forwarded to the province for their review and approval under the provincial Program of Study Regulations.

Cc: Janice Ristock, Provost and Vice-President (Academic)
Laurie Schnarr, Vice-Provost (Students)
Stefi Baum, Dean, Faculty of Science
Jeff Leclerc, University Secretary
Jeff Adams, Registrar and Executive Director, Enrolment Services
Randy Roller, Executive Director, OIA
Cassandra Davidson, Academic Program Specialist

March 4, 2021

To Dr. Todd Mondor, Deputy Provost

RE: Suspension of admission into the Biotechnology programs

The Faculty of Science is requesting another 2-year suspension of admission into the Biotechnology programs (consisting of Joint 4-Year Major and Joint Honours programs, including a co-operative option) starting in the 2021-2022 academic year. We are requesting this suspension based on the following reasons:

1. Lack of expertise and courses – The existing Biotechnology program does not offer any courses that are specific to the program other than BTEC 4000 (Research Project in Biotechnology), which is a research project course. Neither the Faculty of Agricultural Science nor the Faculty of Engineering are involved in the Biotechnology program and none of the courses offered in these two faculties are required as part of the Biotechnology program. Furthermore, the Faculty of Agricultural Science also offers a plant Biotechnology program. Finally, we have also lost our main biotechnologist Michael Butler (Microbiology) to retirement a few years ago. Additional faculty with expertise in Biotechnology would certainly be needed if we are to revitalize and modernize the existing Biotechnology program.
2. Lack of differentiation from the Biochemistry program – The existing Biotechnology program is very similar to the existing Biochemistry program that is currently offered by the Faculty of Science. We were informed by our Science co-op coordinator that employers do not differentiate between Biotechnology and biochemistry graduates. The Biotechnology program was initially introduced in the 1980s when the term Biotechnology was synonymous with “molecular biology”. Biotechnology has now become a separate discipline which is most closely aligned with chemical engineering. Currently, what is being offered within the Faculty of Science would not be considered a modern Biotechnology program.
3. Major changes in the Chemistry and Microbiology curriculum – The Biotechnology program is very dependent on the courses offered by the Departments of Chemistry and Microbiology. During the last suspension of admission into the Biotechnology program, these courses have gone through major revisions, the most notable is the separation of the lab component from the lectures in many Chemistry courses and some Microbiology courses.

Our plan during the first suspension of admission back in Fall 2018 was to do a thorough review of the existing Biotechnology program. Unfortunately, major changes to the Chemistry and Microbiology programs were being proposed at the same time. This has delayed our plans to review the Biotechnology program. However, now that the changes to the Chemistry and Microbiology programs are complete and will be in effect Fall 2021, we plan to carry out the review starting in Fall 2021. We did have some preliminary discussions and have identified some options that we will consider during our review:

- Continue with the existing Biotechnology programs as is, after the suspension period ends.
- Continue with the existing Biotechnology programs but make some changes.
- Terminate the Biotechnology programs after the suspension ends.
 - Replace it by developing a new interdisciplinary program involving Science, Bio-systems Engineering, The Asper School of Business, and the Faculty of Agriculture and Food Sciences, and perhaps some exposure ethics and/or Law to generate a comprehensive Biotechnology program that is beyond what we can offer alone in the Faculty of Science.
 - Develop a new minor in Biotechnology, or a separate certificate or micro-credential.

Historical Enrollment Data (obtained from IS Book provided publicly on Institutional Analysis's site):

Year	Major (Full-time)	Major (Part-time)	Honours (Full-time)	Honours (Part-time)	Total students	# of graduates
2016	9	1	11	2	23	7
2017	13	1	10	2	26	7
2018	12	1	4	0	17	6
2019	7	2	1	1	11	3
2020	4	1	0	0	5	Unavailable

The Faculty of Science requests that another temporarily suspension of admission into the Biotechnology programs be granted to allow the Faculty to perform a review of the Biotechnology programs and to come up with a long-term plan for the program.

Respectfully Submitted,



Dr. Stefi Baum,
Dean, Faculty of Science,
Professor, Physics & Astronomy

TEMPORARY CESSATION OF A PROGRAM OF STUDY

Under The Advanced Education Administration Act

Universities and colleges requesting approval for the **temporary cessation** of a program of study from Education and Training must apply using this application form. This form reflects the requirements set out in the Programs of Study Regulation (MR 134/2015) under The Advanced Education Administration Act.

UM INTERNAL REQUIREMENTS

1. Please refer to the Senate Policy and Procedures on Admission Targets (available online at: http://umanitoba.ca/admin/governance/governing_documents/academic/admission_targets.html).
2. Please complete the application below and submit with it the following supplemental documentation, to the Deputy Provost (Academic Planning and Programs):
 - a. A cover letter justifying and summarizing the rationale behind the request for suspension of admissions (*as outlined in section 2.3 on the Admission Targets Procedures*).
 - b. Letters of support from internal stakeholders that were consulted as part of this proposal.
 - c. Enrolment and graduation trends for the past five years and forecasted trends for the next three to five years.
3. Please direct questions to Cassandra Davidson, Academic Programs Specialist, at Cassandra.Davidson@umanitoba.ca in the Office of the Provost & Vice-President (Academic).

**SECTION A – PROPOSAL DETAILS**Institution: **University of Manitoba**

Applicable faculties/department with responsibility for the program: Faculty of Science, Department of Chemistry, Department of Microbiology.

If program is a joint program, list all participating institutions and the roles of each in delivering the program to be temporarily ceased:

This is a joint program within the Faculty of Science. No other institutions are affected.

Program name: Biotechnology

Credential awarded: Joint Honours (including co-operative option) , Joint 4-Year Major (including co-operative option)

Proposed start date for temporary cessation: Fall 2021

Office Use Only

One-time funding: _____

On-going funding: _____

SECTION B – PROGRAM DESCRIPTION AND DELIVERY

B-1 Provide a general description of the program and its objectives: *(Include intended purpose, curriculum design, and highlight distinctive attributes)*

Biotechnology is the application of the principles of chemistry, biochemistry and microbiology to the development of new technologies. The Department of Microbiology and the Department of Chemistry share in the teaching and administration of the program. The Honours and Major co-operative work-study programs provide experience in government, private sector and research laboratories.

B-2 Length of Program: *(Define the length of the proposed program using measures appropriate to the schedule and delivery format. This will include total course credits and weeks/months, and, where relevant, hours and semesters of instruction)*

The Biotechnology programs are 4-year programs (120 credit hours) and the co-operative option normally requires 5 years to complete because of the 3 cooperative work terms.

B-3 Describe the mode of delivery for this program:

The delivery mode for the program is typically in-class lectures and laboratories. For those in the Co-operative option, there are three paid co-operative work terms. There are no courses that are specific to the biotechnology programs, other than the course BTEC 4000 (Research Project in Biotechnology).

C-1 Identify and provide a detailed description of the rationale for the temporary cessation of this program of study:

(Such as changes in applications, enrolment, employer demand.)

The main reasons for cessation: 1) Lack of expertise, courses, and interaction/integration with Agriculture and Engineering programs, 2) Lack of differentiation from existing biochemistry programs offered by the Faculty of Science, and 3) low enrollment in the program, 4) Major changes in Chemistry and Microbiology courses which affect the Biotechnology programs.

C-2 Describe the expected outcome of the temporary cessation of this program and the timeframe of the temporary cessation process:

While admission is suspended, we would like to do an internal review to determine whether the program can be revised and modernized. If this is possible, we would devise a plan for doing so. If this is not possible, we would proceed with termination of the program. Because of the major changes in Chemistry and Microbiology courses over the last few years, we are not able to do a review until Fall 2021.

C-3 Outline the internal approval process (i.e. committees, governing bodies) for approving the temporary cessation of this program of study within your institution and indicate any dates of decision.

(Governing Council, Board of Governors, Board of Regents, Senate, other)

The Biotechnology program committee initiated the decision to temporarily suspend entry into the program. The department heads of Chemistry and Microbiology agreed with this decision. Faculty members were informed on this decision in department council meetings, in a faculty executive committee meeting, and in a faculty council meeting.

UM INTERNAL REQUIREMENTS: dates will be inserted by the Provost's Office prior to submission to government.

UNIVERSITY OF MANITOBA:**Approval by President****Date**

Consultation with Senate: _____

Consultation with Board of Governors: _____

Additional Consultation *(as needed)*: _____

Details:

Final Decision: Y ☐ N ☐ _____**C-4 Responsibility to consult**

C-4.1 What agencies, groups, or institutions have been consulted regarding the temporary cessation of this program?

We have contacted various employers to inform them of this temporary cessation.

c-4.2 How have students and faculty been informed of the intent to temporarily cease this program?

Members in the Departments of Chemistry and Microbiology have been informed through department council meetings. In addition, this was mentioned in: Faculty of Science Executive meeting and the Faculty of Science Faculty Council. We have informed students through student town hall meetings and through the Science Student Association (SSA).

C-5 Describe the impact that the temporary cessation of this program may have on the labour market in Manitoba:

We believe the impact to be negligible due to the response we have received from the co-operative placements throughout the years. Based on anecdotal evidence, employers are stating that they are not hiring biotechnology students because they are in the biotechnology program. Instead, they are hiring based on skill sets of students.

D-1 Describe how the temporary cessation of this program will affect any specific laddering, articulation and/or credit transfer options for students in Manitoba and Canada:

We do not believe that there will be any effect because all but one course taken by students in the biotechnology program are not specific to the biotechnology program. Furthermore, this course is a projects course.

D-2 Describe how the temporary cessation of this program may affect the academic, cultural, social and economic needs and interests of students and the province:

We do not believe that there will be any effect because all but one course taken by students in the biotechnology program are not specific to the biotechnology program.

SECTION E– STUDENT IMPACTS

E-1 Provide a program completion plan for students currently enrolled in the program that is being temporarily ceased:

Since the courses in the biotechnology program are offered in other programs, it would be straightforward to allow current students in the program to complete their degree.

Year 1 N/A – Students do not enter the biotechnology program until they have complete one year of study.

Year 2 Students will follow existing program requirements.

Year 3 Students will follow existing program requirements.

Year 4 Students will follow existing program requirements.

E-2 Will previous graduates of this temporarily ceased program be negatively affected by the temporary cessation of this program?

We do not believe that this to be the case. Based on information provided through our co-operative education office, students are not being hired into positions that necessarily require a biotechnology degree.

E-3 What was the maximum seat capacity of the program that is being temporarily ceased?

There is currently no limit on the capacity.

E-4 What was the enrolment and graduation rate for this program over the past 5 years?

Year	Major (Full-time)	Major (Part-time)	Honours (Full-time)	Honours (Part-time)	Total students	# of graduates
2016	9	1	11	2	23	7
2017	13	1	10	2	26	7
2018	12	1	4	0	17	6
2019	7	2	1	1	11	3
2020	4	1	0	0	5	Unavailable

SECTION F – FINANCIAL REALLOCATION

F-1 What portion of ongoing funding is allocated to this program?

Since the courses offered in this program are part of other programs, there is no (additional) funding allocated to this program.

F-2 Please provide a detailed description of how these funds will be reallocated during the temporary cessation of this program:

Not applicable.

SECTION G – FINANCIAL REALLOCATION

(A second signature section is provided for joint programs only)

SUBMITTED BY:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

For use by joint programs only:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

SUBMIT COMPLETED FORM

PROVOST'S OFFICE ONLY Once completed and signed, please submit this application form to Post-Secondary Education and Labour Market Outcomes at PSE-LMO@gov.mb.ca with the following attachments (double-click to engage check box):

☐

Cover letter

☐

Any supporting documentation (reviews, letters of support, etc.)

If you have any questions or require further information, please contact:

Post-Secondary Education and Labour Market Outcomes

Manitoba Education and Training

400-800 Portage Avenue Winnipeg MB R3C 0C4

(204) 945-1833

PSE-LMO@gov.mb.ca



**University
of Manitoba**

Department of Microbiology

213 Buller Building
Winnipeg, Manitoba
Canada R3T 2N2
T: 204.474.9372

Dr. Ben Li, Associate Dean

Faculty of Science

University of Manitoba

March 3, 2021

Dear Dr. Li:

The Department of Microbiology supports the continued suspension of admission into the Joint Major and Honours Programs in Biotechnology. These programs no longer provide sufficient specific training in Biotechnology.

Please let me know if you require further information.

Sincerely,

Deborah A. Court, PhD

Professor and Head





**University
of Manitoba**

Faculty of Science
Department of Chemistry

390 Parker Building
144 Dysart Rd.
Winnipeg MB
Canada R3T 2N2
Telephone: (204) 474-6697
Fax: (204) 474-7608
Email: Joe.ONeil@umanitoba.ca

March 2, 2021

Dr. Ben Li
Associate Dean (Undergraduate Programs)
249 Machray Hall
Faculty of Science
University of Manitoba

Dear Ben:

The Department of Chemistry supports the Faculty's decision to temporarily suspend student entry into the Biotechnology program owing to a lack of expertise in Biotechnology in the Faculty of Science necessary to sustain a healthy program.

Best wishes,

Joe O'Neil
Acting Head
Department of Chemistry



**University
of Manitoba** | Office of the President

Office of the President
Room 202 Administration Bldg.
University of Manitoba
Winnipeg, MB
Canada R3T 2N2
T: 204-474-9345
F: 204-261-1318
president@umanitoba.ca

DATE: March 1, 2021

TO: Jeff Leclerc
University Secretary

FROM: Michael Benarroch, Ph.D.
President and Vice-Chancellor

RE: Increase to Admission Targets, Bachelor of Nursing Program

The College of Nursing has requested an increase to the undergraduate admission target for the Bachelor of Nursing (B.N.) program due to the incorporation of 40 seats previously reported under UCN into the UM targets. The change is in response to a shift in admission policy and procedures approved by Senate in June 2020 with no net gain of seats or increase to total number of students admitted to the program. The recommendation to allow this increase was forwarded for consultation to Senate on December 2, 2020, and the Board of Governors on January 26, 2021. No concerns were raised by either body.

Under the Admission Targets Policy, the President approves changes to, and the introduction of, enrolment limits following consultation and discussion with the relevant Dean or Director, Senate, and the Board of Governors, subject to the provisions of the provincial Program of Study Regulations.

In accordance with this policy, I approve an increase to the undergraduate admission target to the Bachelor of Nursing (B.N.) to 280 students from the current target of 240 students, effective for the Fall 2021 intake.

Please proceed accordingly.

Cc: Janice Ristock, Provost and Vice-President (Academic)
Todd Mondor, Deputy Provost (Academic Planning and Programs)
Laurie Schnarr, Vice-Provost (Students)
Brian Postl, Dean, Rady Faculty of Health Sciences and Vice-Provost (Health Sciences)
Netha Dyck, Dean, College of Nursing, Rady Faculty of Health Sciences
Jeff Adams, Registrar and Executive Director of Enrolment Services
Randy Roller, Executive Director, Office of Institutional Analysis
Cassandra Davidson, Academic Programs Specialist, Office of the Provost and Vice-President (Academic)

Report of the Senate Committee on Curriculum and Course Changes RE: Corrections to Report of November 20, 2020 (for information)

Preamble:

1. The [terms of reference](#) for the Senate Committee on Curriculum and Course Changes (SCCCC) are available on the University Governance website. The SCCCC is “to recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses”.
2. The current report is provided as a record of typographical and other editorial corrections to the Report of the SCCCC Submitted to Senate for Concurrence Without Debate [dated November 20, 2020]. The corrections have been made on the page numbers indicated and are highlighted in the December 2, 2020 Senate agenda.

Corrections:

Faculty of Science

Biochemistry

(Page 189)

In the list of Major Program-Specific Courses for the Bachelor of Science (Major) in Biochemistry, including the Co-operative Options, MBIO 2720 will be struck out in the list of chemistry courses, as the course does not exist.

Chemistry: **CHEM 2100, CHEM 2110, CHEM 2122**, ~~CHEM 2210, CHEM 2220, CHEM 2260, (CHEM 2280), CHEM 2360 (MBIO 2360), CHEM 2370 (MBIO 2370), CHEM 2400 (CHEM 2380), CHEM 2470, **CHEM 2510, CHEM 2520 (2), CHEM 2700 (MBIO 2700), CHEM 2710 (MBIO 2710), CHEM 2720 (MBIO 2720)**, CHEM 3570, **CHEM 3700, CHEM 3760 (4)**, CHEM 4630 and whichever one of CHEM 4360, ~~CHEM 4370~~ **and** CHEM 4620 is selected.~~

Genetics

(Page 223)

In the list of optional courses for the Bachelor of Science (Honours) in Genetics and the Bachelor of Science (Major) in Genetics, including the Co-operative Options, CHEM 2122 will replace CHEM 2120 in the list of eligible chemistry courses, in order to correct a typographical error. The course CHEM 2120 does not exist.

Chemistry: **CHEM 2110, CHEM ~~2120~~ 2122, CHEM 2600 (or the former CHEM 2260), CHEM 3600 (or the former CHEM 2290)**, ~~CHEM 2260 (or the former CHEM 2280), CHEM 2290, CHEM 4360, CHEM 4370, CHEM 4620, CHEM 4630~~

Respectfully submitted,
Professor Greg Smith, Chair
Senate Committee on Curriculum and Course Changes

PRESIDENT'S REPORT: April 7, 2021

GENERAL

The workshop for Our Path to Reconciliation is now open to staff and faculty. Staff and faculty are invited to participate in a new workshop that will explore individual responsibility towards Reconciliation. The interactive workshop and training video, entitled “Our Path to Reconciliation”, have been produced through a partnership between UM Human Resources and the National Centre for Truth and Reconciliation (NCTR) as a project of the Indigenous Initiatives Fund. The video examines the experiences of racism at UM, followed by education and discussion on creating a safe and respectful environment. The hour-long workshop will allow faculty and staff to gain understanding of the intergenerational impacts of colonization, and to build relationships with one another and commit to truth and with a sense of personal responsibility.

On February 24, 2021, Christine Cyr’s appointment as Associate Vice-President Indigenous – Students, Community and Cultural Integration was announced. In this first Associate Vice-President appointment by Dr. Catherine Cook, Vice-President (Indigenous), Ms. Cyr will develop and implement transformative programs and services across campus and continue to create pathways for Indigenous students. She will also join the Vice-President (Indigenous)’s executive team to work with academic, research and administrative specialists in engagement of Indigenous faculty, staff and students. A Métis woman from Winnipeg, Cyr comes to this new leadership position after being Director of UM’s Indigenous Student Centre (ISC). She has worked at UM for 20 years and is a UM Arts alumna.

On March 10, 2021 the National Centre for Truth and Reconciliation (NCTR) and the University of Manitoba announced the appointment of Stephanie Scott as the Executive Director of the NCTR. Under Scott’s leadership, the NCTR will launch groundbreaking digitization and research initiatives. Among these efforts will be Phase two of the Missing Children project, a \$6 million Canada Foundation for Innovation (CFI) grant to develop a searchable database, and planning for a new archives building. Scott is Anishinaabe from Roseau River First Nation who was born and raised in Winnipeg, Manitoba. Prior to joining the NCTR team in 2016, she worked with the Truth and Reconciliation Commission (TRC) as the Manager of Statement Gathering.

As part of the University’s commitment to responding to the needs of students most in need of assistance during the uncertain times of the pandemic, a number of financial support programs were made available for students in Winter 2021, outlined below:

- General Bursary Program Enhancement (\$3.1 million) – each student registered in the Winter 2021 term, who received a bursary in December 2020, was allotted a \$750 ‘top-up’.
- Winter 2021 Pandemic Relief Fund (\$887,000) - targeting newly admitted students. 2,800 undergraduate and over 400 graduate students were contacted and encouraged to apply. Awards are valued at \$800 for full-time undergraduate students and \$400 for part-time; and \$1,000 for full-time graduate students and \$500 for part-time.
- Special Appeal/Other Needs (\$100,000) - targeting continuing students who did not apply for the fall bursary program, and are now in need of support.
- UM Student Technology Fund – approximately \$160,000 currently available which should assist approximately 274 students in Winter term. The grant is valued at \$582 per student towards the

purchase of a new computer system. This fund has already helped over 225 students since its inception last fall.

- Food Bank – in partnership with FoodFare Winnipeg, Financial Aid and Awards is running a food hamper program. Students can order a hamper and have same day delivery (no charge & deliveries are to both in-city and out of city locations). Students may request support every three weeks. Each hamper is valued at over \$100 and contains a wide variety of non-perishable food items.
 - Emergency Loans – students are still able to request UM emergency student loan funding at both the undergraduate and graduate levels. These are short-term loans, which are interest and payment free to the student.
- With the start of 2021, President Benarroch has continued his outreach to community and government partners.

Meetings with Provincial partners included:

- Honourable Jeff Wharton – Minister of Crown Services
- Honourable Reg Hewler – Minister of Central Services and the Civil Service Commission
- Honourable Rochelle Squires – Minister of Families and Francophone Affairs
- Honourable Sarah Guillemard – Minister of Conservation and Climate
- Honorable Wayne Ewasko – Minister of Advanced Education, Skills and Immigration
- Tracy Maconachie – Deputy Minister of Economic Development and Training
- Colleen Kachulak – Assistant Deputy Minister Advanced Education and Skills
- Brief with Manitoba Caucus

Meetings with Federal partners included:

- Honourable Marco Mendicino – Minister of Immigration, Refugees and Citizenship
- James Cumming – Alberta Conservative Member of Parliament
- James Bezan – Manitoba Conservative Member of Parliament

As the pandemic continues, the health and safety of our community remains the University of Manitoba's top priority, while still aiming to fulfill our mission of academic and research excellence. The most up-to-date information on COVID-19 cases, safety measures, information and tips is found [here](#).

ACADEMIC MATTERS

- The Faculty of Education recently hosted the second of four Dean's Distinguished Lecture Series virtual events. Cash Ahenakew, Canada Research Chair in Indigenous People's Well-Being and Associate Professor in the Department of Educational Studies at the University of British Columbia gave the keynote address. The event was attended by over 300 participants from across North America.
- The Faculty of Science recently made a \$1.5 million investment in a state-of-the-art cryo-electron microscope (Cryo-EM) that is currently being installed in the Manitoba Institute for Materials. Given the importance of Cryo-EM in the development of antiviral therapeutics and vaccines, the imaging capability of the new Cryo-EM was recently enhanced with an award from the CFI Exceptional Opportunities Fund - COVID-19 and an investment by the University of Manitoba.
- The Department of Mathematics and the Department of Statistics were rated among the Top 10 Canadian Mathematics Departments according to MacLean's magazine.

- Martin Entz, Plant Science, and the Natural Systems Agriculture Lab were part of the Canadian team selected as a Food Systems Vision Prize finalist for their prairie food vision. It was one of ten out of 1300 submissions from around the world. The Canadian team recently received word they have been named as a Top Visionary, which means they will receive US\$200,000 to help them realize their vision.
- The Glenlea Research Station has recently won several industry awards. Despite the challenges of COVID, the GRS teams have worked hard and are recognized for their efforts. The Dairy team received #7 for Milk Quality in Manitoba from Dairy Farmers of Manitoba and the Swine team was ranked #2 in the west by Topigs Norsvin Canada at their annual awards event.
- Jason Shields, Department of Interior Design received the “Innovative Teaching Idea” from the Interior Design Educator’s Council for the undergraduate Environmental Design 4 studio titled “Media Arts Centre Design.” The University of Manitoba was the only Canadian university to participate. The Interior Design Educator’s Council Innovative Teaching Ideas initiative provides opportunities for educators to find inspiration and integrate new methodologies and content in their teaching.
- *Voices of the Land: Indigenous Design and Planning from the Prairies* is the first publication produced by the Indigenous Design and Planning Students’ Association, Faculty of Architecture. *Voices of the Land* features sixteen (16) Indigenous students, representing a range of nations across Turtle Island, and spanning all four departments (Architecture, Landscape Architecture, Interior Design, and City Planning), from the Faculty of Architecture.
- Lisa Landrum, Department of Architecture has been elected to Vice-President of the Canadian Architectural Certification Board. Lisa Landrum’s appointment as a Canadian Council of University Schools of Architecture-elected Director to the Canadian Architectural Certification Board is ongoing (2019 to 2022).
- Charles Thomsen (Professor Emeritus) Department of Landscape Architecture, has received an honour from the Province of Manitoba for his community service specifically for the forty years that he has been volunteering and working with the International Peace Garden. HONOUR 150 presented by Canada Life, recognizes 150 people from across the province who stand out for their role in making Manitoba.
- Rachel Nickel, graduate student, who is conducting her research in the Department of Physics and Astronomy was awarded the prestigious Vanier Canada Graduate Scholarship. The Scholarship is valued at \$50,000 per year for three years during doctoral studies.
- A Schulich Leaders Scholarship was awarded to first year student, Shubhneet Thind who is enrolled in the Faculty of Science. The Schulich Foundation, offers entrance scholarships up to 100 high school graduates each year, enrolling in a science, technology, engineering or mathematics (STEM) undergraduate program at 20 partner universities in Canada. Every high school in Canada can submit one Schulich Leader Nominee per academic year based on academic excellence in STEM, entrepreneurial leadership and financial need.
- Camilla Atchison, student, Economics, Econometrics is a recipient of a Bank of Canada Scholarship Award. This award is given to students with disabilities, Indigenous students and students who identify as a woman or as a member of a visible minority or racialized group, or person of colour. Each award combines tuition assistance with the opportunity of a work placement at the Bank. These scholarships

are designed to encourage Canadians from diverse backgrounds to further their education and consider employment in fields related to the work of the Bank

- Soil Science graduate students were recently recognized at the 2021 Annual Meeting of the Manitoba Soil Science Society. Sarah Johnson received the best poster pitch prize; Joanne Thiessen Martens was presented the best general oral presentation prize, and; Jess Nicksy received the second best general oral presentation prize.
- A new UM resource to assist internationally educated health professionals qualify for practice in Manitoba was recently announced. Funding received from the Foreign Credential Recognition Program provided by Employment and Social Development Canada will assist to create the Access Hub for Internationally Educated Health Professionals. It will guide newcomers in pharmacy, occupational therapy, physiotherapy, respiratory therapy, speech language pathology and audiology to navigate the requirements to enter the Manitoba workforce.

RESEARCH MATTERS

- At this time, research at the University of Manitoba (UM) is continuing within in the labs as well as remotely to the extent possible in compliance with the provincial Public Health Guidelines. Details on the current COVID-19 guiding principles, processes for requesting access and preventative measures are available in the updated [Researcher FAQs section of the COVID-19 webpage](#).
- Three University of Manitoba researchers have received grants through the Partnership Engage (2) and COVID-19 Partnership Engage Grants (1) programs funded by the Social Sciences and Humanities Research Council to investigate mental health matters specific to overlooked and under-studied populations. These grants provide short-term and timely support for partnered research activities that will inform decision-making at a single partner organization from the public, private or not-for-profit sector. Two grants were less than \$25,000 and one grant is for \$25,000.
- Science, Engineering and Technology (SET) Day was held online on February 19, with more than 40 schools participating in the live SET Talks by researchers Cheryl Glazebrook (Kinesiology and Recreation Management), Kyle Bobiwash (Entomology), Kirstin Brink (Geological Sciences), Deanna Slater (Immunology), Ella Morris (PhD candidate Mechanical Engineering) and Rachel Nickel (PhD candidate Physics and Astronomy). The [SET Talks were recorded and made available online](#), with more than 300 views in the first week.
- Fifty-two research projects led by 29 investigators received a total of \$4,969,195 in grant funding from a variety of sponsors. Those projects receiving more than \$25,000 are:

PI	Sponsor	Title	Awarded
Akcora, Cuneyt (Computer Science)	Mitacs Accelerate	Decentralized services for sharing and searching user generated data	\$90,000

Ashraf, Ahmed (Electrical and Computer Engineering)	CIHR	Artificial intelligence based adaptive and interpretable models for analyzing multi-track epigenomic sequential data	\$298,500
Bassuoni, Mohamed (Civil Engineering)	Mitacs Accelerate	Use of nanoparticles, phase change materials, and antifreeze admixtures for cold weather concreting	\$110,000
Booth, Stephanie (Medical Microbiology and Infectious Diseases)	Creutzfeldt-Jakob Disease Foundation Inc.	Detection and characterization of rare strains of sporadic Creutzfeldt-Jakob Disease using a suite of novel biological and biochemical tools	\$63,270
Cameron, Emily (Psychology)	SSHRC – COVID-19 PEG	Building BRIDGES: Adapting parent wellness supports for families of children with developmental and mental health needs at KIDTHINK Inc.	\$25,000
Collister, David (Internal Medicine)	Seven Oaks General Hospital Foundation	Research program in chronic kidney disease and dialysis focusing on symptoms	\$75,000
Desautels, Danielle (Internal Medicine)	University Medical Group	Predictors and impact of treatment nonadherence in patients receiving adjuvant endocrine therapy for breast cancer in Manitoba	\$42,910
Gerstein, Aleeza (Microbiology)	Manitoba Medical Service Foundation	Vulvovaginal candidiasis pathogen diversity	\$30,000
Gorczyca, Beata (Civil Engineering)	City of Brandon	Full Year Operation of UF/NF Pilot Plant Supplied by High DOC and Hardness Surface Water Source in Brandon, MB	\$78,450
Hitchon, Carol (Internal Medicine)	Research Manitoba - Manitoba COVID-19 Rapid Response Grant	Safety and Immunogenicity of SARS-CoV2 Vaccines	\$84,105
Kidane, Biniam (Surgery)	Manitoba Medical Service Foundation	Organ-preserving endoscopic resection and concurrent radiation/immunology for esophageal cancer (OPERA RADIO): A pilot study	\$30,000
Labouta, Hagar (Pharmacy)	Manitoba Medical Service Foundation	Tracking the accumulation of gold nanoparticles in tumour tissues	\$30,000
Lix, Lisa (Community Health Sciences)	University of Calgary	Unsupervised learning methods to improve patient-reported outcome measures	\$127,182
Louis, Deepak (Pediatrics and Child Health)	Manitoba Medical Service Foundation	Mental health outcomes of parents of children born preterm in Manitoba: A population-based cohort study	\$35,000
Maghoul, Pooneh (Civil Engineering)	Mitacs Inc.	Evaluation of the effects of pipe-soil interaction on the stress based design of buried pipelines using advanced numerical modeling	\$60,000
Mahar, Alyson (Community Health Sciences)	Manitoba Medical Service Foundation	Mental health outcomes of adolescent and young adults with cancer in	\$35,000

		Manitoba: A population-based cohort study	
Mann, Daniel (Biosystems Engineering)	Mitacs Inc.	Effect of harvest time on cattail (Typha) fibers for non-woven applications	\$30,000
Miller, Donald (Pharmacology and Therapeutics)	Research Manitoba	Development and characterization of utRAP technology: A nanoparticle platform for preventing SARS-Cov2 infection in airway and vasculature	\$86,550
O'Neil, Liam (Internal Medicine)	Manitoba Medical Service Foundation	Searching for citrulline: A comprehensive analysis of the citrullinome across the stages of Rheumatoid Arthritis	\$28,500
Ramjiawan, Bram (Pharmacology and Therapeutics)	Research Manitoba - COVID-19 Innovation Proof-of-Concept Grant	Copper infused reusable protective face mask for prevention of SARS-CoV-2 infections	\$100,000
Rigatto, Claudio (Internal Medicine)	Research Manitoba - COVID-19 Innovation Proof-of-Concept Grant	Can virtual lifestyle programming limit collateral health damage from the COVID-19 pandemic: A pilot study	\$99,892
Righolt, Christiaan (Community Health Sciences)	Manitoba Medical Service Foundation	Infant vaccination rates during the COVID-19 pandemic in Manitoba	\$34,000
Slominski, Bogdan (Animal Science)	NSERC university/industry collaborative research and development	Effective use of novel canola feed ingredients	\$299,744
Slominski, Bogdan (Animal Science)	Saskatchewan Canola Development Commission	Effective use of novel canola feed ingredients	\$88,000
Thompson, Shirley (Natural Resources Institute)	Mitacs Accelerate	Red Sucker Lake First Nation traditional land use mapping and youth training	\$240,000
Wang, Feiyue (Environment and Geography, Centre for Earth Observation Science)	Fisheries and Oceans Canada	The MPRI Offshore Burn Experiment	\$2,246,000
Yamamoto, Jennifer (Internal Medicine)	Manitoba Medical Service Foundation	Comparing the effects of long acting versus intermediate acting versus short acting insulins on severe hypoglycemia in type 2 diabetes	\$30,000
Zahradka, Peter (Physiology & Pathophysiology, St Boniface Hospital Albrechtsen Research Centre)	Research Manitoba	Broadening the vascular diagnostic service continuum of Koven Technology Canada through the development and validation of a novel in vitro diagnostic technology to diagnose peripheral arterial disease	\$138,000

ADMINISTRATIVE MATTERS

- The Southwood Secondary Plan was approved by City of Winnipeg Council on January 28, 2021. The Development Agreement, Subdivision and Zoning (DASZ) pre-application was submitted to Planning, Property, and Development on February 5, 2021 with a formal submission anticipated in April 2021 and approval in late 2021. Construction of Phase 1 site works and development is planned to start in Spring 2022. UM Properties is planning this first phase of development directly adjacent to the core campus lands, north of Sifton Road to support synergies with the University of Manitoba (UM).
- UM has hired Sustainable Solutions Group (SSG) to develop:
 - a Climate Action Plan including carbon emission targets aimed at achieving emissions neutrality by 2050. The University passed the Sustainability Strategy 2019-2023 in June 2019. Within the strategy, there is a commitment to create a Climate Action Plan, which defines emission reduction targets, action items to achieve these targets, and climate change mitigation and adaptation recommendations.
 - Sustainable Building Guidelines that will guide sustainability considerations across all buildings' projects. The guidelines will outline best practices, technologies, and methods that will contribute to enabling the UM to achieve its emissions reduction goal set out in the Climate Action Plan.
- 30 collection bins have arrived to collect personal protective equipment. These bins will be distributed to areas at both Bannatyne and Fort Garry campuses that have the highest volumes of traffic at this time. This waste will then be collected and sent to Terracycle and turned into pellets that can be molded and extruded to produce new products.
- The 2021/22 Budget was sent to the Province on February 11, 2021.
- The requirement to implement Asset Retirement Obligation (ARO) reporting for March 31, 2021 has now been postponed by the Province of Manitoba. No new date has been set as it is currently being reviewed.
- Purchasing Services is actively engaged with the Province on the new Procurement Initiative.
- T4 and T4A slips have been completed and distributed to the UM.
- Form T2200S have also been provided to staff to assist employees in claiming a deduction for the eligible portion of workspace-in-the-home expenses and related supplies incurred in the course of working from home during the COVID-19 pandemic in 2020.
- The Office of Human Rights and Conflict Management (OHRM) hired 11 student educators from equity-seeking backgrounds and varied programs across the UM to assist with student outreach and education on the Respectful Work and Learning Environment Policy, the Sexual Violence Policy, and the Disclosures and Complaints Procedure. This pilot is currently underway and will be completed at the end of April 2021. The Student Presenter Program is eligible to receive 75% of wages through the Government of Canada Magnet Student Work Placement Program.

- The OHRCM, as well as members of the Legal Office, are working with the UM Admissions Office to incorporate the recent findings in *Longuepée v. University of Waterloo* (Ontario Court of Appeal) in UM admissions processes. The key takeaway from the *Longuepée* decision is that a GPA-only admissions process will be deemed discriminatory in situations where all previous academic evaluations are unaccommodated. In situations where no accommodated grades exist, an evaluation of core competencies or bona fide academic requirements needed for admission will have to be undertaken without consideration of grades or GPA.
- The OHRCM and the Legal Office are co-chairing the Advisory Committee on Intimate Relations. The Advisory Committee will explore Recommendations #18-20 of the Path Forward Report and issue recommendations to the Path Forward Implementation Committee. These will include how to best implement the targeted Path Forward Recommendations, including any modifications that may be necessary.
- A four-year deal has been reached with CUPE 3909 for both Unit 1 (Student TAs) and Unit 2 (Sessional Instructors). The revised agreement provides for wage increases of 0%, 0%, 0.75%, 1% over the period of September 1, 2018 to August 31, 2022. Both collective agreements have been largely rewritten to provide clarity and common language where appropriate. The new language will help UM administrators follow proper processes, ensure that UM students receive appropriate employment, and clarify when different rates of pay apply. A Letter of Understanding sets up a joint UM-CUPE committee to review the Distance Ed payment model, and make recommendations for change in the next round of bargaining.
- UM Black Alliance (UMBA) invited all students, faculty, staff, alumni and the community at large to attend the UM's Black History Month Forum on February 18, 2021.
- Information Security and Compliance reported that MFA (Multi Factor Authentication) for working remotely using VPN (Virtual Private Network):
 - IST – 100% (190) complete
 - Distributed IT – 100% (60) complete
 - Faculty and Staff – 41% (1549) complete out of 3744 VPN users
- Five Zoombombing incidents occurred between February 1 and February 10, 2021. Zoombombing is a type of cyberattack when someone hijacks a Zoom videoconferencing session. Meetings have been interrupted by intruders sharing offensive imagery onscreen, including taunting attendees with hate speech and threats. Additional training material has been provided to the UM on how to increase security within the Zoom service.
- Engagement Services extended Service Desk hours (evenings and weekends) and offered to support December online exams (December 13 - 23). The average speed to answer all exam support calls was 29 seconds. A news article regarding extended service can be found at:

https://news.umanitoba.ca/mitigating-exam-stress-a-high-priority-for-the-university/?utm_source=waag&utm_medium=email

EXTERNAL RELATIONS

- Significant gifts made in the current reporting period include:
 - Department of Clinical Health Psychology - \$150,000 - Clinical Health Psychology Trust Fund.
 - Prafulchandra Patel - \$100,000 - Sunil Patel Bursary.
 - Department of Family Medicine - \$3,000,000 - Department of Family Medicine Trust Fund.
 - Heart and Stroke Foundation - \$1,000,000 - Heart and Stroke Foundation/Research Manitoba Chair in Clinical Stroke Research.
 - Manitoba Crop Alliance - \$500,000 - Prairie Crops and Soils Research Facility.
- As the Next Generation Website Experience (NGWE) project progresses, numerous colleges and faculties will be launching refreshed websites in March 2021. The NGWE migrations for external websites are expected to be complete by summer 2021.
- A digital spring issue of UMToday The Magazine, with rich storytelling about our accomplished alumni, will be released before April month end.
- A second Ugly Sweater Trivia Night held on St. Patrick's Day was aimed at recent graduates. UM affinity partner, The Personal, was the title sponsor of this event.
- The inaugural Alumni Council meeting was held on February 22nd. At this first gathering 31 members representing diverse faculties and backgrounds participated in robust preliminary engagement discussions. The next meeting is scheduled for May 2021.
- Donor Relations' year end direct mail and email appeal performed strongly. Solicitations resulted in 1,459 gifts from donors totalling \$430,302.
- UM faculty, staff and retirees contributed the greatest share of \$45,000 raised for the UM Food Bank. This was vital as on-campus food drives could not be held due to pandemic restrictions.
- The student referenda program renewed the agreements for nine faculties and colleges totalling \$2.8 million dollars.
- The Marketing and Communications team continues to offer tangible supports to assist the UM community in brand implementation.
- A new UM Editorial Style Guide has been created as a reference to assist UM writers. The intention is to assist staff in producing work that is professional, credible, and inclusive/respectful of both readers and those we are writing about.
- UM Black History Month content performed very well across our digital channels. This engagement was driven by content that included three UM Today stories and three video interviews as part of the 'Making an Impact: UM Black Alumni' initiative. The story of alumnus David Sowemimo who created a scholarship for Black Law students in particular resonated with readers.

- During February 2021, there were 2,607 news stories in media mentioning UM; 915 of these related to COVID-19. Stories arose from Public Affairs releases to media and reporter inquiries.
- Major media coverage has recently arisen related to several UM stories. These include the tragic accident that killed three Bangladeshi students, the MB government announcement on experiential outcomes, the rollout of an Indigenous COVID-19 app developed by UM researchers, New York Times coverage on Arthur Schafer opinions on “COVID shaming” and news from multiple international outlets regarding Jason Kindrachuk’s warning of a new Ebola outbreak in Congo.

Report of the Senate Executive Committee

Preamble

The Executive Committee of Senate held its regular monthly meeting on the above date.

Observations

1. Speaker for the Executive Committee of Senate

Professor Peter Blunden will be the Speaker for the Executive Committee for the April 2021 meeting of Senate.

2. Comments of the Executive Committee of Senate

Other comments of the Executive Committee accompany the report on which they are made.

Respectfully submitted,

Dr. Michael Benarroch, Chair
Senate Executive Committee

Terms of Reference:

http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/477.htm

Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Kinesiology and Recreation Management to modify the admission requirements for the Bachelor of Recreation Management and Community Development degree program (2021.02.23)

Preamble:

1. The terms of reference for this committee can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm.
2. The Faculty of Kinesiology and Recreation Management (FKRM) is proposing a modification to the admission requirements for the Bachelor of Recreation Management and Community Development degree program. The modification involves the removal of KPER 1400 as a required course for admission.
3. The proposal was approved by the FKRM Faculty Council on December 7, 2020 and endorsed by SCADM on February 23rd, 2021.

Observations:

1. In 2017 KPER 1400 was added as a required course that students must complete to be eligible for admission to the program.
2. Having this course as a requirement has proven to be a barrier to some students who are interested in applying to the program. It is expected that reverting back to the pre-2017 requirements where students must present any 24 CH of course work will increase the applicant pool.
3. Students will be required to take this course after being admitted to the program.

Recommendation:

The Senate Committee on Admissions recommends that the proposal to modify the admission requirements for the Bachelor of Recreation Management and Community Development degree program be approved effective for the Fall 2022 intake.

Respectfully submitted
Laurie Schnarr, Chair, Senate Committee on Admissions


Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the Report to Senate.



MEMORANDUM

DATE: February 9, 2021

TO: Ms. Laurie Schnarr, Vice-Provost (Students), Chair, Senate
Committee on Admissions

FROM: Dr. Douglas Brown, Dean 

RE: A proposal to the Senate Committee on Admissions from the Faculty of
Kinesiology and Recreation Management Recommending Revised
Admissions Criteria for the BRMCD Degree.

As outlined in the attached Summary of Proposal, the Faculty of Kinesiology and Recreation Management is requesting admissions requirement changes to the Bachelor of Recreation Management and Community Development degree. This change was approved by FKRMC Faculty Council on December 7, 2020.

**Summary of Proposal
Faculty of Kinesiology and Recreation Management
February 2021**

The requested revision that follows relates to the Advanced Entry admission requirements for the Bachelor of Recreation Management and Community Development (BRMCD) degree program, effective for Fall 2022.

Section I: Description of Change

Modification to the Advanced Entry Admissions Categories, effective for Fall 2022.

The Faculty of Kinesiology and Recreation Management would like to change the BRMCD advanced entry admission requirements from its current requirement, “KPER 1400 Concepts of Recreation and Leisure (minimum grade C) and 21 additional credit hours” to “24 credit hours completed.”

Rationale:

The BRMCD advanced entry admission requirements were changed in 2017 from 24 CH completed to adding the KPER 1400 course requirement. This was done primarily to align with the changes proposed to the BKin and BPE admission requirements. Having KPER 1400 as an admission requirement has shown to be a hurdle for some students wanting to apply to the program, and can delay these students enrolling in the BRMCD degree. Removing the course as an admission requirement will help the FCRM reach its target admission numbers for this degree. Students will still need to take KPER 1400 in their first year once admitted to the program, as it will remain a program requirement as well as a prerequisite course for upper-level REC courses.

This change would be effective for Fall 2022.

Section II: Consultation

Consultation beyond the Faculty of Kinesiology and Recreation Management’s faculty council and academic advisory board has not been done as no other Faculties at the University of Manitoba include KPER 1400 as a program requirement in any of their degrees.

Section III: Recommendation

The Faculty of Kinesiology and Recreation Management recommends that SCADM endorse the modification of the BRMCD Advanced Entry admission requirements from “KPER 1400 Concepts of Recreation and Leisure (minimum grade C) and 21 additional credit hours” to “24 credit hours completed” effective for Fall 2022.

Report of the Senate Committee on Admissions concerning a proposal from the School of Dental Hygiene to modify the admission requirements for the Dental Hygiene diploma program (2021.02.23)

Preamble:

1. The terms of reference for this committee can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm.
2. The School of Dental Hygiene is proposing some modifications to the admission requirements for the Dental Hygiene diploma program. The changes involve the modification of the Chemistry courses that are required in order for applicants to be eligible for admission. Applicants who complete the required Chemistry courses at the University of Manitoba will be required to present Chemistry 1100, Chemistry 1110, and Chemistry 1120.
3. The proposal was approved by the Dr. Gerald Niznick College of Dentistry Dental College Council on February 1st, 2021 and was endorsed by SCADM on February 23rd, 2021.

Observations:

1. These changes are in response to modifications made by the department of Chemistry.
2. Chemistry 1100 will replace Chemistry 1300, Chemistry 1110 will replace Chemistry 1310, and Chemistry 1120 is the required lab component.

Recommendation:

The Senate Committee on Admissions recommends that the proposal to modify the admission requirements for the Dental Hygiene diploma program be approved effective for the Fall 2022 intake.

Respectfully submitted

Laurie Schnarr, Chair, Senate Committee on Admissions

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the Report to Senate.



**University
of Manitoba**

**Rady Faculty of
Health Sciences**

Dr. Gerald Niznick College of Dentistry
School of Dental Hygiene
Office of the Director
D212-780 Bannatyne Ave
Winnipeg, Manitoba R3E 0W2
Tel: 204- 789-3683
Fax: 204-789-3948

February 8, 2021

Attention: Senate Committee on Admissions

RE: Recommended Prerequisite Changes for Entry into the School of Dental Hygiene

Please find attached recommended prerequisite changes for entry into the Rady Faculty of Health Sciences, Dr. Gerald Niznick College of Dentistry School of Dental Hygiene Diploma Program to be effective for the 2021-2022 academic school year.

This proposal was approved at the Dr. Gerald Niznick College of Dentistry Dental College Council on February 1, 2021.

Respectfully submitted,

Mary Bertone
Director and Associate Professor
School of Dental Hygiene

Director, Centre for Community Oral Health
Dr. Gerald Niznick, College of Dentistry, Rady Faculty of Health Sciences

D212-780 Bannatyne Avenue
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Canada
Tel: (204)789-3574
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mary.bertone@umanitoba.ca

Proposal from the Rady Faculty of Health Sciences Dr. Gerald Niznick College of Dentistry School of Dental Hygiene to the Senate Committee on Admissions to incorporate changes to prerequisite University of Manitoba core courses in the Dr. Gerald Niznick College of Dentistry School of Dental Hygiene admissions process as proposed by the Department of Chemistry, Faculty of Science, University of Manitoba

Section I – Description of the change

Preamble

The University of Manitoba, Faculty of Science provided courses in the subject areas of Introductory Chemistry as prerequisite Chemistry core courses required for application and selection to the University of Manitoba, Dr. Gerald Niznick College of Dentistry School of Dental Hygiene diploma program, specifically Chemistry 1300 with either Chemistry 1310 or Chemistry 1320 Details of the admissions process are found in the Dr. Gerald Niznick College of Dentistry Dental Hygiene Applicant Information Bulletin at https://umanitoba.ca/student/admissions/media/dental_hygiene_bulletin.pdf

The Department of Chemistry, Faculty of Science, University of Manitoba has received Senate approval regarding changes to its Chemistry 1300 and Chemistry 1310.

Currently each of these courses are composed of didactic content and laboratory content, with each course valued at 3 credit hours. According to the Faculty of Science, the approved changes did not alter the content or student contact hours of the courses but will involve separation of the didactic content and laboratory content into separate courses, with credit hour values of 3 credit hours for the didactic content courses and 3 credit hours for the laboratory content course.

The newly approved Department of Chemistry courses are:

Chemistry 1100 – Atomic and Molecular Structure and Energetics (3 credit hours [didactic])
(as the Chemistry 1300 didactic replacement)

Chemistry 1110 – Interaction, Reactivity and Chemical Properties (3 credit hours [didactic])
(as the Chemistry 1310 didactic replacement)

Chemistry 1120 – Introduction to Chemical Techniques (3 credit hours [lab])
(as the newly approved lab component to be taken with either Chemistry 1100 or Chemistry 1110)

With the changes to these three courses Chemistry 1320 will no longer be a prerequisite for application to the School of Dental Hygiene as course content Organic Chemistry is not required.

It is proposed that the Dr. Gerald Niznick College of Dentistry School of Dental Hygiene admissions process incorporates the Senate approved changes to the Introductory Chemistry prerequisite courses, Chemistry 1100, Chemistry 1110 and Chemistry 1120.

This proposal would take effect fall 2021 as approved by University of Manitoba Senate.

Section II – Consultation with other faculties

The Dr. Gerald Niznick College of Dentistry School of Dental Hygiene proposed change will have no impact on other University of Manitoba faculties. Therefore, consultation with other faculties did not occur.

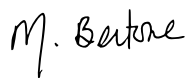
Section III – Recommendation

On February 1, 2021, the Dr. Gerald Niznick College of Dentistry recommended that:

The Dr. Gerald Niznick College of Dentistry School of Dental Hygiene admissions process incorporates the changes to prerequisite University of Manitoba core courses of Introductory Chemistry (CHEM 1100 CHEM 1110 and CHEM 1120) as required as proposed by the Department of Chemistry, Faculty of Science, University of Manitoba (as noted above).

Implementation would be effective for the 2021-2022 academic school year.

Respectfully submitted,

A handwritten signature in black ink that reads "M. Bertone". The signature is written in a cursive, flowing style.

Mary Bertone, RDH, BSc(DH), MPH
Director
School of Dental Hygiene
Dr. Gerald Niznick College of Dentistry

Report of the Senate Committee on Admissions concerning a proposal from the Office of the Registrar and Enrolment Services to modify the institutional English language proficiency requirements (2021.02.23)

Preamble:

1. The terms of reference for this committee can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm.
2. The Office of the Registrar and Enrolment Services is proposing an amendment to the institutional English language proficiency requirements. The change calls for a modification of the waiver for students who graduate from a Manitoba high school. Applicants would be required to present one credit of English at the 40S level with a minimum grade of 75% in order to be eligible for a waiver.
3. The proposal was endorsed by SCADM on February 23rd, 2021.

Observations:

1. The current requirement asks that students present two credits of English at the 40S level with a minimum grade of 75% in each course in order to be eligible for the waiver.
2. After reviewing the standard at a number of institutions across the country it was determined that the vast majority require only one credit of English with a minimum grade to be eligible for a waiver. The University of Winnipeg and Brandon University are among those institutions requiring only one English course.
3. This standard would be applied to equivalent English courses for students who graduate from a high school in other provinces.

Recommendation:

The Senate Committee on Admissions recommends that the proposal to modify the institutional English language proficiency requirements be approved effective for the Fall 2022 intake.

Respectfully submitted

Laurie Schnarr, Chair, Senate Committee on Admissions

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the Report to Senate.



**University
of Manitoba**

Office of the Registrar and
Enrolment Services

421 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
T: 204-474-8820
F: 204-474-7554

TO: Laurie Schnarr, Vice-Provost, Students and
Chair, Senate Committee on Admissions

FROM: Jeff Adams, University Registrar and Executive Director, Enrolment Services
Erin Stone, Deputy Registrar and Director, Admissions

DATE: February 5, 2021

SUBJECT: English Language Proficiency Proposal

This proposal contains a request to further modify the English language proficiency admission requirements. It focuses on the waiver for students who graduate from a Manitoba high school who achieve a minimum grade in a 40S (grade 12) English course. If approved this modification would be effective for the fall 2022 intake.

English Language Proficiency Requirement SCADM Proposal

Description of Change:

At the University of Manitoba if an applicant's primary language is not English, they are required to demonstrate a minimum level of English language proficiency in order to be eligible for admission to undergraduate programs. A number of exemptions are available to applicants; if an applicant does not qualify for an exemption they can meet the university's requirements in a variety of ways.

For a complete list of the English language proficiency requirements and the methods in which these requirements can be satisfied, please visit:

<http://umanitoba.ca/student/admissions/international/english/index.html>

A proposal was submitted to SCADM in September 2020 and passed Senate in November 2020 to modify institutional proficiency requirements. That proposal addressed a number of changes including adding minimum component scores to the IELTS test, modifying the approved country waiver list, and modifying several of the waiver criteria to add clarification and additional standards.

In that proposal, we spoke to the high school English waiver which allows a waiver of the English proficiency requirement if a student graduates from a Manitoba high school, with five credits at the Grade 12 level, and two credits of English at the 40S level with an average grade of 75%. It was our intention to propose a modification to this requirement in the November 2020 proposal; however, it was inadvertently omitted.

Based on review of other institutions in Canada we have determined that many other schools are also providing a waiver based on completion of one grade 12 English course. In Manitoba, the University of Winnipeg and Brandon University require one English 40S credit for meeting their waiver criteria. For other provinces, the University of Calgary, University of Alberta, University of Victoria, University of British Columbia, and York University also require only one Grade 12 English course for an English proficiency waiver. What we are proposing aligns with the requirements at these other institutions.

The modification we are proposing is to require one credit of English at the 40S level with a minimum grade of 75%. This change would align with the changes in the curriculum and general admission requirements requiring one full English 40S Grade 12 course.

Recommendation:

The Office of the Registrar and Enrolment Services is recommending that the institutional English proficiency waiver requirement regarding completion of Grade 12 English courses be modified to:

Manitoba high school graduation, with five credits at the Grade 12 level, which include one full credit of English at the 40S level with a minimum grade of 75% or the equivalent from other provinces in Canada.

Effective Date: Fall 2022

Report of the Senate Committee on Rules and Procedures Regarding the Proposed Revisions to the *Standing Rules of Senate Relating to Members Elected Under Section 27 of the University of Manitoba Act* – Indigenous Senators

Preamble

1. The terms of reference of the Senate Committee on Rules and Procedures (SCRP) are available on the University Governance website. The SCRCP is “to consider and recommend on any matter concerning rules and procedures”.
2. Since last reporting to Senate, the Committee met on February 25, 2021 to review a proposal from the Indigenous Representation in University Governance and Executive and Senior Leadership Project Team regarding the implementation of the recommendations of the Indigenous Senior Leadership Report.

Observations

1. The intent of the proposal is to create a process that provides for the on-going election of five Indigenous members to Senate by Faculty and School Councils. These Senators would be over and above any Indigenous Senators that may be elected by faculty or school councils or appointed based on their administrative positions, using the mechanisms available under *The University of Manitoba Act*.
2. The Committee was reminded by the University Secretary that the *University of Manitoba Act* – Section 27 regulates the manner in which Senators are elected by Faculty and School Councils. This proposal is intended to create a means for which voting Indigenous representation on Senate can be ensured within the confines of the existing provisions in the Act.
3. The Committee observed that these elections would be conducted at-large and that while that mechanism seemed the most appropriate, it will be important to monitor the results of the first few elections to ensure that the Indigenous Senators elected could be spread across faculties and schools wherever possible and practicable.
4. The Committee discussed the nomination process, which would involve a call to all Faculty and School Councils for nominations. All nominees would then be sent out to all Faculties and Schools for election of the five at-large Indigenous Senators. A short biography of each nominee would be requested to assist with the voting process. The results of all the votes would be tabulated by the University Secretary to determine those individuals elected.
5. The Committee discussed that these seats would be in addition to the existing seats allotted to Faculties and Schools and would provide for further Faculty representation on Senate. All full-time Indigenous members of the academic or support staff of their Faculty and School Council would be eligible for nomination.

6. The Committee noted that student representation to Senate is governed differently under the Act and as such, these revisions do not currently include student representation but that conversations with students will happen in the future to determine the appropriate mechanism to ensure Indigenous student representation on Senate.
8. The Committee observed the support for the proposal from Vice-President (Indigenous) Dr. Catherine Cook. The Committee is supportive of this proposal and its goal to increase Indigenous representation and voice on Senate.

Recommendation:

The Senate Committee on Rules and Procedures recommends:

THAT Senate approve the proposed revisions to the *Standing Rules of Senate Relating to Members Elected Under Section 27 of the University of Manitoba Act* – Indigenous Senators, effective for the next round of Senate elections.

Respectfully submitted,

Dr. Jeffery Taylor, Chair
Senate Committee on Rules and Procedures

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the Report to Senate.

ELECTION OF ACADEMIC AND SUPPORT STAFF TO SENATE

The University of Manitoba Act (the "Act") provides for the election of persons to Senate by each Faculty and School Council (Subsection 26(1)(n) and Section 27). The method by which this is done is determined by Senate in the form of Standing Rules of Senate. The relevant sections of the Act are provided together with the Standing Rules which govern the process. Because the number of elected members of Senate is determined by formula using the list of eligible members of faculty/school councils, the size of Senate will change from time to time.

Provisions of *The University of Manitoba Act* respecting Members Elected by Faculty and School Councils

Powers of Senate 34(z): From time to time, by by-law, determine the total number of persons to be elected as members of senate by the faculty councils and school councils, the total number of whom shall not be less than twice the number of persons mentioned in clauses 26(1)(c) to (j), (p) and (q).

1. Members from faculty councils, etc.

27(1) Each faculty council and each school council shall annually elect such number of persons to be members of senate as the senate has determined the faculty council or school council is entitled to so elect.

2. Terms of elected members

27(2) If a faculty council or school council is entitled to so elect as members of senate (a) only one person, he shall be elected for a three-year term; (b) two or more persons, such persons shall be respectively elected for such terms not exceeding three years as will result in their terms respectively expiring in successive years.

3. Termination of term of office

27(3) A person elected as provided in this section ceases to be a member of senate upon his ceasing to be a full-time member of the faculty or school by whose council he was elected.

4. Term of office

28(1) The term of office for which a member of the senate shall be appointed or elected under clauses 26(1)(k), (l) and (m) after the coming into force of this Act, other than to fill the unexpired term of a member of the senate who has ceased to be such, is subject to subsection (2) and to section 29, the number of years commencing on June 1 of the year of appointment or election hereinafter stated:

- a) the term of each member appointed by the board shall not exceed three years and not more than one term shall expire in any year;
- b) the term of each member elected by the students of the university under clause 26(1)(1) shall be as determined by the senate under clause 34(1)(cc);
- c) the term of each member appointed by the board of directors of the alumni association shall not exceed three years and not more than one term shall expire in any given year.

5. Continuation of term

28(2) A member of the senate whose term of office has expired on May 31 in any year shall continue as such until his successor has been appointed or elected and shall be eligible for reappointment or re-election.

6. Notification of name of member

28(3) The body possessing the power of appointment or election of a member of senate shall forthwith after the appointment or the election by it of a member of the senate give notice thereof in writing to the secretary of the senate; and no appointed or .elected member of the senate has the right to sit or act as a member of the senate unless his appointment or election is so certified in writing to the University Secretary.

7. Removal of member

29 Any appointed or elected member of the senate may be removed from office at any time by the body that appointed or elected him.

8. Vacancies

30(1) Where an appointed or an elected member of the senate resigns, ceases to be a member of senate or becomes incapable of acting, his seat becomes vacant; and a declaration of the existence of the vacancy entered upon the minutes of the senate is conclusive evidence thereof.

9. Filling of vacancies

31(1) Where a vacancy in the senate occurs from any cause, the vacancy shall, in the case of an appointed or an elected member, be filled by the body possessing the power of appointment or election; and the person so appointed or elected shall hold office for the remainder of the term of the person in whose place he is appointed or elected.

10. **Minimum membership of senate**

32 Notwithstanding any vacancies in the senate, the senate is legally constituted for all purposes so long as not fewer than 25 members of the senate remain in office.

11. **Chancellor determines questions of membership**

33 Where a question arises touching the election of an elected member of the senate or touching the right of any person to be, or sit or act as, a member of the senate, the question shall be determined by the chancellor or, at his option, by a committee consisting of the chancellor and such others as he may appoint.

12. **Powers of senate**

34(1) The senate has general charge of all matters of an academic character; and, without restricting the generality of the foregoing, the senate shall:

- (aa) by by-law, establish a formula for the determination of the number of members of senate, each faculty council, each school council, and each faculty council and school council joined for the purposes of the election, is entitled to elect, and in accordance with that formula determine the number of members of senate each faculty council, each school council, and each faculty council and school council joined for the purposes of the election, is entitled to elect;
- (bb) by by-law, determine when the elections to which reference is made in clause (aa) are to occur and, if desired, the manner in which nominations shall be made and the elections conducted;
- (dd) determine the eligibility of any person for election as a member of senate by a faculty council or a school council or a faculty council and school council joined for the purpose of the election.

**Standing Rules of Senate Relating to Members Elected Under
Section 27 of *The University of Manitoba Act***

1. **Number of Representatives**

The total number of Senators elected by faculty/school councils shall be not less than twice the number of ex officio members designated in Section 26(1), (c) to (j), (p) and (q) of the Act.

2. Eligibility for Nomination

All full-time members of the academic and support staff of the University who are members of a faculty/school council, in addition to those academic staff in Student Affairs, the Extended Education Division and the Libraries, except those designated ex officio under Section 26 of the Act, shall be eligible for election to Senate from the faculty/school council to which they belong or in which they have been accepted for purposes of Senate elections (see 3(b) below). For greater clarity, clinical faculty members in the Faculty of Health Sciences holding GFT appointments are considered full-time members of the academic staff.

3. Eligibility to Vote

- (a) All members of the academic and support staff (including ex officio members of Senate but excluding sessional and part-time support staff appointments) who are members of a faculty/school council having six or more members eligible for nomination are entitled to vote in Senate elections, provided that they are able to vote at the time and in the manner prescribed by Senate and faculty/school council by-laws or regulations. Members of the academic and support staff including those in Student Affairs, the Extended Education Division, and the Libraries are entitled to vote in Senate elections, and shall do so with the other eligible staff in their constituency.
- (b) Ex officio members of Senate, who are not members of a faculty/school council having six or more members eligible for nomination may vote with any faculty/school council willing to accept them as members for the purposes of elections to Senate.
- (c) In the case of cross-appointments, deans and directors shall ascertain from the individuals concerned the faculty/school council of which they wish to be considered members for the purpose of elections to Senate. Decisions must be communicated to the University Secretary in order that the number of Senators from each constituency may be made final.

4. Number to be Elected by Each Faculty/School Council Constituency

- (a) Faculty/school councils, academic staff in Student Affairs, the Extended Education Division and the Libraries having six or more members eligible for nomination shall be entitled to at least one representative on Senate.
- (b) The remaining places shall be distributed proportionately in accordance with procedures set forth below.
- (c) No member of the University shall be counted, vote or be nominated in more than one faculty or school.

(d) In addition, five Indigenous¹ Senators shall be elected by all faculty and school councils joined together for the purposes of electing these Senators in a process overseen by the University Secretary as described in section 6.2 below. These Senators shall be in addition to any Indigenous Senators as may be elected by Faculty and School Councils from time to time as outlined in section 4 (a).

5. Procedures for Determining Proportionate Representation

- (a) On December 31 of each year, the University Secretary shall be provided a list of all full-time academic staff of the University with the rank of instructor, lecturer, assistant professor, associate professor, and full professor, or the equivalent, in each faculty or school of the University, including members of the Student Affairs, the Extended Education Division and the Libraries.
- (b) The University Secretary shall forward to each dean or director for verification the list of persons he/she considers eligible in each faculty or school.
- (c) At the same time, the University Secretary shall notify the academic staff of the requirements of rules 3(b) and 3(c) above, inviting those concerned to make arrangements to join a faculty/school council for the purpose of Senate elections by January 31.
- (d) During the first week in February, deans and directors shall return the lists with such amendments as may be necessary, including the addition of:
 - (i) the names of any members eligible for nomination whom the faculty/school council has accepted as members for the purpose of elections to Senate;
 - (ii) the names of support staff who are members of faculty/school councils; and
 - (iii) those names to be added in accordance with 3(c) above.
- (e) Formula:

The University Secretary shall determine the number of representatives each council-constituency shall be entitled to elect to Senate by application of the following formula:

¹ For the purposes of these elections, Indigenous means those individuals having historical continuity with pre-invasion and pre-colonial societies in Canada and their relatives across the border with the United States who regard themselves as part of the same nations (adapted from the United Nations definition of Indigenous).

Let N = total full-time members eligible for nomination (see 2 above).

X = twice the number of ex officio members (see 4.2.1 above).

N_f = total eligible members of a faculty/school council constituency.

R_f = number elected from a faculty/school council constituency.

Then, $R_f = X/N$ times N_f .

R_f will rarely work out to be an integer. It should be computed to at least four significant figures. The number of Senators to be elected by a faculty or school shall be the integer closest to the value of R_f .

Example:

If $R_f = 1.49$, the faculty will have one elected member.

If $R_f = 1.50$, the faculty will have two elected members and so forth.

This is subject to the rule that a faculty or school council with six members eligible for nomination shall be entitled to elect at least one Senator.

This is also subject to the principle that no faculty or school council or other constituency shall be permitted to elect more than 30% of the Senators elected by Faculty or School Councils under section 27(1) of *The University of Manitoba Act*. In the event that the application of this formula would result in a faculty or school council or other constituency electing more than 30% of the Senators as noted above, that faculty or school council or constituency will be capped at 30% of the Senators and the calculation for the remaining constituencies will be adjusted iteratively in order to allocate the remaining Senate seats.

No faculty who would be entitled to 30% of the Senators elected by Faculty or School Councils as of January, 2011 shall be allocated less than that number in any consequent year.

(NOTE: With these rules, the number of elected Senators will not always work out to be exactly twice the number of ex officio members. In extreme cases, it could be above or below the allotted number by a number equal to one-half the total number of faculties and schools. This is, however, an unlikely event, and it should usually work out to be within plus or minus two of the allotted number.)

6. Procedures for Election

6.1 Each council constituency shall be responsible for the conduct of its own election and shall formulate its own rules, provided that:

- (a) the election is completed and reported to the University Secretariat by April 15th at the latest;
- (b) all members eligible to vote are given at least 10 days' notice of vacancies to be filled together with a list of members eligible for election and a statement of procedures for filling nominations (by mail, meeting or electronic means);
- (c) all members eligible to vote are given at least 10 days' notice of nominations received.

6.2 The election of the Indigenous Senators provided for in section 4 (d) shall be governed by the following provisions:

- (a) By February 15 each year, the University Secretary shall issue a call for nominations for Indigenous Senators to all members of Faculty and School Councils. The call for nominations shall indicate the process and timing for nominations.
- (b) Each nomination shall be accompanied by a brief biography of the nominee.
- (c) The University Secretary shall compile all nominations and convey to the dean or director of each faculty and school, the necessary materials and timelines for a vote to be conducted in accordance with their procedures, provided that at least 10 days' notice is provided to all members eligible to vote.
- (d) The results of the election by each Faculty and School Council shall be provided to the University Secretary by April 15th. The results of the election from each Faculty and School Council shall be combined and the candidates with the highest number of votes shall be declared elected.
- (e) In the event that fewer nominations are received than there are positions open for election, the nominated candidates shall be declared elected by acclamation and the University Secretary shall issue a new call for nominations for any remaining vacant positions.

7. By-Elections

When a vacancy occurs, sections 6.1(b) and 6.1(c) shall apply as far as possible provided that if a vacancy occurs within 45 days of the date of the annual election, it shall remain vacant until that date.

8. Replacements for Members of Senate Going on Leave

A faculty member intending to go on leave:

- (a) who has been a member for one year, may be replaced for a term of either one or two years, as determined by the faculty or school council;
- (b) who has been a member for two years, may be replaced for the remaining year;
- (c) who is going on a six-month leave, may be replaced for six months, or for one year, or for the remainder of the term of office, as determined by the faculty or school council.
- (d) an Indigenous Senator elected pursuant to section 4 (d), who goes on leave may be replaced in a manner outlined in section 6.2.

9. Removal of a Member

- (a) "Any appointed or elected member of the senate may be removed from office at any time by the body that appointed or elected" the member (*The University of Manitoba Act*, Section 29).
- (b) A faculty or school council may remove its representative in accordance with the section on removal in the Faculty and School Council General By-Law.
- (c) When a member of Senate elected by a faculty or school council has failed to attend three consecutive meetings of Senate, the member shall be notified by the Secretary with a copy to the dean or director of the faculty or school concerned. If the dean or director has not received a satisfactory explanation of the absences within a reasonable time of receipt of such notice, the dean or director shall in accordance with the procedure set forth in the Faculty/School Council General By-law, call a meeting of the council to consider a resolution to remove the member from office and elect a replacement. The University Secretary must be notified of the disposition of the matter.

10. Designates/Proxies

There is no provision for individual members or assessors on Senate to name a designate or proxy to their position. The only exception to this is the Deputy Minister of Education as provided for in Section 26(1)(q) of *The University of Manitoba Act*.

An individual formally appointed by the Board of Governors or on its behalf to serve in an acting capacity in an office that includes *ex officio* membership on Senate is entitled to sit as an *ex officio* member of Senate. This section does not apply to individuals named to an acting role by the incumbent during short periods of absence from the University.

Ex officio members of Senate may assign a non-voting delegate to attend an open session on their behalf in order to respond to questions that may arise.

11. **Assessors**

- (a) Senate from time to time by resolution may provide for assessor members to Senate.
- (b) A person who is otherwise a member of Senate is not eligible to be an assessor to Senate.
- (c) Assessors are permitted to participate fully in the deliberations of Senate but may not make or second motions, and may not vote.
- (d) In the event that Senate moves into closed session, assessors will not be required to leave the Senate Chamber unless specifically excluded.

Amended by Senate November 5, 2014
Draft amendment – January 11, 2021

Report of the Senate Committee on Nominations regarding Proposed Revisions to the Terms of Reference and Committee Composition

Preamble

1. The terms of reference of the Senate Committee on Nominations (SCN) are available on the University Governance website. The terms of reference for SCN state that the Committee's purpose is "to nominate persons to serve on committees of Senate and Senate representation on other committees as requested".
2. Since last reporting to Senate, the Committee met on March 5, 2021 to review proposed revisions to the terms of reference for the Senate Committee on Nominations submitted by the Indigenous Representation in University Governance and Executive and Senior Leadership Project Team and in response to the recommendations of the Indigenous Senior Leadership Report.

Observations

1. The intent of the proposed revisions is to ensure that the committee terms of reference and membership reflect the objective of Indigenous representation on Senate Committees and increased diversity across Senate Committees.
2. The Committee observed that the additions of the Vice-President Indigenous or an Indigenous member of the academic staff designated by the Vice-President, Indigenous and the Vice-Provost (Academic Affairs) or designate are in keeping with additions to the membership of other Senate committees to ensure attention to the priorities of equity, diversity, and inclusion.
3. The Committee discussed the nomination process and potential changes to the Senate Committee Interest Form to include an option for self-declaration. The Committee noted that self-declaration or further information may be required by the Committee to consider diversity when making recommendations.
4. The Committee is supportive of this proposal and its goal to increase Indigenous representation on Senate Committees.

Recommendation:

The Senate Committee on Nominations recommends:

THAT Senate approve the revised terms of reference and committee composition for the Senate Committee on Nominations

Respectfully submitted,

Dr. Marie Edwards, Chair
Senate Committee on Nominations

Encl.

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the
Report to Senate.

SENATE COMMITTEE ON NOMINATIONS

Terms of Reference:

To nominate persons to serve on committees of Senate and Senate representation on other committees as requested, except the Committee on Nominations, the Executive Committee and the Chair and Vice-Chair of the Committee on Admission Appeals and the Committee on Appeals.

To ensure that nominations represent the best possible match between prospective members and the committees to which they are nominated.

In making nominations, the Committee shall seek nominations that are inclusive of the breadth of diversity across disciplines, faculties, and schools.

To maintain an active listing of individuals interested in serving on Senate Committees.

Composition:

1. Ten members of the academic staff (the majority of the academic staff members shall be members of Senate)
2. Two students
3. The Vice-President (Indigenous), or an Indigenous member of the academic staff designated by the Vice-President (Indigenous)
4. The Vice-Provost (Academic Affairs), or designate.

Background (not part of the Terms of Reference)

At the July 1977 meeting of Senate, Senate approved, without debate, area representations for the Senate Committee on Nominations. The representation was amended in July 1991 to include the Libraries, in June 2005 to include the Clayton H. Riddell Faculty of Environment, Earth and Resources, and in October 2014 to take into account the Faculty of Health Sciences.

Members of the Senate Committee on Nominations are nominated by the Senate Executive Committee, and elected by Senate.

The current representation areas are as follows:

Agricultural and Food Sciences &
Environment, Earth and Resources

Architecture & Engineering

Arts

Education, Kinesiology and Recreation Management

& Extended Education

Health Sciences (2)

Libraries & Student Affairs

Management, Law & Social Work

Music & School of Art

Science

Students (2)



**University
of Manitoba**

**Clayton H. Riddell Faculty of
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March 15th, 2021

Proposal: Name Change from Department of Geological Sciences to Department of Earth Sciences

The Department of Geological Sciences is proposing to change its name to Department of Earth Sciences to reflect both the breadth of research and teaching as well as the developing synergies between the diverse groups within the Faculty. Overall, the name change demonstrates the strong engagement of the Faculty in addition to the University of Manitoba's ability to tackle the relevant and essential questions about the planet Earth.

In 1996, Barnes et al. argued the case for Earth Sciences in Canada by pointing out the special importance of a country with the second-largest area, the longest coastline, fronts into three oceans with approximately one-third of its territory beneath the sea, and polar to semi-arid environments. The concept of Earth System Science has emerged as a more natural, united way of studying the past and present processes on Earth. The dramatic rise in the human population, resource consumption and environmental degradation, when coupled to socio-economic concerns, and the concept of sustainable development, have redefined the earth sciences' contribution to society. In particular, there is a need to assess and predict the consequences of anthropogenic forcing on natural earth systems.

The proposed name change will support the effort of the Department to reflect the modernization of the science and better represent the teaching offered and research conducted, making it a more transparent fit for the student body, the public and funding bodies. The name change also reflects similar renaming by other Canadian, American and European institutions. Internally we discussed whether the Department should follow this trend as we are well aware of the history and established roots of Geology. However, seeing many students may not understand the full concept of the term "geology," the name change may allow students a better grasp of the discipline. A focus of the discipline of Geological Sciences within a systems approach will make important and more realistic connections for our students and the public more generally.

The transition from high school, where most geology courses are called Earth Sciences courses, to university would be more apparent and straightforward.

This broadening of Geological research and teaching have contributed to a system approach to what we do; it does not omit anything already being done—all the more important to keep what we do and make these links.

As Earth scientists, we can:

- contribute to environmental issues by changing the way Geology and Earth Sciences is perceived, away from the 'dirty polluter' to 'a provider of resources and environmental guardian,'
- influence thinking and behavior towards environmentally-responsible resource extraction management,
- facilitate the development of geological studies and establish guidelines that fit better with the social situation of our environment and territorial management and risk prevention.

Changing the name to the Department of Earth Sciences is advantageous for several reasons:

- offers a direct association of the Department with the name of the Faculty
- more accurately represents our faculty research and teaching - and future degree programs
- demonstrates our ability to contribute to environmental issues at the forefront of society
- aligns us with other Departments across the country and internationally
- demonstrates our programs are versatile: our students can be placed in a myriad of professions (e.g. banking, politics) that are not reliant on a resource economy

In summary, the study of the Earth has broadened well beyond the traditional study of rocks and near-surface strata (Geology) and seismology (Geophysics). The field now encompasses the study of processes and solutions, environmental degradation, and climate change.

Consequently, the name change will reflect the growing diversity of the questions that our Faculty ask and answer about the dynamics and physics of the Earth and guide policymakers and citizens worldwide to understand better what the future holds for industrial society. It will allow our undergraduate and graduate students to take their place as active members of the industries, governments and non-governmental organizations leading the way forward as our Earth evolves into the Anthropocene.

The name change discussion was initiated within the Faculty a few years ago, and Prof. Camacho has ensured the Department is comfortable with the new name. On a departmental level and in faculty council (January 25th, 2021), the name change was agreed upon. This name change underscores the urgency and importance of Earth Sciences at the University of Manitoba and in today's society.

As Dean of the Clayton H. Riddell Faculty of Environment, Earth, and Resources the name change accurately reflects the growing diversity of the questions that my Faculty asks and answers about the dynamics and physics of mother Earth and it underlines the excellent work this Department is doing to support the future of life on this planet. The renamed Department of Earth Sciences will solve geological questions by linking the present to the past.

Yours sincerely,



Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the Report to Senate.

Dr. Stephan Pflugmacher Lima
Dean



**University
of Manitoba**

Department of Geological Sciences

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October 20, 2020

Proposal: Name Change from Department Geological Sciences to Department of Earth Sciences

Remember the 1970's? Plate tectonics, new analytical techniques and advanced computing techniques heralded a revolution in geology (Barnes and Palmer 1976). In the same article Barnes and Palmer argued that geology had become conservative in its teaching and that new large-scale projects along with new mapping techniques led mainly by geophysics and remote sensing at the time were difficult to integrate in to existing geological curricula. Hard to imagine now given with what LITHOPROBE contributed and what we see around the Wallace Building. Our students get hands on-experience with the leading analytical equipment available and they are confronting some of the most complex questions being asked about how our Earth works.

About twenty years later in "Future Challenges and Trends in the Geosciences in Canada" Barnes et al. (1996) argued the case for Earth Sciences:

"The earth sciences must be of special importance to a country that has the second largest area, the longest coastline, fronts onto three oceans with one third of its territory beneath the sea, and embraces polar to semi-arid environments".

They went on to say this:

"The earth sciences are currently in a state of radical change. The last decade has seen a paradigm shift from studying our planet as discrete components to adopting an integrated systems approach. The concept of Earth System Science has emerged as a more natural united way of studying the past and present processes on Earth. The dramatic rise in human population, resource consumption and environmental degradation, when coupled to socio-economic concerns and the concept of sustainable development, have redefined the contribution of the earth sciences to

society. In particular, there is a need to assess and predict the consequences of anthropogenic forcing on natural earth systems.”

That was 26 years ago. Nearly 250 years ago, Hutton talked about the concepts of “mineral system”, system of this earth, “system of decay and renovation”, system of mineral economy” and system of animal life”.

Many of us graduated from programs in geology borne of the 1960’s and 1970’s. We need to ask ourselves what does the present-day student see and aspire to in this area of academic endeavour? Environmental degradation and climate change have driven a sustained surge in popular environmentalism; as a result, public perception of geologists tends to be rather poor. Despite consuming enormous resources, public perception is easily influenced by images of rusty tailings, or a failed tailings dam, or the persistent and ubiquitous images of cooling stacks emitting water vapour. A focus of the discipline of Geological Sciences within a systems approach will make important and more realistic connections for our students and the public more generally.

Consequently, we need to change the perception of our profession by developing new strategies to engage the public. Changing our language and brand can be part of active strategies to bring about change. The Department of Geological Sciences over its history has undergone several name changes, primarily as a consequence of broadening the fields by new hires. This broadening has contributed more and more to a systems approach to what we do, it does not leave anything out that we already do. All the more important to keep what we do and make the links.

As Earth scientists we can:

- contribute to environmental issues by changing the way geology and Earth science is perceived, away from the ‘dirty polluter’ to ‘a provider of resources and environmental guardian’
- influence thinking and behaviour towards environmentally-responsible resource extraction management,
- facilitate the development of geological studies and the establishment of guidelines that fit better with the social situation of our environment, as well as with territorial management and risk prevention.

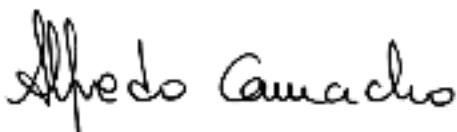
Changing the name to the Department of Earth Sciences is advantageous for several reasons:

- there will be a direct association of the Department with the name of the Faculty

- is a more accurate representation of our faculty research and teaching, and future degree programs
- demonstrates our ability to contribute to environmental issues at the forefront of society
- aligns us with other Departments across the country and overseas
- shows our programs are versatile: our students can be placed in a myriad of professions (e.g. banking, politics) and are not reliant on a resource economy

In summary, the study of Earth has broadened well beyond the traditional study of rocks and near-surface strata (geology) and seismology (geophysics). The field now encompasses the study of processes and solutions related to environmental degradation and climate change. Consequently, the name change will reflect the growing diversity of the questions that our faculty ask and answer about the dynamics and physics of the Earth, and guide policymakers and citizens worldwide to seek a better understanding of what the future holds for industrial society. It will allow our undergraduate and graduate students to take their place as active members of the industries, governments and non-governmental organizations that are leading the way forward as our earth evolves into the Anthropocene.

Sincerely,



Alfredo Camacho
Head, Department Geological Sciences
Faculty of Environment, Earth, and Resources
University of Manitoba

References

Barnes, C.R. and Palmer, 1976. The significance of research platforms for future advances in the Earth Sciences. *Geoscience Canada*, **3**, 301-303.

Barnes, C.R., Bornhold, B.D., Mayer, L.L., McIlreath, I.A., Skinner, B.J., VanDine, D. and Wallis, R. 1996. Future challenges and trends in the Geosciences in Canada. *Geoscience Canada*, **22**, 1-4.

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Faculty of Graduate Studies.

Observations

1. The Faculty of Graduate Studies proposes the 2021/22 Academic Guide. Substantive changes include:
 - Application/Admission/Registration
 - Section 1.1.4: With respect to all international degrees earned, a copy of the degree certificate is required (not just the transcript)
 - Section 1.1.7: the English Proficiency Test “University of Michigan English Language Examination Assessment Battery (MELAB)” was discontinued in June 2018 and because FGS does not accept EPT scores older than two years, applicants may no longer supply an MELAB in conjunction with an application for admission.
 - Section 1.1.9: Recommendation letters submitted via post or email are not accepted (they must all be submitted via the online application)
 - Section 1.2.5 Western Deans’ Agreement: Information and timelines added about how to apply
 - Section 1.4.1 Full-Time and Part-Time Students: section clarified to state the time calculations associated with FT and PT status
 - Section 1.4.5 Visiting Students: added language: Registration at two different universities on a Letter of Permission (Including Western Dean’s and CUGTA) must have permission from the Dean of Graduate Studies. Students must provide a letter from their home department stating that they are in good academic standing and that they are permitted to take courses at multiple institutions
 - Academic Performance
 - Section 2.4 Performance in Coursework:
 - o all students, if permitted remediation, are normally expected to complete remedial action by the end of the subsequent term
 - o Graduate students are not permitted to repeat a previously passed course unless the department/unit recommends that course(s) be re-taken if they have lapsed or expired (refer to sections 4.6.2 and 5.4.4).
 - Section 2.5 Mandatory Academic Integrity Course (GRAD 7500)
 - o Updated to reflect that students must complete the course within the first term of registration
 - o Updated to include GRAD 7501 (French version to be maintained by USB)
 - Pre-Master’s
 - Section 3 Pre-Master’s:

- Re-written to clearly state purpose of Pre-Master's admission
 - A maximum of 3 CH can be taken at the 7000 or higher level as a Pre-Master's admit, and must be taken as Occasional (O)
 - A maximum of 3 CH at the 7000 level or higher is eligible to be transferred into a prospective Master's program of study
- Section 3.2 Academic Performance: some duplicate information removed; use of terminology of Pre-Master's "year" not accurate; removed reference to "year"
- Master's only
 - Section 4.1 General: Major Research Paper has been formally added as a program route (some units now have MPRs)
 - Section 4.2 Diploma Programs: proposed to be removed but pending the Province's approval of the official closure of the last diploma program, the Diploma in Public Health
 - Section 4.3.2 Pre-Master's Programs: removed as all information pertaining to Pre-Master's is contained in Section 3
 - Section 4.4.2 Student's Co-advisor: Explicitly stated that the advisor and co-advisor have a single vote on the advisory/examining committee
 - Section 4.4.3 Student's Advisor/Co-advisor: in the case of the deterioration of the student and advisor/co-advisor's relationship, the matter should be sequentially referred to the unit grad chair, then head, then Dean of FGS
 - Section 4.7.1.4 Failure: explicitly states process for second attempt at oral examination
- Master's and Ph.D.
 - Sections 4.5.1 & 5.2.4.1 Conflict of Interest: section has been re-written and now is its own section
 - Section 4.5.2 Thesis/Practicum Route & Section 5.2.4 Advisory Committee:
 - Individuals who are not a member of the Faculty of Graduate Studies, but who possess specific and extensive expertise and experience, such as professionals, artists, Knowledge Keepers or Elders may now be voting members on advisory and examining committees. Committees may *alternatively* include one non-voting invited member (formerly "guest")
 - Under no circumstances are graduate students, Post-Doctoral fellows, and Research Assistants or Associates to serve on graduate student examining committees, *regardless if they hold a rank of Adjunct Professor*.
 - Sections 4.6.2 and 5.4.4 Lapse or Expiration of Credit of Courses:
 - Revised title to include "Expiration": at 7 years, coursework will lapse, and at 10 years, coursework will expire.
 - The department/unit may recommend that students re-take previously passed course(s) which have lapsed or expired.
 - Sections 4.7 and 5.7 Academic Requirements for Graduation: clarification that all students must meet the minimum and maximum time requirements, which explicitly includes time in program and lapse or expiration of credit of courses
 - Section 4.7.1.3 Oral Examination and 5.12.2 Attendance: all members of the examining committee should (no longer must) be present in-person at the oral examination (and normally now prefaces sentence)
- Ph.D. only
 - Section 5.1.5 Students with Disabilities: section deleted as it is a repeat of Section 1.5 Student Accessibility
 - Section 5.11.2 External Examiner:
 - Revised and reorganized text to state that advisor and/or departments/units **must** contact the prospective external examiners to obtain their CV and determine their availability to review the thesis

- “Brief” reference to CV removed; intention is that unit obtains full CV
- added must not have held any appointment at the University of Manitoba within the last 10 years
- Section 5.11.5 Responsibilities of the Examiners: clarification that any breach of academic integrity must be reported to the Dean of the Faculty of Graduate Studies and any breach of the University’s Responsible Conduct of Research Policy must be reported to the VPRI
- Section 5.11.6 Examination of the Written Thesis: 1, 2, 3, 4 thesis category rating scenarios condensed into two sentences
- Section 5.12.5 Decision of the Committee: added language to clarify process that in some cases when student fails the oral defence, it doesn’t mean that they failed the written thesis and the written thesis does not get re-examined (i.e. students in this case cannot un-pass the examination of the written thesis)

Recommendations

Faculty Council of Graduate Studies recommends THAT the regulation changes from the unit listed below be approved by Senate:

Faculty of Graduate Studies

Respectfully submitted,

Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the Report to Senate.

PREFACE

SECTION 1: Application, Admission, and Registration Policies

- 1.1 Application and Admission Procedures
- 1.2 Registration Procedures
- 1.3 Course Classifications
- 1.4 Student Status/Categories of Students
- 1.5 Student Accessibility

SECTION 2: Academic Performance – General

- 2.1 General Note
- 2.2 Bona Fide Academic Requirements (BFAR)
- 2.3 Academic Performance
- 2.4 Performance in Coursework
- 2.5 Mandatory Academic Integrity Course
- 2.6 Mandatory Research Integrity Online Course
- 2.7 Graduate Focus on Aging Concentration

SECTION 3: General Regulations – Pre-Master's

- 3.1 Admission and Program Requirements
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SECTION 4: Master's Degrees General Regulations

- 4.1 General

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- ~~4.23~~ Admission
- ~~4.34~~ Program Requirements
- ~~4.45~~ Student's Advisor and Co-Advisor
- ~~4.56~~ Advisory Committee
- ~~4.67~~ Courses and Performance
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4.89 Style and Format

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4.104 Publication and Circulation of Thesis/Practicum

4.112 Final Requirements and Deadlines for Graduation

SECTION 5: Doctor of Philosophy General Regulations

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5.2 Student's Advisor, Co-Advisor and Advisory Committee

5.3 Program of Study

5.4 Program Requirements

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5.8 Candidacy Examination

5.9 Thesis Proposal

5.10 Thesis

5.11 Thesis Examination Procedures

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5.13 Graduation

5.14 Student Withdrawal

SECTION 6: Policy of Withholding Thesis Pending a Patent Application Content or Manuscript Submission

SECTION 7: Extension of Time to Complete Program of Study

SECTION 8: Leaves of Absence

8.1 Regular Leave

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SECTION 9: Appeals - Procedures and Guidelines

- 9.1 General
- 9.2 Definitions
- 9.3 Types of Appeal
- 9.4 Admission Appeals
- 9.5 Academic Appeals
- 9.6 Discipline Appeals
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- 9.8 Term Work Appeals
- 9.9 Final Grade Appeals
- 9.10 Assistance with Appeals

APPENDIX 1: Thesis/Practicum Types

- 1.0 Regular Style
- 2.0 Manuscript/Grouped Manuscript Style

The Faculty of Graduate Studies Academic Guide contains all the rules and policies pertaining to the Faculty of Graduate Studies. Adherence to these rules is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. The integrity of the process is at stake. The major goal of this guide is to prevent potential problems that may affect the completion of a student's program. It is the responsibility of students and the department/unit offering a graduate program to read and follow the policies contained herein.

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

SECTION 1: Application, Admission, and Registration Policies

1.1 Application and Admission Procedures

The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies via the online application system. **Applicants should contact the department/unit to which they are applying for the procedures and requirements which are specific to of the at department/unit program of application.** Contact

information for each [department/unit](#) can be found at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html ~~https://umanitoba.ca/explore/programs-of-study/graduate~~.

1.1.1 Process:

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

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

1.1.1 (b) Applications are subsequently reviewed by the [department/unit](#) offering the program which will decide whether the applicant meets the [department's/unit's](#) criteria including, but not limited to, availability of advisors, space, and facilities.

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

1.1.2 Deadlines for Recommended Applications (from Departments/Units to the Faculty of Graduate Studies)

The following are the deadlines for receipt by the Faculty of Graduate Studies of recommendations from departments/units.

Term	Start Date	Canadian/US	International
FALL	September	July 1	April 1
WINTER	January	November 1	August 1
SUMMER	May	March 1	December 1

IMPORTANT: These are not application deadlines. Applicants are **required** to submit the application and documentation to the Faculty of Graduate Studies to meet the application deadline in place for a particular department/unit. ~~Applicants are advised to confirm the deadline of the department/unit to which the application is being made; deadlines can be found on the application program page at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html. Deadlines vary depending on the program to which the applicant is applying and whether the applicant is domestic or international. Deadlines can be found by clicking the appropriate application program page at <http://umanitoba.ca/explore/programs-of-study/graduate>.~~

1.1.3 Application Fee

A \$100.00 (CDN) non-refundable fee must accompany [an application for admission](#) ~~applications from all Canadian, Permanent Resident, and International applicants~~. The Physician Assistant Studies and Orthodontics programs charge an additional fee of \$25 and \$50, respectively.

1.1.4 Transcripts

Unofficial copies of transcripts and final degree certificates are acceptable for initial assessment and provisional admission purposes. Upon admission to the Faculty of Graduate Studies, applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the Faculty of Graduate Studies, within one (1) month of the date on the admission letter. Applicants will be placed on hold, which prevents registration until all admission requirements have been submitted. **All transcripts must arrive in sealed, university-stamped envelopes sent directly from the issuing institution(s) and be accompanied by official and literal English translations** (where applicable, see 1.1.5). For international degrees ~~or where the transcripts does not or will not clearly state that a degree has been conferred~~, a copy of the official degree certificate is also required.

1.1.5 Transcripts: International

Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal English translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution. For international degrees ~~or where the transcript does not or will not clearly state that a degree has been conferred~~, a copy of the official degree certificate is also required.

1.1.6 Transcripts: University of Manitoba

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

1.1.7 Proficiency in English

A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a secondary school diploma and/or university degree from Canada or one of the countries listed on the [English Language Proficiency Test Exemption List](#) (see 1.1.8). The Faculty of Graduate Studies requires a passing, acceptable English Language Test score in order to offer admission. Please note: ~~in~~ in all cases, test scores older than two (2) years (from the time of completing the test) are invalid.

Thresholds required for successful completion are indicated in parentheses.

- University of Michigan English Language Examination Assessment Battery (MELAB) (80%)
- Test of English as a Foreign Language (TOEFL) Internet based -iBT® (86; minimum score of 20 in each of reading, writing, listening and speaking categories). The “best score” will not be considered for admission. Only individual test scores will be used to meet the minimum requirements.
- Canadian Test of English for Scholars and Teachers (CanTEST®) (band 4.5 in listening and reading and band 4.0 in writing and oral interview)
- International English Language Testing System (IELTS™) (6.5 in the Academic Module)
- Academic English Program for University and College Entrance (AEPUCE) (65%)
- PTE Academic (61% overall)

Note:

In addition, foreign language students may be asked by the department/unit to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the department/unit may recommend remedial measures in language skills based on the results of the CanTEST. Some units may require a specific test or test scores greater than those indicated above. Students should check department/unit supplementary regulations for details.

1.1.8 English Language Proficiency Test Exemption List

Applicants holding secondary school diplomas and/or recognized university degrees from countries on the Faculty of Graduate Studies English Language exemption list are not required to submit an English Language Proficiency score. For more information please see our website at http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm

1.1.9 Letters of Recommendation

Letters of Recommendation are to be completed via the online application. [Recommendation letters submitted via post or email are not accepted](#). Applicants are required to add their ‘Recommendation Provider(s)’ contact information so that each recommender is sent an automated email notification.

Generally, two (2) Letters of Recommendation must be submitted to the Faculty of Graduate Studies. For the number of recommendation letters necessary, applicants should review their specific Program webpage

at <https://umanitoba.ca/explore/programs-of-study/graduate>
http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html.

1.1.10 Admission Tests

Some departments/units require admissions tests, such as the Graduate Record Examination (GRE®) or the Graduate Management Aptitude Test (GMAT™). These requirements are listed in the supplementary regulations of the particular department/unit, and if required, the scores must be submitted at the time of application.

1.1.11 Entrance Requirements

The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a 3.0 Grade Point Average (GPA) or equivalent in the last two (2) ~~previous~~ years of full time university study (60 credit hours).

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.

1.1.12 Eligibility of University of Manitoba Staff Members

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

1.2 Registration Procedures

1.2.1 Registration

Pre-Master's students are not normally allowed to register in 7000-level courses or above, with the exception of [GRAD 7300 and GRAD 7500](#), unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate. [See section 3.1 for additional information.](#)

Undergraduate students may be permitted to register in 7000-level courses or above on recommendation of the department/unit offering the graduate course, subject to the conditions listed below.

- Undergraduate students must obtain permission from the department/unit head and course instructor before registering for a graduate course.
- Only undergraduate students completing an undergraduate degree at the University of Manitoba are eligible to enroll in a graduate course.
- Undergraduate students are not eligible for admission to any graduate course that is cross-listed with an undergraduate course, or that is scheduled to be taught at the same time and location as an undergraduate class.
- Undergraduate students will only be eligible to receive graduate-level credit for a course designated as 7000-level or above if at least 75% of the students registered in the course are graduate students.
- Undergraduate students who complete a graduate course are not guaranteed admission to a graduate program.

On admission to a graduate program at the University of Manitoba, application may be made to the Faculty of Graduate Studies to apply any previously completed graduate courses toward meeting program requirements, subject to the restrictions listed below.

- No more than 50% of the coursework required in a graduate program may be imported.
- Only courses in which a C+ grade or higher, or the minimum grade required by the program to which the course would be applied, are eligible to be considered towards meeting the requirements of any graduate program.
- Any graduate course completed by an undergraduate student may subsequently be applied to a graduate program only if it has not been used toward completion of any other degree program.

- Any graduate course completed by an undergraduate student for which a passing grade has been obtained (i.e., C+ or higher) may not be repeated should the student later gain admission to a graduate program.
- Courses completed more than seven (7) years prior to the date of awarding a degree may not normally be used for credit towards the degree (see section [4.6.2 Lapse or Expiration of Credit of Courses](#)).

All graduate students must initially register in the term specified-indicated in their letter of acceptance as specified in the Academic Schedule of the Graduate Calendar. Any student not registering by the registration deadline for the term specified in their letter of offer will be required to re-apply for admission; [admission is not guaranteed if a student re-applies to the Faculty of Graduate Studies](#). In exceptional circumstances and with prior approval from the department/unit, a [domestic](#) student may defer registration for up to one (1) term following acceptance into the Faculty of Graduate Studies. In the case of international students, admission may be deferred, with prior approval from the department/unit, for up to one (1) year following acceptance.

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

The approval or denial of admission and registration to two (2) [concurrent](#) programs rests with the Dean of the Faculty of Graduate Studies in consultation with the department/unit concerned. The [request for approval/or denial](#) must be submitted to the Faculty of Graduate Studies prior to the student's admission/registration on the "[Concurrent Curriculum Permission](#)" form (<http://intranet.umanitoba.ca/student/records/2323.html>).

Where a student does register in two (2) programs, it is important to note that dual registration may affect funding, and that completing a graduate program as a part-time student will affect eligibility for The University of Manitoba Graduate Fellowship (UMGF) and may limit other funding possibilities.

1.2.2 Re-Registration

All students must re-register in all Fall, Winter and Summer terms of their program until a degree is obtained. **Failure to re-register will result in the student being discontinued from their graduate program.** A student who has been discontinued and would like to be considered for continuation in a program must apply for re-admission, which is not guaranteed. The re-registration requirement does not apply to occasional students, visiting students, Pre-Master's students or students on an Exceptional or Parental Leave of Absence (please refer to "Leave of Absence", Section 8 of this Guide).

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

1.2.3 Registration Revisions

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

Note: Graduate students are not permitted to withdraw from courses without written permission from their ~~D~~department/~~U~~unit Head on recommendation from their advisor/co-advisor (and/or advisory committee). The notation "Required to Withdraw" may be placed on the academic record of any graduate student who has withdrawn from courses without such approval.

1.2.4 Advisor Student Guidelines (ASG)

All students in thesis/practicum programs, in consultation with their advisor/co-advisor, are required to complete the ASG as soon as possible after registration but no later than at the time of submission of the first Progress Report. If a student does not have an advisor/co-advisor at this time, the interim advisor will be required to complete the ASG. The ASG is to be completed again if there is a change in advisor/co-advisor. The ASG form is available through [JUMP](#) only.

1.2.5 Western Deans' Agreement

This agreement was established in 1974 as an expression of co-operation and mutual support among universities offering graduate programs in western Canada. Its primary purpose is the reciprocal enrichment of graduate programs throughout western Canada. This agreement is not intended to preclude other agreements between participating institutions. A list of the participating Universities can be found at <http://wcdgs.ca>. University of Manitoba graduate students interested in participating can learn more about the how to apply at <https://umanitoba.ca/registrar/letter-permission>.

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

1.2.5.2 Only degree level courses from recognized post-secondary institutions will be considered; courses that are part of certificate or diploma programs will not be approved.

1.2.5.3 Program fees are always to be paid to the home institution, regardless of coursework taken at another institution. Students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. Wherever possible, these fees will also be waived.

1.2.5.4 Students will qualify for the fee waiver if they:

- a) ~~p~~Present the "Authorization Form: Western Deans' Agreement" signed by ~~the Dean or designate and the University of Manitoba graduate student's~~ department/unit Head or advisor/co-advisor to the Faculty of Graduate Studies at least eight (8) weeks prior to the start of the term of the course(s) at the host institution. The Dean of the Faculty of Graduate Studies (or designate) will review and sign the form and submit it to theof a participating Western Deans' institution at least ~~one-six (64) weeksmonth~~ prior to the start of the term, specifying the course(s) to be taken for credit toward a graduate degree program at the student's home institution;
- b) ~~a~~Are in good standing in a graduate program at the home institution;
- c) ~~d~~Do not owe tuition and/or fees at the home institution.

1.2.5.5 Students must meet all requirements as prescribed by the host university's regulations, deadlines, class capacities, and course prerequisites.

1.2.5.6 Registration is possible in courses at both the graduate and undergraduate levels, and in credit courses offered through distance education or other means. To be eligible, courses must be an integral part of the applicant's graduate degree program. Fee waiver is not permitted for audit or non-credit courses.

1.2.5.7 Students must have the Authorization Form approved by the relevant department/unit Head and the Faculty of Graduate Studies at the host institution at least one (1) month prior to the commencement of the course(s) requested. The fee waiver is not available retroactively.

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

1.2.5.9 Students must send confirmation of registration and notice of any change to the Registrar's Office of the home institution at the time of registration or course change is completed.

1.2.5.10 Students may not claim fee waivers under the terms of this Agreement for a period of more than three (3) ~~months~~ terms in total.

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

1.3 Course Classifications

1.3.1 General Classifications

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

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

"A" Audit course: Course is not taken for credit. No grade is recorded. Additional fees will be assessed.

"O" Occasional course: Course is not a requirement of the program. Additional fees will be assessed.

***Note:**

- Students are not permitted to audit a course and take the same course for credit at a later date.
- Changes in course classifications are regarded as course/program changes and may not be made without approval (refer to [1.2.3 Registration Revisions](#) section of this Guide) or after the deadline dates for course changes as indicated in the Academic Schedule of the *Calendar*.

1.3.2 Continuing Courses (CO)

For those graduate level courses (6000, 7000, and 8000) which are being taken by students enrolled in the Faculty of Graduate Studies and which continue beyond the normal academic term, the instructor shall recommend that a mark classification of CO be used until such time as a final grade can be established. If the course is not completed by August 31, the student must re-register for the course(s).

In the absence of an assigned mark of CO, the student may receive a mark of F in that term.

Note:

A CO will normally not be permitted longer than twelve (12) months. In exceptional circumstances, where a CO grade is requested for a second twelve (12) months, at the time the CO grade is submitted, the instructor and department/unit Head must also submit the "[Recommendation for Continuing Status of a Course](#)" form stating the reason for the CO and the deadline by which the course must be completed.

1.3.3 Incomplete Courses

Students who are unable to complete the term work prescribed in a course may apply to the instructor prior to the end of term for consideration of a grade classification of "Incomplete". It is understood that the student is to write the final examination if one is scheduled for the course. A "[Time Extension for Completion of Term Work](#)" form must be completed.

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

Normally, the following maximum extensions are allowed:

August 1st for courses terminated in April

December 1st for courses terminated in August

April 1st for courses terminated in December

If a final grade is not reported within one (1) month of the extension deadline, the Incomplete (I) classification will be dropped and the grade will remain as awarded. Normally, the student will no longer have an opportunity to improve the grade. In no case will the satisfaction of the incomplete requirements result in a lower grade being awarded.

1.3.4 Cross-Listed Courses

Cross-listed courses are defined as courses taught at the same time and in the same location.

The regulations below place limits on the extent to which cross-listed courses may be used to meet graduate program requirements.

1. In order to receive credit for any 7000-level course that is cross-listed with a 3000-, 4000-, or 5000-level undergraduate course, the 7000-level course must have a distinct syllabus, and the course content and evaluation methods must be at the graduate-level.
2. Graduate students will not receive credit toward meeting program requirements for any 7000-level course cross-listed with a 1000- or 2000-level undergraduate course unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate.
3. Graduate students will not receive credit toward meeting program requirements for any 7000-level course cross-listed with a previously completed course.

1.4 Student Status/Categories of Students

1.4.1 Full-Time and Part-Time Students

Graduate students are admitted as full-time students. Graduate student status is not determined by the number of credit hours taken per term. Therefore, students who spend much of the time in a laboratory or library engaged in research or writing a thesis/practicum, or who spend part of the academic year engaged in research elsewhere, are regarded as full-time students.

Student status should be determined by the student and advisor/co-advisor, and changes must be requested on the "[Part-Time Status](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). The form must be approved by the department/unit Head and submitted to the Faculty of Graduate Studies.

Declaration of full/part time status must be made prior to the end of the registration revision period in the Fall and/or Winter terms and within one (1) month of the start of the Summer term.

For every full year (12 months) that a Master's student is declared as part time, they will receive an additional four (4) months in time to complete their program. For every two (2) full years (24 months) a Master's student is declared as part time, they will receive an additional year (12 months) in time to complete their program. Master's students who declare part time status for less than one year (12 months) are not permitted any additional time to complete their program. Retroactive status changes will not be made.

For every two (2) full years (24 months) that a Ph.D. student is declared as part time, they will receive an additional four (4) months in time to complete their program. Ph.D. students who declare part time status for less than two (2) full years (24 months) are not permitted any additional time to complete their program. Retroactive status changes will not be made.

1.4.2 Pre-Master's Or Qualifying Students

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

1.4.3 Occasional Students

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

Occasional student status is not advised for international students due to study permit limitations. If you are an international student interested in becoming an occasional student, please contact the Graduate Studies admissions office [and University of Manitoba International Centre](#).

Note:

1. Transfer of courses from the "occasional" category to a degree program is not automatic: request for advance credit must be made within the first year of a degree program on the "[Advance Credit – Transfer of Credit](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).
2. Fees paid by a student while registered as an occasional student are not transferable, at a later date, to a degree program.
3. Registration in the occasional student category can be for no more than one (1) academic year (September 1 - August 31) without reapplication.
4. At least 60% of coursework per academic year must be taken at the graduate level while registered as an occasional student.

1.4.4 Joint Master's (With the University of Winnipeg)

The University of Manitoba and the University of Winnipeg offer four (4) joint Master's programs: History, Religion, Public Administration, and Peace and Conflict Studies. The University of Manitoba, Faculty of Graduate Studies is responsible for the administration of the joint programs, and students must complete the regular University of Manitoba application and registration forms. Students taking Pre-Master's qualifying work for these programs register at the university where the courses are being taken.

1.4.5 Visiting Students

Visiting students are students who are registered at another institution [and](#) who are taking one (1) or more courses at The University of Manitoba on a Letter of Permission from their home university. Visiting students must submit an online application, along with a \$100.00 (CDN) non-refundable application fee, in addition to copies of transcripts from all institutions attended and a successfully completed English Language Proficiency Test from the approved list, if applicable. Applications must be submitted to the Faculty of Graduate Studies a minimum of one (1) month prior to the start of the intended term of study.

Note:

1. Fees paid by a student while registered as a visiting student are not transferable, at a later date, to a degree program.
2. Registration in the visiting student category can be for no more than one (1) academic year (September 1 - August 31) without reapplication.

3. At least 60% of coursework per academic year must be taken at the graduate level while registered as a visiting student.

4. Registration at two different universities on a Letter of Permission (Including Western Dean's and CUGTA) must have permission from the Dean of Graduate Studies. Students must provide a letter from their home department stating that they are in good academic standing and that they are permitted to take courses at multiple institutions.

1.5. Student Accessibility

See Student Accessibility

Procedure: http://umanitoba.ca/admin/governance/governing_documents/students/accessibility.html

SECTION 2: Academic Performance – General

2.1 General Note

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

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

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

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

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

Note:

When a graduate student is required to withdraw from a program of study, the notation on the academic record will be: "Required to withdraw".

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

Voluntary withdrawal from a program is only permitted if the student is in good academic standing.

Recommendations of departments/units will supersede student requests for voluntary withdrawal.

2.2 Bona Fide Academic Requirements (BFAR)

The following Bona Fide Academic Requirements (BFAR) represent the core academic requirements a graduate student must acquire in order to gain, and demonstrate acquisition of, essential knowledge and skills. Students must also meet additional requirements that may be specified for their program.

Students must meet requirements as outlined in both BFARs and Supplementary Regulation documents as approved by Senate.

Unless otherwise indicated, students may elect to complete any/all of the following requirements with or without appropriate and authorized assistive technology/aids. Students must consult Student Accessibility Services (SAS) regarding authorization for these procedures.

BFAR Statement	Taught	Assessed
Student must successfully complete a co-operative experience or practicum, if required by their program.	Master's GRAD 7030	GRAD 7030
Student must successfully complete a comprehensive exam, project, studio exhibition, or equivalent, as required by their program and determined by the assigned examining committee.	GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200	GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200 Examining/Adjudication Committee
Student must produce a recorded/published thesis commensurate with degree being sought.	Master's GRAD 7000 Doctoral GRAD 8000	GRAD 7000 GRAD 8000
Student must successfully defend their thesis (where required), as determined by the assigned examining committee, in real-time.	Master's GRAD 7000 Doctoral GRAD 8000	GRAD 7000 GRAD 8000
Student in a doctoral program must complete a candidacy exam (or equivalent) as required by their program and determined by the assigned examining committee.	GRAD 8010	GRAD 8010
Student must demonstrate knowledge of the University of Manitoba's policy on academic integrity, plagiarism, and cheating.	GRAD 7500	GRAD 7500
Student must conduct research in a safe and ethical manner, referring to their respective ethics board and supervisor(s) to ensure respect is maintained for: human dignity and/or animal welfare; vulnerable persons; informed consent; justice and diversity; confidentiality and privacy; beneficence and non-maleficence in the work that they conduct.	GRAD 7300	GRAD 7300
Student must complete coursework as required by their program.		

Individual unit BFARs available at: http://umanitoba.ca/faculties/graduate_studies/admin/bfar.html

2.3 Academic Performance

Student progress shall be reported **at least** annually, (but not to exceed once every four (4) months), to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Students who receive two (2) consecutive "in need of improvement" or one (1) "unsatisfactory" rating will normally be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".

2.4 Performance in Coursework

A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Departments/Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. In the event that a substitute course is used for remediation, the substituted course must be at the same or higher level as the failed course (e.g., at the graduate level for a failed graduate-level course). Each failed course may be repeated or replaced only once, to a maximum of six (6) credit hours of coursework. If a course is repeated or replaced, the highest grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of "C" or less in more than six (6) credit hours of coursework are normally required to withdraw, unless otherwise stated in the department/unit's supplementary regulations.

Students are normally expected to complete remedial action by the end of the subsequent term.

Graduate students are not permitted to repeat a previously passed course, unless the department/unit recommends that course(s) be re-taken if they have lapsed or expired (refer to sections 4.6.2 and 5.4.4).

Note:

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

Supplemental exams are not permitted to students in the Master's or Ph.D. program, unless otherwise stated in the department/unit's supplementary regulations.

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

2.5 Mandatory Academic Integrity Course

All students, including those in a Pre-Master's program, are required to register for and complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within their first term of initial registration. ~~and successfully complete GRAD 7500 within their first year of admission.~~ Université de Saint-Boniface graduate students may choose to complete GRAD 7500 or the French-language equivalent, GRAD 7501.

Failure to complete this course will result in suspension of registration privileges and a grade of "F/NP" being assigned to the course which may lead to being "Required to withdraw" from the graduate program.

Notes:

Students who successfully complete GRAD 7500 Academic Integrity Tutorial at the Master's level are not normally required to repeat the course at the Ph.D. level so long as no more than one (1) term separates one graduate degree program from another graduate degree program.

~~Failure to complete this course will result in suspension of registration privileges and a grade of "F/NP" being assigned to the course which may lead to being "Required to withdraw" from the graduate program.~~

Students on an exceptional/parental/regular leave of absence must register in GRAD 7500 upon return from leave if it has not already been completed.

Visiting and Occasional students are not expected to complete GRAD 7500. For further information see GRAD 7500 FAQ: <https://umanitoba.ca/graduate-studies/student-experience/core-academic-requirements>.

2.6 Mandatory Research Integrity Online Course

All students, including those in a Pre-Master's program, are required to [register for and](#) complete [GRAD 7300](#) Research Integrity Online Course (0 credit hours). [GRAD 7300](#) must be completed in the first year of a graduate student's program. Completing [GRAD 7300](#) prior to or during the application process to any ethics boards which are appropriate to the student's research is strongly encouraged.

Failure to complete this course will result in suspension of registration privileges and a grade of "F/NP" being assigned to the course which may lead to being "Required to withdraw" from the graduate program.

Notes:

Students who successfully complete [GRAD 7300](#) Research Integrity Online Course at the Master's level are not normally required to repeat the course at the Ph.D. level so long as no more than one (1) term separates one graduate degree program from another graduate degree program.

Students on an exceptional/parental/regular leave of absence must register in [GRAD 7300](#) upon return from leave if it has not already been completed.

Visiting and Occasional students are not expected to complete [GRAD 7300](#). For further information see http://umanitoba.ca/research/integrity/research_integrity.html.

2.7 Graduate Focus on Aging Concentration

The Graduate Focus on Aging Concentration is available to any interested student who is enrolled in the Faculty of Graduate Studies and whose graduate work is concentrated in aging. To be eligible, a "[Student intention to receive the Graduate Focus on Aging Concentration](#)" form must be submitted to the Faculty of Graduate Studies. Master's or Doctoral students must complete the requirements of the program to which they have been admitted and the requirements of the Graduate Focus on Aging Concentration.

The Graduate Focus on Aging Concentration requirements include:

1. Six (6) credit hours of graduate (7000-level or higher) courses that focus on aging and are approved by the student's Advisory Committee;
2. A thesis/practicum on an aging-related topic;
3. Having at least one Advisory committee member who is officially affiliated with the Centre on Aging as a [Research Affiliate](#); and
4. Participating in the annual Spring Research Symposium of the Centre on Aging at least once as a poster presenter.

Graduate students may be able to attain their 6 credit hours of courses within the existing course requirements of their graduate program. Students must attain a minimum grade of C+ (or higher, if stipulated in the department/unit supplementary regulations), for the required 6 credit hours of aging courses.

Graduate students who are not in a thesis/practicum-[based program](#) will be considered on a case-by-case basis.

Student progress in the Graduate Focus on Aging Concentration would normally be discussed with the student's Advisory committee, and progress documented on the "[Graduate Focus on Aging Concentration Completion](#)" form which must accompany the Progress Report form submitted to the Faculty of Graduate Studies. The final Graduate Focus on Aging Concentration Completion form must be submitted no later than at least one week prior to the FGS deadline for graduands to submit theses/practica and other reports.

SECTION 3: General Regulations – Pre-Master's

3.1 Admission and Program Requirements

Graduates of bachelor degree programs with a minimum grade point average (GPA) of 3.0 in the last two (2) full years of university study will be considered for admission to a Pre-Master's program. These are the minimum requirements of the Faculty of Graduate Studies. Departments/Units may specify higher or additional criteria. Admission to a Pre-Master's program does not guarantee future admission to a Master's program. The purpose of As the Pre-Master's program of study is intended to bring a student's background up to the equivalent of the a required four (4)-year undergraduate degree, and/or fulfill deficiencies in knowledge of a particular discipline. Departments/Units should assign to students, as part of their Pre-Master's program of study, an appropriate number of applicable upper level (3000 or 4000) undergraduate courses. These courses may not be transferred into a Master's program at a later date. Pre-Master's students are not normally allowed to register in 7000-level courses or above, with the exception of **GRAD 7300** and **GRAD 7500**, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate. If permission is granted, students may take a maximum of 3 credit hours at the 7000 level or above and these credit hours must be taken as Occasional ("O"). A Pre-Master's student may only transfer a maximum of 3 credit hours into a prospective Master's program of study.

3.2 Academic Performance

3.2.1. The department/unit Head is responsible for assigning the courses and monitoring the progress of each student.

3.2.2. A minimum degree grade point average of 3.0 with no grade below C+ must be maintained to continue in a Pre-Master's program. Students who fail to maintain this standing will be required to withdraw unless remedial action recommended by the department/unit (as described below) is approved by the Dean of the Faculty of Graduate Studies.

3.2.3. Students deficient in six (6) hours of credit or less may be permitted to write a supplemental examination (when offered in the department/unit's supplementary regulations) in courses in which a grade of C or less was obtained.

3.2.4. Students deficient in six (6) hours of credit or less with a grade of C, D, or F in a course or courses may be permitted, if the overall average is C or better, to write one (1) supplemental examination in each course (when permitted by the department/unit's supplementary regulations), to repeat the courses, or to take equivalent substitute courses.

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

A student may be permitted to ~~repeat the Pre-Master's year only once, and to~~ remove deficiencies in grades by writing a supplemental examination or repeating courses only one (1) time for each course to a maximum of nine (9) credit hours of coursework.

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

The degree GPA is cumulative in a Pre-Master's program if more than one (1) year is required to complete the course requirements.

A summary of all action taken administratively is to be reported to the Faculty of Graduate Studies Executive Committee.

SECTION 4: Master's Degrees General Regulations

4.1 General

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

- Thesis/practicum-based;
- Course-based;
- Comprehensive Exam;
- Project;
- Accredited Professional;
- [Major research paper.](#)

4.2 Diploma Programs

~~The regulations for the Master's program shall also prevail for diploma programs. All students should consult the department/unit supplementary regulations regarding diploma programs.~~

4.23 Admission

4.3.1 General Criteria

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

- Graduates of four (4)-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from:
 - Canadian institutions empowered by law to grant degrees; or
 - Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.
- Graduates from first-cycle Bologna compliant degrees.
- Students who have completed a Pre-Master's program from:
 - The University of Manitoba ([see section 3](#)); or
 - Canadian institutions empowered by law to grant degrees; or
 - Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies.

All students applying for a Master's degree program must have attained a minimum GPA of 3.0 in the last two (2) full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a Pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.

4.3.2 Pre-Master's Programs

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

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

4.34 Program Requirements

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

4.34.1 Thesis/Practicum Route

A minimum of twelve (12) credit hours of coursework, unless otherwise stated in the department/unit's supplementary regulations, plus a thesis or practicum is required. The minimum must include at least six (6) credit hours at the 7000-level or above, with the balance of the coursework at the 3000-level or above. A maximum of twenty-four (24) credit hours of coursework is allowed unless the department/unit's supplementary regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.

4.34.2 Course-based or Comprehensive Examination Route

A minimum of twenty-four (24) credit hours of coursework and comprehensive examination(s) is required. The minimum must include at least eighteen (18) credit hours at the 7000-level or above with the balance of the coursework at the 3000-level or above. A maximum of forty-eight (48) credit hours of coursework is allowed unless a department/unit's supplementary regulations indicate otherwise. A comprehensive examination is required for some course-based programs.

4.34.3 Accredited Professional Route

The credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body. Students should check department/unit supplementary regulations regarding this requirement.

4.34.4 Language Requirements

Some department/units specify a language requirement for the Master's degree. Students should check department/unit supplementary regulations regarding this requirement.

4.34.5 Advanced Credit

Advance credit for courses completed prior to admission to a Master's program will be considered on a case-by-case basis. The student's department/unit must make a request to the Faculty of Graduate Studies by completing the "[Recommendation for Advance Credit-Transfer of Courses](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

- Application for advance credit must be made within the first year of the program (see section 4.67.2 Lapse or Expiration of Credit of Courses).
- No more than 50% of the required coursework for the program can be achieved using advance credit.
- A course may not be used for credit toward more than one (1) degree, diploma, or certificate.
- The student must register at The University of Manitoba for at least two (2) terms within a single academic year and must also complete the thesis/practicum/project/comprehensive exam at The University of Manitoba.
- Courses taken while in the Pre-Master's program may not be used for credit in a Master's program.

Regardless of the extent of advanced credit granted, all students are required to pay all applicable program fees.

4.34.6 Transfer Credit

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

- must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree;
- may not exceed 50% of the minimum credit hours of coursework required of the student's graduate program at The University of Manitoba.

Permission is granted in the form of a [Letter of Permission](#) which may be obtained by making an application to the Registrar's Office (http://umanitoba.ca/student/records/leave_return/710.html); ~~a~~^{an} original transcript and course equivalency must be provided.

4.34.7 Time in Program

The minimum time for students in the Master's program is equivalent to two (2) terms. Completion of most programs requires more than this and students should check department/unit supplementary regulations regarding specific requirements.

The maximum time allowed for the completion of the Master's degree is four (4) years for students declared as full-time and six (6) years for students declared as part-time (see section [1.4.1](#) for information on calculating maximum time for students). Individual department/units and/or programs may have specified minimum and maximum time limits, and students should periodically check department/unit supplementary regulations regarding these specific requirements.

Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies using the "[Time Extension Request](#)" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) **at least three (3), but no more than four (4), months** prior to expiration of the respective maximum time limit.

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

4.45 Student's Advisor and Co-Advisor

4.45.1 Student's Advisor

Each student should have an advisor upon entry into the program, and must have one assigned no later than one (1) term following [initial](#) registration. The advisor must:

- hold an appointment in the student's department/unit;
- be a member of the Faculty of Graduate Studies*;
- hold at least a Master's degree or equivalent**;
- be active in [research](#)~~in their field~~;
- have expertise in a discipline related to the student's program.

*(http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)

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

It is the responsibility of the department/unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or special

circumstances must be recommended by the department/unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.

In department/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the department/unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen. Students must have an advisor through to the end of their program in programs requiring an advisor.

4.45.2 Student's Co-advisor

In special circumstances, upon approval of the Head of the department/unit, an advisor and a maximum of one (1) co-advisor may advise a student. The co-advisor must:

- be a member of the Faculty of Graduate Studies*;
- hold a Master's or equivalent**;
- be active in research;
- have expertise in a discipline related to the student's program;

*(http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)

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

The co-advisor may be identified either at the beginning of, or mid-way through, a student's program. In all instances, the Faculty of Graduate Studies must be informed of, and approve, the co-advisor arrangement. If a co-advisor is added midway through the student's program, a new Advisor Student Guidelines must be completed.

When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One (1) advisor must be identified as the primary advisor; the advisor/co-advisor have a single vote. ;however, both Both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.

4.45.3 Student's Advisor/Co-advisor

A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit.

The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If a student does not have an advisor/co-advisor, then the interim advisor will be required to complete the Advisor Student Guidelines. The advisor/co-advisor and the student are required to approve the agreement. If the parties cannot agree on any component(s) of the Advisor Student Guidelines, the matter should be referred to the department/unit Head, Graduate Chair, or the Dean of the Faculty of Graduate Studies. The Advisor Student Guidelines is to be completed again if there is a change in advisor/co-advisor or when a co-advisor is added mid-way through the student's program.

Should, during the student's program, the relationship between the student and advisor/co-advisor significantly deteriorate, the matter should be referred sequentially to the department/unit department/unit Head, Graduate Chair, the Head of the department/unit, then to the Dean of the Faculty of Graduate Studies (or designate) or the Dean of the Faculty of Graduate Studies. It is the responsibility of the department/unit offering the program in which the student is studying to arrange an alternate advisor if this is appropriate and necessary.

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

4.56 Advisory Committee

4.5.1 Conflict of Interest

There are several circumstances that might lead to a real, perceived or potential Conflict of Interest (COI) in advisory and examining committees. A real COI could be present due to the existence of a (past or present) personal relationship that is romantic, sexual, marital, personal or familial. There is a potential for a perceived COI in cases of recent (within the last 5 years) collaboration among committee members, which may result in the perception of a lack of fairness or impartiality. These examples are not intended to be comprehensive, and are provided solely for illustration. The University of Manitoba Conflict of Interest Policy and Conflict of Interest Procedures as well as the Conflict of Interest Between Evaluators and Students due to Close Personal Relationships should also be consulted.

In addition to following the processes outlined in the above policies, COIs that exist within advisory and examining committees should be declared in writing to the Faculty of Graduate Studies to provide transparency to all relevant parties (including the student, committee members, unit leadership, and the Faculty of Graduate Studies). All reported conflicts will be reviewed by the Dean of the Faculty of Graduate Studies (or designate). If the conflict is deemed sufficiently significant and cannot be mitigated, a new committee may need to be struck.

4.56.24 Thesis/Practicum Route

Advisory committees are selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during their research program.

The advisory committee must consist of a minimum of three (3) voting members (~~including~~ the advisor/co-advisor have a single vote), at least two (2) of whom must be members of the Faculty of Graduate Studies (http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html).

All examiners must be deemed qualified by the department/unit Head and be willing to serve.

~~It is expected, under normal circumstances, that advisory committee members will possess at least a Master's degree or equivalent. Individuals who are not a member of the Faculty of Graduate Studies, but who possess specific and extensive expertise and experience, such as professionals, artists, Knowledge Keepers or Elders, may serve on the advisory committee as a full voting member. No more than one such knowledge expert may serve on any individual advisory committee, and must be nominated by the unit Head or Graduate Chair and approved by the Dean of the Faculty of Graduate Studies or designate.~~

Advisory committees may alternatively include one (1) non-voting ~~guest~~invited member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.

Under no circumstances are graduate students, Post-Doctoral fellows, and Research Assistants or Associates to serve on graduate student examining committees, regardless if they hold a rank of Adjunct Professor.

The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee. ~~If two or more advisory committee members are in a personal relationship, the "Conflict of Interest Disclosure Form" (https://umanitoba.ca/admin/governance/governing_documents/community/962.html) must be completed and submitted to the Faculty of Graduate Studies. See The University of Manitoba's Conflict of Interest policy: https://umanitoba.ca/admin/governance/governing_documents/community/248.html.~~

It is expected that advisory committee members will have a Master's degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies or designate. Knowledge experts are exempted from this requirement.

Additional specifications, if any, regarding the advisory committee are found in the department/unit supplementary regulations and students should consult these regulations for specific requirements.

4.65.23 Course-based, Major Research Paper, or Comprehensive Examination Route

Normally, advisory committees are not required in these routes; however, any appropriate specifications regarding an advisory committee can be found in the department/unit's supplementary regulations and students should consult these regulations for specific requirements. ~~If there is an advisory committee and two or more committee members are in a personal relationship, the "Conflict of Interest Disclosure Form" (https://umanitoba.ca/admin/governance/governing_documents/community/962.html) must be completed and submitted to the Faculty of Graduate Studies. See The University of Manitoba's Conflict of Interest policy: https://umanitoba.ca/admin/governance/governing_documents/community/248.html.~~

4.56.34 Accredited professional programs

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

~~If there is an advisory committee and two or more committee members are in a personal relationship, the "Conflict of Interest Disclosure Form" (https://umanitoba.ca/admin/governance/governing_documents/community/962.html) must be completed and submitted to the Faculty of Graduate Studies. See The University of Manitoba's Conflict of Interest policy: https://umanitoba.ca/admin/governance/governing_documents/community/248.html.~~

4.67 Courses and Performance

4.67.1 Course or Program Changes

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

4.67.2 Lapse or Expiration of Credit of Courses

Courses completed more than seven (7) years prior to the date of awarding of a degree may not normally be used for credit toward that degree. A department/unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case-by-case basis, must be accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content.

Courses completed more than ten (10) years prior to the date of awarding of a degree are deemed expired and cannot be used for credit toward that degree.

In the event that coursework is no longer considered current or has expired, students must take additional coursework (as recommended by the department/unit Head, or designate, and as approved by the Dean of the Faculty of Graduate Studies) to meet the minimum credit hour requirements for their program. The department/unit may recommend that students re-take previously passed course(s) which have lapsed or expired.

4.67.3 Academic Performance

Student progress shall be reported **at least** annually (but no more than once every four (4) months) to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Students who receive two (2) consecutive "in need of improvement" or one (1) "unsatisfactory" rating

will normally be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".

4.67.4 Performance in Coursework

A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Departments/units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless ~~a~~^{the} department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

Students are normally expected to complete remedial action by the end of the subsequent term.

4.67.5 Performance not related to Coursework

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

4.78 Academic Requirements for Graduation

All students must:

- maintain a minimum degree grade point average (DGPA) of 3.0 with no grade below C+;
- complete [GRAD 7500](#)
- complete [GRAD 7300](#)
- meet the minimum and not exceed the maximum course requirements; and
- meet the minimum and not exceed the maximum time requirements (in terms of time in program and lapse or expiration of credit courses).

Individual department/units may have additional specific requirements for graduation and students should consult department/unit supplementary regulations for these specific requirements.

4.78.1 Thesis/Practicum Route

4.78.1.1 Thesis vs. Practicum

Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum. The thesis or practicum will normally be written in English unless the student is studying in a program at the Université de Saint-Boniface, or departmental/unit supplementary regulations allow a different language to be used.

A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual department/units have specific requirements for graduation and students should consult department/unit supplementary regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the practicum.

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

4.78.1.2 Examining Committee

The advisor/co-advisor will recommend an examining committee to the department/unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the "[Master's Thesis/Practicum Title and Appointment of Examiners](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). This form must be approved by the Dean of the Faculty of Graduate Studies at least two (2) weeks prior to the distribution of the thesis.

Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the department/unit's supplementary regulations. The examining committee must consist of a minimum of three (3) members (including the advisor/co-advisor), at least two (2) of whom must be members of the Faculty of Graduate Studies. All examiners must be deemed qualified by the department/unit Head and be willing to serve. It is expected that, under normal circumstances, examination committee members will have a Master's degree or equivalent. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual department/units establish specific requirements for examination and students should consult department/unit supplementary regulations for specific requirements.

Under no circumstances are Graduate-graduate students, Post-Doctoral fellows, and Research Assistants or Associates ~~may not~~ serve on graduate student examining committees, regardless if they hold a rank of Adjunct Professor.

~~If two or more examining committee members are in a personal relationship, the "Conflict of Interest Disclosure Form" (https://umanitoba.ca/admin/governance/governing_documents/community/962.html) must be completed and submitted to the Faculty of Graduate Studies. See The University of Manitoba's Conflict of Interest policy: https://umanitoba.ca/admin/governance/governing_documents/community/248.html.~~

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

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

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

Note that in the case of an advisor and co-advisor, both together have a single vote on the examining committee.

4.78.1.3 Oral Examination

For department/units requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary regulations of the department/unit. Students should consult these supplementary regulations for specific requirements. A student has the right to an examination of the thesis/practicum if they believe it is ready for examination. It is the department/unit's responsibility to advise the student of any risk involved should they decide to proceed against the department/unit's recommendation.

The examining process should be completed within one (1) month of distribution of the thesis/practicum to the examining committee.

Normally,

All members of the examining committee ~~should be required to~~ be present in-person at the examination. Under exceptional circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, ~~one (1)~~ members may participate electronically. Only under very exceptional circumstances can the student or the Advisor/Co-advisor participate electronically. No recording devices will be permitted. The oral examination must be held at either The University of Manitoba Fort Garry or Bannatyne campus, Université de Saint-Boniface, or the St. Boniface Hospital Albrechtsen Research Centre normally during regular business hours. The oral examination shall be open to all members of The University of Manitoba community except in exceptional cases. The oral examination may be closed, for example, when the results of the thesis/practicum research must be kept confidential for a period of time. In such cases, the examining committee and department/unit Head shall recommend such action to the Dean of the Faculty of Graduate Studies who shall then decide whether to grant that the final examination be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies (or delegate).

The oral examination will normally be held in English unless the student is studying in a program at the Université de Saint-Boniface, or departmental/unit supplementary regulations allow a different language to be used.

Following completion of the examination of the thesis/practicum, examiners will consider the oral examination and the written thesis/practicum.

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

The judgment of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms "approved" or "not approved" on the "Thesis/Practicum Final Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Each examiner must indicate their opinion by their signature. If two (2) or more examiners do not approve the thesis/practicum, the student is deemed to have failed the examination.

4.78.1.4 Failure

In the case of a failure of the thesis/practicum at the Master's level, the candidate may, on support of their home department/unit, be allowed to defend the thesis a second time. In this case, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student, ~~and the student's~~ advisor/co-advisor, and the Department/Unit Head. The Department/Unit Head shall convene a meeting of the members of the examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard and/or prepare for the second defence.

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

- The examining committee reports on the merits of the written thesis/practicum;
- The oral examination; or
- A combination of both stages.

~~The examining process should be completed within one (1) month of distribution of the thesis/practicum to the examining committee.~~

4.78.2 Course-based, Major Research Paper, or Comprehensive Examination Route

Students must demonstrate their mastery of their field. The specific procedures for evaluation of this mastery are stated in individual department/unit supplementary regulations.

In those department/units where comprehensive examinations are required, students should consult the department/unit's supplementary regulations for specific requirements.

The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the "[Report on Comprehensive Examination](http://umanitoba.ca/faculties/graduate-studies/forms/index.html)" form (~~<http://umanitoba.ca/faculties/graduate-studies/forms/index.html>~~) in the terms "pass" or "fail." No student may sit comprehensive examinations more than twice. Any student who receives a "fail" on the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.

4.89 Style and Format

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

4.910 Details for Submission of the Final Copy

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

- One digital version submitted as an e-thesis/practicum at the MSpace website (<http://mspace.lib.umanitoba.ca/xmlui/login>);
- [Copyright Licence Declaration/Infringement Form \(completed on MSpace\)](#).
- Thesis/Practicum final report;
- ~~[Copyright License Declaration form \(located within MSpace\)](#)~~.

4.104 Publication and Circulation of Thesis/Practicum

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

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

The Copyright ~~Licence~~ Declaration/Infringement Form must be completed on MSpace. This and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the ~~license~~ agreements is normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully understood and appreciated.

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

Notes:

Patents – Refer to section 6 "[Policy of Withholding Theses Pending Patent Applications](#)" in this Guide.

Restriction of Thesis/Practicum for Publication – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one (1) year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be ~~se~~-restricted.

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

4.112 Final Requirements and Deadlines for Graduation

The final requirements of the degree, in the form of the final report on the thesis/practicum (and the corrected copy of the thesis/practicum and Copyright License Declaration uploaded into MSpace); comprehensive examination; M. Eng. project; or Design thesis, must be submitted to the Faculty of Graduate Studies by the appropriate deadline. For those programs that do not have a [GRAD course associated with their](#) culminating exercise (thesis/practicum/comprehensive examination/M.Eng. project/Design thesis/Major Research Paper), the department/unit must forward a list of potential graduate names to the Faculty of Graduate Studies by the deadline. The deadline for each of the graduation dates is published on the Faculty of Graduate Studies website at umanitoba.ca/faculties/graduate_studies/deadlines/index.html.

SECTION 5: Doctor of Philosophy General Regulations

SECTION 5: Doctor of Philosophy General Regulations

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

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

5.1 Admission

5.1.1 General criteria

Normally, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two (2) ~~previous~~ years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program.

Note: This is the minimum requirement of the Faculty of Graduate Studies and department/units may have higher standards and additional criteria. However, the criteria for admissions into the Ph.D. program are more stringent than for Master's programs; therefore, the completion of a Master's program does not guarantee admission into the Ph.D. program. Some department/units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.

5.1.2 Direct Admission from the Bachelor's Honours or equivalent

With special recommendation of the department/unit concerned, applicants with an honours Bachelor's degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study).

Note: This is the minimum requirement of the Faculty of Graduate Studies and department/units may have higher standards and additional criteria. Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual department/unit's approved supplementary regulations specify otherwise, and will be assessed Ph.D. fees for three (3) years. A minimum of 18 credit hours at the 7000-level or higher is required. Any further coursework beyond the minimum 18 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.

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

Students who have not completed a Master's program may transfer to the Ph.D. program within the same department/unit upon the recommendation by the Head of the department/unit to the Faculty of Graduate Studies. The recommendation should be made within four (4) terms (including Summer term) from the start of the Master's program. Fees paid, coursework completed and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual department/unit's approved supplementary regulations specify otherwise. A minimum of 18 credit hours at the 7000-level or higher is required. Any further coursework beyond the minimum 18 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 48 credit hours of coursework is allowed towards the Ph.D. program.

The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one (1) month prior to the term for which the student intends to ~~commence~~^{start} the Ph.D. program. The applicant must indicate a request for transfer on the online [admissions application](#). ~~Application for Admission.~~

The student will be admitted to a 3-year Ph.D. program and will pay a total of three years of program fees, including program fees paid in the Master's at the time of transfer. Students are cautioned that such transfers may impact ~~on~~ the duration of The University of Manitoba Graduate Fellowship.

Students who have previously completed a recognized Master's degree and are initially admitted and registered in a Master's program may transfer to the Ph.D. program within the same department/unit on the recommendation of the student's advisor/co-advisor and Head of the department/unit. Where a student holds a Master's degree that would be sufficient for admission to the Ph.D. program, students must complete at least 12 credit hours of coursework, unless the individual department/unit's approved supplementary regulations specify otherwise. The student will be admitted to a 2-year Ph.D. program and will pay a total of two years of program fees, including program fees paid in the Master's at the time of transfer.

5.1.4 Provisional Admission to the Ph.D.

Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the department/unit and the Faculty of Graduate Studies to complete dual registration on the "[Concurrent Curriculum Permission](#)" form (~~<http://intranet.umanitoba.ca/student/records/2323.html>~~) in the Master's and Ph.D. program simultaneously.

~~5.1.5 Students with Disabilities~~

~~See Accommodation Policy for Students with Disabilities:~~

~~http://umanitoba.ca/admin/governance/governing_documents/students/281.html~~

5.2 Student's Advisor, Co-advisor and Advisory Committee

5.2.1 Student's Advisor

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

The advisor must:

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

*(http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)

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

Usually the student and the advisor choose to work together by mutual agreement. In department/units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the department/unit or the selection committee shall appoint a faculty member to advise the student as to the rules and regulations and on a program and course requirements. This interim period must not exceed eighteen (18) months after entry into the program before a permanent advisor is chosen.

5.2.2 Student's Co-advisor

In special circumstances, upon approval of the Head of the department/unit, an advisor and a maximum of one (1) co-advisor may advise a student. The co-advisor must:

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

*(http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)

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

The co-advisor may be identified either at the beginning of, or midway through a student's program. In all instances, the Faculty of Graduate Studies must be informed of, and approve, the co-advisor arrangement. If a co-advisor is added midway through the student's program, a new Advisor Student Guidelines must be completed. When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One (1) advisor must be identified as the primary advisor; the advisor/co-advisor have a single vote. however, both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.

5.2.3 Student's Advisor/Co-advisor

A student who also holds an appointment at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit.

The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If a student does not have an advisor/co-advisor, the interim advisor will be required to complete the Advisor Student Guidelines. If the parties cannot agree on any component(s) of the Advisor Student Guidelines, the matter should be referred to the department/unit Graduate Chair, the Head of the department/unit, or the Dean of the Faculty of Graduate Studies. The Advisor Student Guidelines is to be completed again if there is a change in advisor/co-advisor or when a co-advisor is added midway through the student's program.

Should, during the student's program, the relationship between the student and advisor/co-advisor significantly deteriorate, the matter should be referred sequentially to the department/unit Graduate Chair, the Head of the department/unit, then to the Dean of the Faculty of Graduate Studies. It is the responsibility of the department/unit offering the program in which the student is studying to arrange an alternate advisor/co-advisor if this is appropriate and necessary.

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

5.2.4 Advisory Committee

The Head of the department/unit is responsible for the establishment of an advisory committee for each Ph.D. student. Advisory committees are selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during their program.

The advisory committee must consist of a minimum of three (3) voting members (the advisor/co-advisor have a single vote), all of whom must be members of the Faculty of Graduate Studies (http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html).

In addition, individuals who are not a member of the Faculty of Graduate Studies, but who possess specific and extensive expertise and experience, such as professionals, artists, Knowledge Keepers or Elders, may serve on the advisory committee as a full voting member. No more than one such knowledge expert may serve on any individual advisory committee, and must be nominated by the unit Head or Graduate Chair and approved by the Dean of the Faculty of Graduate Studies or designate. Advisory committees may alternatively include one (1) non-voting guest invited member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.

It is expected that advisory committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies or designate. Knowledge experts are exempted from this requirement.

Under no circumstances should graduate students, Post-Doctoral Fellows, and Research Assistants or Associates may not serve on graduate student advisory committees, regardless if they hold a rank of Adjunct Professor.

A student who also holds an appointment at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit.

The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies on the "Program of Study and Appointment of Advisory Committee" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

~~If two or more advisory committee members are in a personal relationship, the "Conflict of Interest Disclosure Form" (https://umanitoba.ca/admin/governance/governing_documents/community/962.html) must be completed and submitted to the Faculty of Graduate Studies. See The University of Manitoba's Conflict of Interest policy: https://umanitoba.ca/admin/governance/governing_documents/community/248.html.~~

The advisor/co-advisor is the Chair of the advisory committee.

Advisory committee meetings must be held at least annually, and are not intended to take the place of meetings between the student and advisor/co-advisor which should occur with much greater frequency than the advisory committee meetings.

5.2.4.1 Conflict of Interest

There are several circumstances that might lead to a real, perceived or potential Conflict of Interest (COI) in advisory and examining committees. A real COI could be present due to the existence of a (past or present) personal relationship that is romantic, sexual, marital, personal or familial. There is a potential for a perceived COI in cases of recent (within the last 5 years) collaboration among committee members, which may result in the perception of a lack of fairness or impartiality. These examples are not intended to be comprehensive, and are provided solely for illustration. The University of Manitoba Conflict of Interest Policy and Conflict of Interest Procedures as well as the Conflict of Interest Between Evaluators and Students due to Close Personal Relationships should also be consulted.

In addition to following the processes outlined in the above policies, COIs that exist within advisory and examining committees should be declared in writing to the Faculty of Graduate Studies to provide transparency to all relevant parties (including the student, committee members, unit leadership, and the Faculty of Graduate Studies). All reported conflicts will be reviewed by the Dean of the Faculty of Graduate Studies (or designate). If the conflict is deemed sufficiently significant and cannot be mitigated, a new committee may need to be struck.

5.3 Program of Study

As soon as possible, but no later than 24 months after a student has commenced their program, the student's program of study should be registered with the Faculty of Graduate Studies on the "[Program of Study and Appointment of Advisory Committee](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) and should include:

- information about the minimum or expected time for completion of the degree;
- coursework to be taken along with course classification ("S", "X", "A" or "O");
- any foreign language requirement;
- the research area in which the thesis will be written.

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

5.4 Program Requirements

All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved department/unit supplementary regulations:

- Where admission to the Ph.D. is directly from a Master's degree, a minimum of 12 credit hours at the 7000-level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.*
- Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a minimum of 24 credit hours plus a thesis is required. The coursework must include a minimum of 18 credit hours at the 7000-level or higher with the balance of the coursework at the 3000-level or higher. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.*

*Unless professional accreditation requirements and/or the department/unit's supplementary regulations indicate otherwise.

5.4.1 Language Requirements

Some department/units specify a language requirement for the Ph.D. degree. Students are advised to check department/unit supplementary regulations regarding this requirement.

5.4.2 Advance Credit

Advance credit for courses completed prior to admission to a Ph.D. program will be considered on a case-by-case basis. The student's department/unit makes the request to the Faculty of Graduate Studies by completing the "Advance Credit -Transfer of Courses" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

- Application for advance credit must be made within the first year of the program (see section 5.4.4 Lapse or Expiration of Credit of Courses)
- No more than 50% of the required coursework for the program can be achieved using advance credit.
- A course may not be used for credit toward more than one degree, diploma or certificate.
- The student must register at the University of Manitoba for at least two consecutive terms and must also complete the thesis and candidacy examination at The University of Manitoba. Regardless of the extent of advanced credit received, all students are required to pay applicable program fees.

5.4.3 Transfer Credit

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

- must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree;
- may not exceed 50% of the minimum credit hours of coursework required of the student's graduate program at The University of Manitoba.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; (http://umanitoba.ca/student/records/leave_return/710.html) an original transcript, and course equivalency must be provided.

5.4.4 Lapse or Expiration of Credit of Courses

Courses completed more than seven (7) years prior to the date of awarding of a degree may not normally be used for credit toward that degree.

A department/unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case-by-case basis, must be accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content.

Courses completed more than ten (10) years prior to the date of awarding of a degree are deemed expired and cannot be used for credit toward that degree.

In the event that coursework is no longer considered current or has expired, students must take additional coursework (as recommended by the department/unit Head, or designate, and as approved by the Dean of the Faculty of Graduate Studies) to meet the minimum credit hour requirements for their program. The department/unit may recommend that students re-take previously passed course(s) which have lapsed or expired.

5.5 Time Limits

5.5.1 Minimum Time Limit

The minimum time requirement for the program of study for a Ph.D. degree will normally be two (2) years of study beyond the level of the Master's degree, or three (3) years beyond the level of a Bachelor's degree.

5.5.2 Maximum Time Limit

A student's candidature shall lapse if they fail to complete the degree within six (6) years following initial registration in the Ph.D. program. For those students who transfer from the Master's to the Ph.D., years spent in the Master's program are counted as years in the Ph.D. program.

Ph.D. students who are declared as part-time will receive an additional four (4) months in time to complete their program for every two (2) years (24 months) they are declared as part time (see [section 1.4.1](#)) to a maximum of seven (7) years.

Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted using the "Time Extension Request" form (<http://umanitoba.ca/faculties/graduate-studies/forms/index.html>) to the Dean of the Faculty of Graduate Studies **at least three (3), but no more than four (4),** months prior to expiration of the respective maximum time limit.

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

5.6 Academic Performance

Student progress shall be reported **at least** annually (but no more than once every four (4) months) to the Faculty of Graduate Studies on the "Progress Report" form (<http://umanitoba.ca/faculties/graduate-studies/forms/index.html>).

Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Students who receive two (2) consecutive "in need of improvement" or one (1) "unsatisfactory" rating will normally be required to withdraw from the Faculty of Graduate Studies and the notation on the student's record will be "Required to withdraw".

5.6.1 Performance in Coursework

A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Departments/Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

5.6.2 Performance Not Related to Coursework

Students may be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, unsatisfactory attendance and lack of progress in research and/or thesis preparation. Unsatisfactory performance must be reported to the Faculty of Graduate Studies on the "Progress Report" form (<http://umanitoba.ca/faculties/graduate-studies/forms/index.html>). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the department/unit Head to the Dean of the Faculty of Graduate Studies.

Students are normally expected to complete remedial action by the end of the subsequent term.

5.7 Academic Requirements for Graduation

All students must:

- maintain a minimum degree grade point average (DGPA) of 3.0 with no grade below C+;
- complete [GRAD 7500](#)
- complete [GRAD 7300](#)
- meet the minimum and not exceed the maximum course requirements; and
- meet the minimum and not exceed the maximum time requirements [\(in terms of time in program and lapse or expiration of credit of courses\)](#).

Individual department/units may have additional specific requirements for graduation and students should consult department/unit supplementary regulations for these specific requirements. A cumulative degree grade point average of 3.0 or greater is required in those courses that constitute the program of study for graduation in the Faculty of Graduate Studies.

5.8 Candidacy Examination

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

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

The examination is conducted according to a procedure established by the department/unit which is approved and documented in departmental/unit supplementary regulations. The department/unit supplementary regulations state the format and composition of the examination committee for the candidacy examination. The candidacy examination must be held at either The University of Manitoba Fort Garry or Bannatyne campus, or the St. Boniface Hospital Albrechtsen Research Centre normally during regular business hours.

This examination, which must be independent from the thesis proposal, may be oral, written, or both and may cover subjects relevant to the general area of the student's research. The structure of the exam must be made known to the student well in advance of the exam. In the case where there is a required oral component, the student must be physically present.

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

The Dean of the Faculty of Graduate Studies must be informed whether the candidate has "passed" or "failed" the candidacy examination on the ["Report on Ph.D. Candidacy Examination"](#) form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

Any student who fails the candidacy examination twice will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".

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

5.9 Thesis Proposal

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

5.10 Thesis

An essential feature of Ph.D. study is the candidate's demonstration of competence to complete a research project and present the findings. The thesis must constitute a distinct contribution to knowledge in the major field of study, and the research must be of sufficient merit to be, in the judgement of the examiners, acceptable for publication. The thesis must be written in English unless otherwise approved by the department/unit and Faculty of Graduate Studies.

The thesis must be written according to a standard style acknowledged within the candidate's particular field of study and recommended by the department/unit, be lucid and well-written, and be reasonably free from errors of style and grammar (including typographical errors).

The final version of the thesis must be submitted by the candidate to the Faculty of Graduate Studies following the guidelines found at: <https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum>.

5.11 Thesis Examination Procedures

The final examination for the Ph.D. degree proceeds in two (2) stages:

1. Examination of the candidate's thesis by the examining committee;
2. Oral examination of the candidate by all examiners on the subject of the thesis and any matters relating thereto.

5.11.1 Formation of the Examining Committee - University of Manitoba (Internal) Examiners

The candidate's advisor/co-advisor is considered to be a single voting member of the examining committee. All voting members of the advisory committee are expected to serve on the examining committee; any exceptions must be approved in advance by the Dean of the Faculty of Graduate Studies. All examiners must be members of the Faculty of Graduate Studies (http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html). It is expected that examining committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. ~~Note that in the case of an advisor and co-advisor, both together have a single vote on the examining committee.~~

~~If two or more examining committee members are in a personal relationship, the "Conflict of Interest Disclosure Form" (https://umanitoba.ca/admin/governance/governing_documents/community/962.html) must be completed and submitted to the Faculty of Graduate Studies. See The University of Manitoba's Conflict of Interest policy: https://umanitoba.ca/admin/governance/governing_documents/community/248.html.~~

5.11.2 Formation of the Examining Committee - External Examiner

The candidate's advisor/co-advisor, in consultation with the advisory committee, will recommend the names of at least three (3) distinguished scholars from outside The University of Manitoba with particular experience in the field of the thesis research and significant Ph.D. student supervisory/examination experience to serve as the external examiner. The recommendations must be made to the Dean (or designate) of the Faculty of Graduate Studies for approval via the Ph.D. Thesis Submission Portal on JUMP and must include:-

- ~~The recommendations must include a~~ A ~~brief~~ CV of each of the prospective external examiners;
- ~~and a~~ a short statement ~~detailing explaining:~~
 - ~~the~~ The rationale behind the recommendations;
 - ~~the~~ The prospective external examiners' qualifications (if not already explicit on the CV). ~~This,~~ including a current list of their scholarly publications and research activities and, importantly, their experience with graduate-Ph.D. student supervision/examination (e.g., Ph.D. students they have supervised to completion; Ph.D. students they are currently supervising; experience serving as external examiner for Ph.D. examining committees).

Advisors and/or departments/units ~~may~~ must make contact with the prospective external examiners to obtain this information and determine if they are available to review the thesis.

If any of the recommended examiners do not meet the criteria specified below, a detailed explanation should be included with the rationale for the recommendation.

The external examiner must:

- hold a Ph.D. or equivalent (if outside of North America);
- 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 a demonstrated record of supervising a significant number of Ph.D. students to completion, and significant recent experience with the supervision/examination of Ph.D. students.

The external examiner must not:

- have held any faculty appointment within the candidate's home department/unit at the University of Manitoba within the last 10 years
- have acted as an external examiner for a student of the same Ph.D. advisor and/or co-advisor within the previous two (2) years;
- have been associated with the candidate at any time or in any significant way in the past five (5) years, present or reasonably foreseeable future (as 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 within the last ten (10) years;
 - research advisor/co-advisor within the last ten (10) years;
 - research collaborator within the last five (5) years;
 - co-author of published material within the last five (5) years.

The Dean of the Faculty of Graduate Studies or designate will choose the external examiner from the list provided by the candidate's advisor/co-advisor or department/unit and will make the formal invitation to the external examiner. The Dean (or designate) of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until their report has been submitted.

5.11.3 Changes in the Examining Committee

The Dean of the Faculty of Graduate Studies must approve changes in the membership of the examining committee. No changes shall be made in the examining committee after the thesis is submitted to the Faculty of Graduate Studies.

5.11.4 Distribution of the Thesis for Examination

Ph.D. candidates must submit their thesis for distribution electronically through JUMP. Consult this link for pertinent instructions: https://umanitoba.ca/faculties/graduate_studies/thesis/index.html. It is the responsibility of the Faculty of Graduate Studies to distribute the electronic version of the thesis to all examiners. The Faculty of Graduate Studies shall attempt to ensure that the thesis is distributed to examiners as soon as possible after the submission of all required documentation. The Faculty of Graduate Studies website (umanitoba.ca/faculties/graduate_studies/deadlines/index.html) should be consulted regarding recommended 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 examiners may contact the Dean of the Faculty of Graduate Studies to discuss any issues related to the thesis.

5.11.5 Responsibilities of the Examiners

In general, the examiners are responsible for:

- ensuring that the thesis and the candidate meet recognized scholarly standards for a Ph.D.;
- appraising the underlying assumptions, methodology, findings, and scholarly significance of the findings of the thesis;
- ensuring that the thesis is organized, presents data and uses accepted conventions for addressing the scholarly literature in an acceptable manner;
- evaluating that the candidate has the ability to present their findings orally and demonstrate their scholarship by responding to questions and defending the thesis.

Notes:

1. Any potential breach of academic integrity ~~must~~should be reported to the Dean of the Faculty of Graduate Studies.
- 1-2. Any potential breach of The University of Manitoba's Responsible Conduct of Research Policy ~~must be reported to -for investigation by-~~ the Office of the Vice President (Research and International).
- 2-3. Submission of previously published, peer-reviewed material in the thesis does not preclude its critical examination, either as a written document being reviewed by examiners or at the thesis defence.

5.11.6 Process

Examination of the Written Thesis

Support of the candidate's advisor/co-advisors, advisory committee, and department/unit is required before the thesis is eligible for examination. Such support must be provided to the Faculty of Graduate Studies through submission by the department/unit Head of a completed "Approval to Proceed to Examination" form (https://umanitoba.ca/faculties/graduate_studies/media/approval_to_proceed.pdf). By completing the "Approval to Proceed to Examination" form:

- each member of the advisory committee verifies that they have read the complete version of the thesis and have provided the candidate with a detailed review and comments including any necessary revisions;
- the student verifies that they have received feedback from all members of the advisory committee and have taken the feedback into account in preparing the thesis and are ready and willing to have their thesis examined; and
- the department/unit verifies that the student's thesis has been reviewed by all members of the advisory committee and that the department/unit fully supports the thesis proceeding for examination.

The thesis will be eligible for examination if no more than one (1) member of the advisory committee is not in support, the department/unit is in support, and an external examiner has been secured by the Faculty of Graduate Studies.

The Dean of the Faculty of Graduate Studies will request the examiners to give, within four (4) weeks of the distribution of the thesis, a detailed written report of the thesis.

The examiners will be asked to place the thesis 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 oral examination.
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 defence. The structure and writing style are acceptable or require only minor revisions. The thesis may proceed to oral examination.
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 should not proceed to oral examination.
4. The thesis is unacceptable with respect to its core components, such as research content, structure, and writing style. The thesis should not proceed to oral examination.

The candidate's advisor (and, if appropriate, co-advisor) may also wish to submit a report.

~~If either the external examiner or two (2) or more internal examiners indicate a failure (i.e. places the thesis in categories 3 or 4), then the candidate fails the examination. Otherwise, the candidate may proceed to the oral examination. If none or one (dissenting voice) of the internal examiners fails the thesis (i.e. places it in categories 3 or 4 above), then the thesis may still proceed to oral defence if a passing grade is received from the external examiner. If two or more members 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 external examiner passes the thesis (i.e., places the thesis in category 1 or 2 above), then the student can proceed to oral examination so long as not more than 1 of the internal examiners fails the thesis (i.e., places the thesis in category 3 or 4 above). If the external examiner fails the thesis (i.e., places the thesis in category 3 or 4 above), then the candidate fails the examination.~~

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

In the event of a first failure, the candidate may, on support of their home department/unit, be allowed to have the thesis evaluated a second time, by the same examining committee. In this case, the department/unit Head shall convene a meeting of the internal examiners of the 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 that the department/unit Head will describe, in writing, to the advisor/co-advisor, the candidate, and the Dean of the Faculty of Graduate Studies.

Support of the candidate's advisor/co-advisors, examining committee, and department/unit is required before the thesis is eligible for re-examination. Such support must be provided to the Faculty of Graduate Studies through submission by the department/unit Head of a new completed "Approval to Proceed to Examination" form, accompanied by a detailed summary of the changes made to improve the thesis. The thesis will be eligible for second distribution only once this is received by Faculty of Graduate Studies.

Two failures at any combination of written review and/or oral examination stage will normally result in the candidate being withdrawn from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".

Reports

The Dean of the Faculty of Graduate Studies shall provide electronic copies of all reports to each of the advisor/co-advisor, examiners, and Head of the department/unit. ~~In the event of a failure, hard copies will be sent to each of the advisor/co-advisor, examiners, and Head of the department/unit instead of an electronic copy.~~

5.12 Oral Examination

5.12.1 Scheduling

Departments/Units cannot proceed with scheduling the oral examination prior to receiving the approved internal and external examiners report from the Faculty of Graduate Studies. The oral examination must be held at either The University of Manitoba Fort Garry or Bannatyne campus or the St. Boniface Hospital Albrechtsen Research Centre normally during regular business hours. It is the responsibility of the department/unit to ensure that all room booking arrangements are made and appropriate facilities meet minimum standards expected for a Ph.D. defence. In addition, the candidate must submit, in electronic format biographical information and an abstract of the thesis to the Faculty of Graduate Studies at least two (2) weeks in advance of the date of the oral examination.

5.12.2 Attendance

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

The attendance of the external examiner in person at the candidate's oral examination is encouraged. If the external examiner will not be present in person, then their participation electronically is expected. If the external examiner cannot participate electronically, they will be asked to provide questions in advance. These questions will be read to the candidate at the defence by the advisor.

Normally, ~~All~~ internal members of the examining committee ~~should be required to~~ be present ~~in-person~~ at the defence, unless exceptional circumstances prevent this. Under such circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, ~~one (1) internal members~~ may participate electronically. Consequently, no more than one (1) internal member and the external examiner may participate electronically.

The candidate and advisor/co-advisor must be present in person for the examination.

Normally, the oral examination shall be open to all members of The University of Manitoba community and the general public. In exceptional cases the final oral examination may be closed; for example, when the results of the thesis research must be kept confidential for a period of time. In such cases, the examination committee and Head of the department/unit shall request prior approval in writing from the Dean of the Faculty of Graduate Studies. If approved, the final oral examination shall be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies or designate.

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

5.12.3 Format of the Examination

The first part of the oral examination shall consist of an oral presentation by the candidate. This is followed by examination of the candidate by the examination committee. If time permits, the Chair, at their discretion, may allow questions from ~~the~~ invited guest member (if applicable) of the examining committee and then members of the audience.

5.12.4 Procedures for the Conduct of the Examination

The Chair should discuss the examination procedures with the examiners prior to the beginning of the formal examination.

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

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

The Chair may exercise their discretion in allowing questions from the audience following completion of the formal examination. Once assuming the role of Chair, they forego the right to comment on the merits of the thesis regardless of whether they are an expert in the field.

5.12.5 Decision of the Committee

Following completion of the formal examination, the candidate, guest-invited member (if applicable) of the examining committee and audience must leave the examination room. The decision of the examining committee will be based both on the content of the thesis and on the candidate's ability to defend it. The performance of the candidate at the oral examination may reveal problems of comprehension or explanation, and the examining committee may require revisions be made to the written thesis to address these problems prior to granting final approval.

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

- Pass: the candidate has satisfactorily presented the thesis rationale, methodology, findings, and conclusions to the general satisfaction of the examining committee. Notwithstanding this, stylistic, grammatical, and content revisions to the thesis may be required. Normally, the advisor/co-advisor is charged with ensuring that any revisions are satisfactorily completed. Under some circumstances, the entire examining committee may wish to ensure any required revisions are completed satisfactorily. Regardless, those examiners in agreement must indicate, by their signatures, concurrence with the passing grade.

- Fail: the candidate has failed to adequately orally present the thesis rationale, methodology, findings, and/or conclusions, or to satisfactorily respond to questions posed related to the thesis. Failure may also arise because of defects in conception, methodology, or context. Those examiners in agreement must indicate, by their signature, concurrence with the failing grade.

If either the external examiner or two (2) or more internal examiners indicate a failure, then the candidate fails the examination. In this case, the Chair must submit a copy of the report(s), including written detailed reasons for the decision, to the candidate, all members of the examining committee, and the Dean of the Faculty of Graduate Studies.

In the case of a first failure of the oral defence, the candidate may, on support of their home department/unit, be allowed to ~~have defend~~ the thesis ~~evaluated~~ a second time. In this case, the Department/Unit Head shall convene a meeting of the internal members of the examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard and/or prepare for the second oral defence. In normal circumstances this ~~may will~~ involve additional scholarly work which the Department/Unit Head will describe, in writing, to the advisor/co-advisor, the candidate, and the Dean of the Faculty of Graduate Studies.

Support of the candidate's advisor/co-advisor, advisory committee, and department/unit is required before the thesis is eligible for re-examination. Eligibility for re-examination must be provided to the Faculty of Graduate Studies through submission by the Department/Unit Head of a new completed "Approval to Proceed to Examination" form, accompanied by a detailed summary of the changes made to improve the thesis, if any. The thesis will be eligible for second distribution to internal and external examiners only once this is received by Faculty of Graduate Studies.

Note: In some circumstances, the candidate may revise the written thesis. The revised thesis will be provided to the committee prior to the next oral defence. The revised written thesis shall not be re-examined; however, revisions can be recommended at the oral examination.

Candidates whose thesis is failed twice at the written review and/or oral examination stage will normally be withdrawn from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".

5.13 Graduation

The candidate will be recommended for the Ph.D. degree upon receipt by the Faculty of Graduate Studies of favourable reports by the thesis examining committee and, "Final Examination of the Ph.D. Thesis" form, a corrected copy of the electronic version of the thesis and Copyright Licence Declaration submitted ~~uploaded in~~-to MSpace, ~~Copyright Declaration License and final approval~~, and providing all other degree requirements have been satisfied.

Patents – Refer to section 6 "Policy of Withholding Theses Pending Patent Applications" in this Guide.

Restriction of Theses for Publication – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one (1) year after the submission of the digital version of a thesis to The University of Manitoba. The Dean shall determine for what period, if any, access will be ~~so~~ restricted.

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

5.14 Student Withdrawal

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

- a) The internal examining committee reports on the merits of the written thesis;
- b) The external examiner reports on the merits of the written thesis;
- c) The oral examination; or

- d) A combination of any of these stages.

SECTION 6: Policy of Withholding Thesis Pending a Patent Application Content or Manuscript Submission

SECTION 6: Policy of Withholding Thesis Pending Patent Applications Content or Manuscript Submission

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

This situation may arise in the two (2) circumstances defined below, both of which are governed by the same set of regulations:


1. Where a research project is known to contain patentable items as defined in the research contract, then it is the responsibility of the advisor/co-advisor to give written information of the restrictions on publication to the student prior to the start of the thesis research. If the student agrees to carry out the research, then the regulation given below will apply.
2. Where a patentable item is found during the course of research, then the advisor/co-advisor and the student may make application for patent rights through the University Patent Committee, and the following regulation will apply concerning the release of the thesis.

Regulations Concerning Release of a Thesis during Application and Negotiation for Patents

The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor/co-advisor and the student, the Dean will retain the thesis for a period up to one (1) year.

Regulations Concerning Release of Thesis Pending Manuscript Submission

The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor and the student, the Dean will retain the thesis for a period up to one (1) year.

In exceptional cases, not covered by the regulation concerning patents, where adequate causes can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate studies restrict access for a period up to one (1) year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be -restricted.

SECTION 7: Extension of Time to Complete Program of Study

SECTION 7: Extension of Time to Complete Program of Study Content

All requests for extensions will normally be dealt with administratively and reported, in summary form, to the Executive Committee of Graduate Studies for information. The student must complete the "[Time Extension Request](http://umanitoba.ca/faculties/graduate-studies/forms/index.html)" form (<http://umanitoba.ca/faculties/graduate-studies/forms/index.html>) and submit it to their major department/unit for recommendation to the Faculty of Graduate Studies **at least three (3), but no more than four (4), months** prior to expiration of the respective maximum time limit. Requests for an extension are reviewed by the Faculty of Graduate Studies on a case-by-case basis.

Requests for extension must be accompanied by a realistic detailed timeline that has been agreed to by the student and advisor/co-advisor and endorsed by the department/unit Head. The extension time requested must closely reflect the time required to complete the program.

The normal time granted for extensions is four (4) to eight (8) months. More than one (1) extension period may be granted, however the total for all approved ~~for all~~ extensions will not normally exceed one (1) year.

SECTION 8: Leaves of Absence

For International Graduate Students:

To determine how applying for a Leave of Absence may affect your immigration status with Immigration, Refugees and Citizenship Canada, please consult with an International Student Advisor at the International Centre (<http://umanitoba.ca/international/>) prior to completing your "[Leave of Absence](#)" application with your department/unit.

8.1 Regular Leave

A regular leave is intended to allow students to meet responsibilities/plans related to family, travel or employment and circumstances not covered by the parental or exceptional leaves. At the student's request, the Head of the department/unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted a leave of absence for a period of time not to exceed one (1) year. While on a regular leave of absence, a student must not be actively engaged in their program of study or thesis/practicum research work. A student on a regular leave of absence is required to maintain continuous registration. A student on a regular leave of absence will not be assessed program fees, if any are owing, during the period of the leave; however, the appropriate continuing fee will be assessed.* Any program fees deferred as a result of a regular leave will be assessed when the student returns from leave. A regular leave of absence status does not extend time limits to complete program of study as outlined in Faculty of Graduate Studies regulations.

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

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

8.2 Exceptional Leave

In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), at the request of the student, the Head of the department/unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted an exceptional leave of absence for a period of time not to exceed one (1) year. Supplemental documentation must support the requested dates of the leave. Exceptional leaves must correspond with the start and end of (an) academic term(s). While on an exceptional leave of absence, a student is not permitted to be engaged in their program of study or thesis/practicum work, and would not be required to maintain continuous registration or pay tuition fees. In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave does not cover circumstances related to travel, employment or financial concerns.

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

Program 8.2.4 Fees:

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

8.3 Parental Leave

A graduate student who is expecting a child or who has primary responsibility for the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request for a parental leave should be made through the department/unit, to the Faculty of Graduate Studies for a period of time normally not to exceed one (1) year. Supplemental documentation must be submitted to support the requested dates of the leave. Parental leaves must correspond with the start and end of (an) academic term(s). While on leave of absence for parental reasons, a student must not be actively engaged in their program of study or thesis/practicum work. The leave period is not included in the time period allowed for completion of the degree.

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

Program 8.3.4 Fees:

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

All applications for Leaves of Absence must be submitted on the "[Leave of Absence](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)" form, available at: http://umanitoba.ca/faculties/graduate_studies/forms/index.html.

8.4 Awards and Leave of Absence

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

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

8.5 Graduate Student Vacation Entitlement

Students are entitled to 21 calendar days of vacation over a twelve (12) month period.

- For the purposes of calculating vacation entitlement, the academic year means the period from September 1 to August 31.
- Vacation entitlement will be prorated for the portion of the year in which a student is registered.
- Any vacation time taken during an official closure of the University is not included as part of the 21 calendar day vacation entitlement. In addition, attendance at academic conferences shall not be considered vacation time.
- Student vacation requests should have minimal impact on the student's research, coursework, and other obligations to the University. Any requests provided ahead of time and within these guidelines will not be unreasonably denied.

- Should a conflict arise between a student's vacation request and a supervisor's expectations, the Department/Unit Head (or designate) shall make a final determination.

SECTION 9: Appeals – Procedures and Guidelines

9.1 General

Students who disagree with a decision have access to appeal routes as laid out by various Faculty of Graduate Studies and University of Manitoba appeal procedures. Student appeals may be limited by the scope of the inquiry available at each level and category of appeal, as well as by the time restrictions for submission of appeals.

A further limitation is that the Faculty of Graduate Studies rules and regulations, established to uphold the academic rigour of the University of Manitoba, are generally not subject to appeal unless an appeal route is otherwise stipulated. In situations where no appeal route is available, a student may make a written request to the Dean of the Faculty of Graduate Studies.

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

For students registered in Joint Master's Programs (University of Manitoba and University of Winnipeg), there is a different process for handling academic and disciplinary appeals cases than [normally used](#) for University of Manitoba students in regular programs (not Joint Programs). This process is outlined in the [Joint Master's Program Governing Document](http://umanitoba.ca/faculties/graduate_studies/media/JMP_Regulations2017.pdf) available at http://umanitoba.ca/faculties/graduate_studies/media/JMP_Regulations2017.pdf.

9.2 Definitions

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

9.3 Types of Appeal

Several areas of appeal are available to appellants:

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

In all cases, appeals should be addressed to the Dean of the Faculty of Graduate Studies. Appeals of decisions made by the Dean will be referred to an Appeal Panel. A decision of the Faculty of Graduate Studies Appeal Panel is appealable only to the Senate Committee on Appeals or the University Discipline Committee, as appropriate. In all cases, an appellant shall have the option of being registered in, and undertaking the responsibilities of, their program, until such time as they have exhausted the university appeal process or the appellant decides not to appeal further, whichever comes first.

A flow chart of the University of Manitoba Appeals Processes is available at:
<https://umanitoba.ca/sites/default/files/2020-04/appeal-procedures-for-students.pdf>

9.4 Admission Appeals

Please refer to University of Manitoba Governing Documents: Students: Policy: Admission Appeals Procedures and Guidelines http://umanitoba.ca/admin/governance/governing_documents/students/admission_appeals.html

9.5 Academic Appeals

Academic Appeals are appeals concerning academic decisions made by the department/unit and/or the Faculty of Graduate Studies.

9.5.1 Appeal Considerations

The Faculty of Graduate Studies will consider appeals:

- stemming from a decision of a department/unit on academic matters (e.g. first failure of a candidacy examination) only after they have been dealt with by the appropriate department/unit-level appeal process (if any), as is outlined in the department/unit supplementary regulations;
- stemming from a decision of the Faculty of Graduate Studies (e.g. Required to Withdraw) which may follow the recommended action of a department/unit.
- stemming from a negative decision from the Registrar's Office on a final grade or term work grade appeal.

In all cases, appeals should be addressed to the Dean of the Faculty of Graduate Studies.

A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals (see http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_policy.html).

9.5.2 Composition of an Appeal Panel

Faculty members or students are disqualified from participating on an Appeal Panel if they:

- hold any academic appointment in the department/unit in which the appellant is registered;
- are/were a student in the department/unit in which the appellant is registered;
- were, as an individual, or as a member of a committee or board, responsible for making the decision being appealed.

Note: All members of an Appeal Panel shall participate in all of the deliberations essential for the determination of the matter in dispute. If, in the course of hearing an appeal, a member is not present at the commencement of the hearing or a member cannot continue, the Panel may elect to proceed in the absence of that member. If more than one (1) member is not present at the commencement or cannot continue, the Appeal Panel must adjourn the proceedings.

9.5.3 Grounds for an Academic Appeal

It shall be the responsibility of the appellant to indicate clearly and specifically the grounds warranting consideration of the appeal.

The Appeal Panel shall only consider an appeal if there is evidence that:

- the department/unit or the Faculty of Graduate Studies failed to follow the rules of natural justice;
- the department/unit or the Faculty of Graduate Studies failed to follow procedures;
- a department/unit or Faculty of Graduate Studies regulation has been unfairly or improperly applied, or has become inapplicable through lapse of time;
- there are documented mitigating circumstances (e.g. medical, compassionate);
- there is apparent conflict between a Senate Regulation, a Faculty of Graduate Studies policy and/or a department/unit regulation.

9.5.4 Academic Appeal Deadlines

9.5.4.1 Appeal of a Faculty of Graduate Studies Decision:

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

9.5.4.2 Appeals to Senate:

As per the University of Manitoba Governing Documents: Students: Policy: Appeals Procedures (https://umanitoba.ca/admin/governance/media/Senate_Committee_on_Appeals_Policy_-_2016_02_03.pdf), appeals to the Senate Committee on Appeals shall be filed with the University Secretary within twenty (20) working days after the mailing of the notice of decision from which the appeal is made.

9.5.5 Faculty of Graduate Studies Academic Appeals Process

9.5.5.1 Submission of Appeal Package

The Appellant must submit an appeal package consisting of an appeal form, a letter outlining their appeal, and any relevant supporting documentation to the Faculty of Graduate Studies within the above timeframe. Incomplete appeals may not be considered.

Upon receipt of a formal appeal, the Dean of the Faculty of Graduate Studies may, at their discretion, consider the appeal or forward it to an Appeal Panel. If the Dean considers the appeal, the student shall be informed of the outcome in writing. Decision letters are issued via email to the appellant's University of Manitoba email address. Hard copies of the letter will be made available upon request.

9.5.5.2 Faculty of Graduate Studies Appeals Committee

The appellant may appeal the Dean's decision to the Faculty of Graduate Studies Appeals Committee within fifteen (15) working days of the date of the letter of decision.

An Appeal Panel will be struck, and a teleconference meeting set by the Faculty of Graduate Studies to determine whether the appellant has grounds to proceed to a Hearing. If the Appeal Panel determines that the appellant has not substantiated their grounds for appeal, the matter will not proceed to a hearing. The Panel will notify the appellant and the Dean of Graduate Studies of their decision in writing. If the Appeal Panel determines that the appellant has substantiated their grounds for appeal, the appellant and the Dean of Graduate Studies will be notified and a hearing will be scheduled.

If it is determined that the appeal will proceed to a hearing, the Appeal Panel may request additional information, or of its own volition, call additional witnesses.

9.5.5.3 Hearing Procedures

The Faculty of Graduate Studies shall inform the appropriate department/unit head (or designate) of the nature of the appeal and request that they accompany the Faculty of Graduate Studies respondent as a co-respondent at the hearing. The co-respondent will be requested to provide a letter responding to the appeal no later than fifteen (15) business days before the date of the hearing. The respondent will be requested to provide a letter addressed to the Chair of the Appeal Panel no later than ten (10) working days prior to the hearing.

The appellant shall be advised by the Dean of the Faculty of Graduate Studies of the right to appear in person or to be represented by a student advocate, a fellow student or other full-time member of the University community not receiving payment for appearing, or working for legal aid. If the appellant wishes, one (1) member of their immediate family, and a lawyer, may be present, but only as observers (i.e. they cannot participate in the proceedings). The Faculty of Graduate Studies must be notified of any persons accompanying the appellant at least ten (10) working days prior to the hearing.

The appellant, respondent, and appeal panel shall have the right to call witnesses to appear before the panel. Witnesses are to be made available for questioning only and will not be privy to the appeal documents or the hearing proceedings in which they are not involved. The appellant must indicate their witness request in their appeal letter. The respondent shall indicate their desire to invite a witness to the Chair of the Appeal Panel no later than five (5) business days after receiving notice that the appeal will proceed to a hearing. It is the responsibility of the party calling witnesses to ensure that the witnesses are informed of the date and time of the hearing.

All documentation that the Appeal Panel will consider shall be made available through the Faculty of Graduate Studies to both the appellant and the respondent at least one (1) week in advance of the hearing with notification of the specific time and location of the hearing. **No additional materials should be presented at the time of the hearing.** In the case where a request is made to submit additional materials, the Chair may postpone the hearing and allow no more than ten (10) working days for the other party to respond to the new materials.

Hearings shall be held in closed session unless at least one (1) party requests an open hearing and all parties involved in the proceedings agree to the request. During the hearing, the appellant or the respondent may request a change in the open or closed nature of the hearing, at which time the Appeal Panel shall determine its procedures.

The Appeal Panel shall convene prior to the arrival of the appellant (and/or representative) and the respondent to discuss the order of proceedings and questions raised by the appeal documents.

The order of proceedings is as follows:

- The appellant and/or representative will be invited to make an opening statement, followed by rounds of questioning by the Panel and then the respondent;
- The respondent will be invited to make an opening statement, followed by rounds of questioning by the Panel and then the appellant and/or representative;
- The Panel will have the opportunity to ask further questions of all parties;
- If applicable, witnesses will be called upon to enter the room individually. The Panel, appellant and/or representative and respondent will have the opportunity to ask questions;
- The appellant and/or representative and respondent will make closing statements. No new information is permitted to be presented at this time;
- The Panel will deliberate *in camera* (i.e. closed session).

All parts of the meeting required by the Appeal Panel to deliberate or determine the disposition of the appeal shall be held in camera. Such deliberations shall take into account all documentation provided by the appellant and respondent, as well as all testimonies heard during the hearing.

9.5.5.4 Disposition

The Chair of the Appeal Panel shall inform the Dean of the Faculty of Graduate Studies in writing of the disposition of the appeal, the reasons for the decision, and any actions that may result. The Dean of the Faculty of Graduate Studies shall, in turn, inform the appellant, their representative, and the department/unit in writing of the disposition of the appeal, the reasons for the decision and any actions that may result. The appellant shall be informed of their right of appeal to the Senate Committee on Appeals, including relevant time limits. The Dean of the Faculty of Graduate Studies may inform the department/unit of any recommendations brought forward by the Appeal Panel.

9.6 Discipline Appeals

The specific jurisdiction of each of the Disciplinary Authorities is outlined in:

Table 1: Jurisdiction of Disciplinary Authorities for Student Academic Misconduct

Table 2: Jurisdiction of Disciplinary Authorities for Student Non-Academic Misconduct

Table 3: Disciplinary Actions and Disciplinary Authorities

(http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html)

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

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

9.6.1 Discipline Appeal Deadlines

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

9.6.2 Appeal of Disciplinary Action

When the appeal is against a disciplinary decision made by the Faculty of Graduate Studies, the appeal routes and procedures as outlined in the following shall prevail: Student Discipline Appeal Procedure (http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html)

The student shall clearly indicate in the notice of appeal whether they are appealing the decision on:

- (a) the finding of facts;
- (b) the disposition determined by the disciplinary authority; or
- (c) both (a) and (b).

9.7 Fee Appeals

Please refer to the Registrar's Office webpage on fee appeals: <https://umanitoba.ca/registrar/tuition-fees/adjustments-refunds>~~http://umanitoba.ca/student/records/fees/830.htm~~. To initiate the Fee Appeal ~~procedure~~process, the student ~~must complete~~must complete a Fee Appeal form, available ~~at the former link~~at the former link. ~~For information about Fee Appeals, please visit~~For information about Fee Appeals, please visit ~~online or in the Registrar's Office~~online or in person at 400 University Centre.

9.8 Term Work Appeals

Students are encouraged to discuss matters relating to grading of term work with their instructor in the first instance. Further appeals of grades on academic term work shall be directed, by the appellant, to the department/unit responsible for the course within ten (10) working days after the grades for term work have been communicated to students. Following receipt of the appropriate appeal form and evidence of payment of the refundable appeal fee, the department/unit shall consider the appeal and provide a decision within fifteen (15) working days. Please refer to <https://umanitoba.ca/registrar/grades/appeal-grade>.

9.9 Final Grade Appeals

Please refer to the Registrar's Office webpage on grade appeals: <https://umanitoba.ca/registrar/grades/appeal-grade>. To initiate the Grade Appeal ~~procedure~~process, the student ~~must complete~~must complete a Grade Appeal form, available ~~at the~~at the

former link. For information about Grade Appeals, please visit the ~~online or in the~~ Registrar's Office online or in person at, 400 University Centre.

9.10 Assistance with Appeals

The Office of Student Advocacy & Case Management, 520 University Centre, <https://umanitoba.ca/student-supports/academic-supports/student-advocacy> ~~http://umanitoba.ca/student/advocacy/~~, provides information and assistance to students regarding all appeal processes. It is strongly recommended that students contact the Office of Student Advocacy & Case Management to assist them with any appeal they are considering.

APPENDIX 1: Thesis/Practicum Types

APPENDIX 1: Thesis/Practicum Types

A student/candidate may present a thesis/practicum in one of two acceptable formats:

- Regular style
- Manuscript/grouped manuscript style

The type of thesis/practicum must be approved by the advisory committee and comply with all regulations of the Faculty of Graduate Studies and any supplementary regulations of the department/unit.

1.0 Regular Style

1.1 Prefatory Pages

1.1.1 Title Page

The title page should contain the following information:

- the title of the thesis/practicum
- the name of the University
- the degree for which the thesis/practicum is submitted
- the name of the department/unit
- the full name of the author
- the copyright notation ©

The title must be a meaningful description of the content of the research. The author's name should be in full, identical to the name under which they are registered and be consistent on all other documents. A sample title page can be found at: http://umanitoba.ca/faculties/graduate_studies/media/ThesisSampleTitlePage.pdf.

1.1.2 Abstract

The abstract is expected to provide a concise, accurate account of the thesis/practicum. Abstract maximum length is 350 words. An abstract should contain a statement of the problem, methods, results, and conclusions.

1.1.3 Acknowledgements

The content of this single page is left to the discretion of the author. For example, the page may make reference to the student/candidate's advisor/co-advisor and advisory committee, to other individuals who have provided invaluable assistance to the development of the thesis/practicum, and to sources of financial assistance or other support.

1.1.4 Dedication

A single page pertaining to a dedication is allowed.

1.1.5 Table of Contents

This must list and provide page references to all elements of the thesis/practicum. The numbering and formatting must be identical to the way the material appears in the text. Page numbers should be right justified. [A sample table of contents can be found at: http://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-04/ThesisSampleTOC.pdf](http://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-04/ThesisSampleTOC.pdf)

1.1.6 List of Tables

This should immediately follow the Table of Contents and be of the same format. The list must include the number, name and page number of each table.

1.1.7 List of Figures

This should immediately follow the List of Tables and be of the same format as the Table of Contents. The list must include the number, name and page number of each figure.

1.1.8 List of Copyrighted Material

On occasion students/candidates include images, figures, photos and other materials from copyrighted sources. Written permission from the copyright holder is required. This should follow the List of Figures and follow the same format as the Table of Contents. For further information on copyright see: <https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum/before-you-start>.

1.2 Format

1.2.1 Styles

The thesis/practicum should be written in a standard style manual that has been recommended by the department/unit. Manuals recommended by the Faculty of Graduate Studies include but are not limited to:

- American Psychological Association, Publication Manual of the American Psychological Association
- Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations
- The Modern Language Association of America, MLA Handbook for Writers of Research Papers
- University of Chicago Press, The Chicago Manual of Style

Students should always use the latest edition available. If there is a conflict between the instructions in this guide and the style manual chosen, the former should be followed.

1.2.2 Spelling

Canadian, British or American spelling is acceptable, but one style must be used consistently throughout the document.

1.2.3 Format

One-and-a-half (1.5) space all text material; footnotes and long quotations may be single spaced. The entire thesis/practicum must be in the same text font, style, and size. Font size should be no less than 12pt Times Roman. Full justification of the text is not required.

1.2.4 Margins

It is imperative that the specified margins be observed throughout the thesis/practicum. Leave at least a one inch (1.0") margin from the top, bottom, left, and right hand edges of the paper. These margins apply to all material, including appendices, diagrams, maps, photographs, charts, tables, etc.

1.2.5 Page Numbers

Each page in the thesis/practicum must be numbered consecutively. Illustrative pages and appendices must also be numbered. Roman numerals should be used for the prefatory pages. The remaining pages of the thesis/practicum, beginning with the introduction (Chapter One) should be numbered consecutively in Arabic numerals.

1.3 Footnotes, References and Appendices

Instructions in the style manual recommended by the department/unit should be followed. Regardless of which style manual is used, format selected must be consistent throughout the document.

1.4 Figures, Illustrations, Photographs and Design Drawings

1.4.1 Illustrative Material

All illustrative material must be consistent throughout the thesis/practicum. All figures, illustrations, photographs and drawings must be numbered consecutively in Arabic numerals and accompanied with a title. The material should appear as soon as possible after as it is mentioned in the text. All original materials should be of high quality, with sharp and clear images.

1.4.2 Layout of Tables and Figures

Each table and figure must have a number and title. The number and title should appear at the top or bottom of the table or figure as per style. The title of the table or figure should be as short as possible and indicate the major focus of the material within the table or figure.

1.5 Additional Materials

1.5.1 Consent and Access to Information Forms

Sample copies of consent forms that were used to obtain consent from participants to take part in the information gathering procedures for the thesis/practicum must be included in an Appendix. Any personal information including signatures must be omitted from the submitted form to meet [F.I.P.P.A. regulations](#).

In some cases, approval from an agency, institution or corporation may have been required before the information gathering procedures could proceed. The original approval form for access should be retained by the student with a copy provided to the Faculty of Graduate Studies upon completion of the thesis/practicum.

1.5.2 Use of Copyrighted Material

If the thesis/practicum includes copyrighted material (images or more than a reasonable extract (according to the Copyright Act) of another person's work), permission must be obtained from the copyright holder. A "Sample Permission Letter" is available on the Copyright Office website (http://umanitoba.ca/copyright/copyright_basics.html).

In some cases, copyright holders prefer to use their own permission forms and/or will provide their permission electronically. Both of these are acceptable by the Faculty of Graduate Studies.

Note that obtaining permission may take a considerable amount of time and this must be taken into consideration when meeting a thesis/practicum submission deadline. A reference to written permission having been obtained must be included under the image or text. The reference should also include the date the permission was granted, and the name/title of the copyright holder(s). The original form(s) signed by the copyright holders should be retained by the student with a copy provided to the Faculty of Graduate Studies at the completion of the thesis/practicum.

The thesis/practicum cannot be accepted by the Faculty of Graduate Studies if permission has not been obtained. It is important that the student and their advisor(s) ensure that the permission has been granted. In some cases, the copyright holder cannot be located or the cost is prohibitive to using the text or image. In these situations, the text or image may have to be omitted from the thesis/practicum.

Subsequently, information on where the reader can locate the image or text should be included, such as the URL, title of book/journal, volume and issue number, page number, publisher, and date of publication. A description of the purpose or significance of the text or image should be provided.

For further information on copyright see: http://umanitoba.ca/admin/vp_admin/ofp/copyright/index.html

2.0 Manuscript/Grouped Manuscript Style

A thesis/practicum may comprise a paper, or collection of papers, which are, or are about to be, published. The number of papers that comprise this style of thesis/practicum will be determined between the student and the advisory committee. The formatting of the thesis/practicum must be consistent throughout the thesis/practicum and the thesis/practicum cannot merely consist of several papers or articles bound within the one document.

Publication, or acceptance for publication, of research results prior to the presentation of the thesis/practicum does not supersede the evaluation of the work by the examination committee (*i.e.* does not guarantee that the thesis/practicum will be found acceptable). Examiners may specify revisions regardless of the publication status.

The thesis/practicum must follow the same prefatory information (1.1), spelling, formatting margin requirements, page numbering (1.2), footnotes and appendices (1.3), figures, illustrations photographs and drawings (1.4) and any additional material (1.5) as those outlined above.

There must be an introductory chapter to the entire thesis/practicum that includes its own bibliography. The collection of papers or articles must contribute toward the overall theme that represents the thesis/practicum work and must be smoothly integrated into the flow of the thesis/practicum to produce a unified document. This may require changes or additions to, and re-writing of, any work that has been previously published.

The thesis/practicum must contain connecting text between the different chapters providing logical links to allow the integration of the information. **These connecting sections are mandatory.** Not including these sections may compromise the ability of the examiners to evaluate the thesis/practicum and accordingly, there may be subsequent consequences.

The thesis/practicum must contain a concluding chapter that includes a discussion on how the thesis/practicum, with its findings, provides a distinct contribution to knowledge in the research area.

In the case of multi-authored papers, the nature and extent of the student/candidate's contribution, and those of the other authors, must be explicitly specified in a section entitled "Contributions of Authors" in the "Preface" of the thesis/practicum. The advisor/co-advisor, by signing the thesis/practicum submission form, attests to the accuracy of these statements and will be asked to reaffirm these statements at the oral defence in the case of a doctoral thesis.

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Asper School of Business.

Observations

1. The **Asper School of Business** proposes supplementary regulation changes to the MBA. Specifically, to section 4.4.2 containing the list of undergraduate courses approved for MBA credit. Two finance courses in this section have been removed from the approved list and one accounting course has been updated/replaced (the previous course is no longer offered).

The changes in section 4.4.5 containing the MBA's course exemption policy entail edits to reiterate the five year time requirement for past courses to be considered for exemption; the removal of one course (FIN 7000); and the addition of a list of specific courses that are required to earn MBA exemptions (in the past it was only noted that two courses were required per exemption, but specific courses were not explicitly outlined). The course exemption policy has also expanded in a few instances where more than two courses are required per one exemption.

Recommendations

Faculty Council of Graduate Studies recommends THAT the program changes from the unit listed below be approved by Senate:

Asper School of Business

Respectfully submitted,

Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the Report to Senate.

FGS Academic Guide Regulation 2020/21	Supplementary Regulation
<p>department/unit and may follow the department/unit's supplementary regulations. Any single course cannot be used for credit toward more than one program.</p>	
<p>4.4.1 Thesis/Practicum Route</p> <p>A minimum of twelve (12) credit hours of coursework, unless otherwise stated in the department/unit's supplementary regulations, plus a thesis or practicum is required. The minimum must include at least six (6) credit hours at the 7000-level or above, with the balance of the coursework at the 3000-level or above. A maximum of twenty-four (24) credit hours of coursework is allowed unless the department/unit's supplementary regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.</p>	
<p>4.4.2 Course-based or Comprehensive Examination Route</p> <p>A minimum of twenty-four (24) credit hours of coursework and comprehensive examination(s) is required. The minimum must include at least eighteen (18) credit hours at the 7000-level or above with the balance of the coursework at the 3000-level or above. A maximum of forty-eight (48) credit hours of coursework is allowed unless a department/unit's supplementary regulations indicate otherwise. A comprehensive examination is required for some course-based programs.</p>	<p>The Asper School of Business MBA is a course-based program with GMGT 7210 Strategy (3.0 cr. hrs.) as the program's capstone course and comprehensive examination equivalent.</p> <p>The Asper School of Business MBA is a 60 credit hour program, with 30 credit hours of mandatory leadership and management courses, and 30 credit hours of electives. All students must complete a minimum of 18 credit hours of coursework at the 7000-level. The core of the program provides a common business leadership and managerial base for all students. All core courses are required, unless exemption, advance standing, or course substitution is granted.</p> <p>Exemption may be granted for graduates of a recognized B.Comm. (Hons.) or MBA program (or for students who hold a four year undergraduate degree and are transferring to the Asper School of Business from another recognized MBA degree program.</p> <p>Advanced standing is granted only for equivalent graduate level courses from universities recognized by the Faculty of Graduate Studies.</p> <p>Course substitutions are used in cases when the core course is redundant because the student has prior academic or professional education in that body of knowledge. In those cases, students are required to take an advanced level elective of 3000 level or higher in the same area as the substituted core course.</p> <p>Unless exemptions are granted, the following core courses (30 credit hours) are required:</p> <p>Business Foundations (24 credit hours):</p> <ol style="list-style-type: none"> 1. GMGT 7200 Critical and Creative Thinking (1.5 credit hours) 2. ACC 7010 Accounting Fundamentals (3 credit hours)

FGS Academic Guide Regulation 2020/21	Supplementary Regulation
	<ol style="list-style-type: none"> 3. FIN 7000 Managerial Economics (1.5 credit hours) 4. FIN 7020 Corporate Finance (3 credit hours) 5. GMGT 7220 Managing People in Organizations (3 credit hours) 6. OPM 7120 Operations and Supply Chain Management (3 credit hours) 7. MKT 7010 Marketing Management (3 credit hours) 8. ACC 7020 Managerial Accounting (1.5 credit hours) 9. MIS 7120 Management Information Systems (1.5 credit hours) 10. GMGT 7210 Strategy (3 credit hours; capstone course) <p>Leadership (4.5 credit hours):</p> <ol style="list-style-type: none"> 11. IDM 7120 Executive Leadership and Responsibility (3 credit hours) 12. IDM 7510 /strategic Leadership and Managing Change (1.5 credit hours) <p>Business Themes (1.5 credit hours):</p> <ol style="list-style-type: none"> 13. IDM 7130 Contemporary Themes in Business (1.5 credit hours) <p>Beyond the core courses, students can choose one of the following concentrations or themes:</p> <ol style="list-style-type: none"> a. Financial Analyst b. Finance c. Leadership and Organizations d. Supply Chain Management e. General Management f. Marketing g. Health Administration (restrictions exist) h. Managing Public Enterprises (joint program with MPA program) i. Individual Interdisciplinary studies (a management-themed, cohesive, self-designed grouping of graduate courses from outside the Asper School of Business - package to be approved by the Professional Graduate Programs Committee). j. Entrepreneurship and Innovation k. International and Emerging Markets l. Sustainability <p>Students may choose to take additional courses for credit in the Asper School of Business MBA by taking up to a maximum of 12 extra credit hours of courses (for a maximum total of 72 credit hours). All additional courses will count in the degree grade point average and any failure will count as a failure in the program (unless taken as an occasional student [i.e.: not for credit]).</p> <p>Students may complete a maximum of 2 (6 credit hours total) consulting Industry Projects (listed</p>

under course number IDM 7090) for general elective credit in the MBA program.

MBA students are permitted to take up to a maximum of 12 credit hours of undergraduate courses for MBA credit.

From time to time, MBA students request permission to take certain undergraduate elective courses for MBA credit. They normally choose specific elective courses which are requirements for professional designations they are pursuing, courses of particular relevance to their career, or courses of special interest that are not offered in the MBA program. These courses tend to be in the areas of accounting, agribusiness, ~~finance~~, and commercial law. Students wishing to take courses offered in academic department/units at the University of Manitoba that are outside of the Asper School of Business, or Asper School of Business courses that are not listed below, will require Professional Graduate Programs Committee approval.

The following courses have been specifically approved by the MBA Committee for MBA core or elective credit. Students wishing to take 3000/4000 level courses will not be required to seek special permission individually from the Professional Graduate Programs Committee, but will need permission from the Department Head of each area. If at any time the same elective course is offered in the MBA program, students will be expected to complete it at the MBA level (unless approved by the Professional Graduate Programs Committee in special circumstances).

Faculty of Agriculture:

- ABIZ 3120 Futures Markets (3)
- ABIZ 3560 Agribusiness Portfolio Management (3)

Department of Accounting and Finance (Asper School of Business):

- ACC 3030 Advanced Accounting (if student has prerequisite) (3)
- ACC 3040 Cost Accounting (if student has prerequisite) (3)
- ACC 308050 Canadian Income TaxationTaxation Accounting (if student has prerequisite) (3)
- ~~FIN 4240 Financial Modeling (3)~~
- ~~FIN 4250 Behavioral Finance (3)~~

Department of Business Administration (Asper School of Business):

FGS Academic Guide Regulation 2020/21	Supplementary Regulation
	<ul style="list-style-type: none"> • GMGT 3300 Commercial Law (3)
<p>4.4.3 Accredited Professional Route</p> <p>The credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body. Students should check department/unit supplementary regulations regarding this requirement.</p>	
<p>4.4.4 Language Requirements</p> <p>Some department/units specify a language requirement for the Master's degree. Students should check department/unit supplementary regulations regarding this requirement.</p>	
<p>4.4.5 Advanced Credit</p> <p>Advance credit for courses completed prior to admission to a Master's program will be considered on a case-by-case basis. The student's department/unit must make a request to the Faculty of Graduate Studies by completing the "Recommendation for Advance Credit-Transfer of Courses" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).</p> <ul style="list-style-type: none"> • Application for advance credit must be made within the first year of the program (see section 4.7.2 Lapse of Credit of Courses). • No more than 50% of the required coursework for the program can be achieved using advance credit. • A course may not be used for credit toward more than one (1) degree, diploma, or certificate. • The student must register at The University of Manitoba for at least two (2) terms within a single academic year and must also complete the thesis/practicum/project/comprehensive exam at The University of Manitoba. • Courses taken while in the Pre-Masters program may not be used for credit in a Master's program. <p>Regardless of the extent of advanced credit granted, all students are required to pay all applicable program fees.</p>	<p>Advanced credit and course exemptions are permitted in the MBA program.</p> <p>1. General criteria for Asper School of Business MBA exemptions:</p> <ul style="list-style-type: none"> • Exemptions are granted to individuals holding at least a 3 year bachelor university degree; • When an exemption is based on completed undergraduate degree level courses, <u>two or more (see list in point 8 below)</u> courses in the specific discipline (as the Asper course for which exemption is sought) are required to be considered for one core MBA course exemption; • A minimum grade of "B" or equivalent is required on each of the two courses required for the exemption; • <u>At least one of the The second of the two most recently completed of the required courses (see below)</u> must have been completed within 5 years prior to the start of the Asper MBA program (see exception in the professional designation section below, <u>point 6</u>); • Any course previously taken can only be applied/counted/considered towards a single course exemption; • The maximum exemptions granted shall not exceed 30 credit hours; • Exemptions are granted for work completed prior to admission into the MBA program. Courses taken at other institutions to satisfy MBA course requirements after a student has been admitted to the Asper School of Business MBA program are governed by existing standards and procedures for a Letter of Permission. <p>2. Exemptions based on Asper School of Business MBA courses completed as an Occasional Student:</p>

- Exemptions (core and elective courses) totaling no more than 12 credit hours may be granted based on Asper School of Business MBA courses completed in the last 5 years with a grade of "C+" or higher while on occasional student status. Exemptions cannot be granted for 'Audit' courses.
- 3. Exemptions based on undergraduate courses:**
- Exemptions in core courses are granted on the basis of degree credit courses completed at a recognized degree-granting institution taken as part of a completed undergraduate degree program (a 3 year degree minimum).
 - Asper BComm grads who pursue the Financial Analyst concentration in the MBA and who completed the undergraduate Financial Modelling and Behavioural Finance courses (FIN 4240 and FIN 4250) in the Asper School in the last 5 years with a grade of B or higher will be exempted from the corresponding Master's level courses (FIN 7140 and FIN 7180, respectively).
 - When seeking an exemption from an Asper MBA course using undergraduate courses, two or more undergraduate courses are required to get an exemption from one Asper MBA course. The undergraduate courses must be in the same discipline and cover substantially all of the content of the Asper MBA course. At least one of the courses must have been completed within 5 years prior to the start of the Asper MBA program (see exception in the professional designation section below). A minimum grade of "B" or equivalent is required on each of the courses required for the exemption.
 - Maximum exemptions based on undergraduate courses total 1849.5 credit hours.
- 4. Exemption based on courses taken from the Asper School of Business while in another graduate program at the University of Manitoba (including the M.Fin. program):**
- Asper School of Business MBA courses (core and electives) with a grade of "C+" or higher taken in the last 5 years while a graduate student in another graduate program (non-M.Fin.) may be exempted upon entry to the Asper School of Business MBA (to a 12 credit hour maximum).
 - Students who completed the MFin program at the University of Manitoba and join the Asper MBA will be exempted from a maximum 30 credit hours of course work in the Asper MBA

(if these courses were completed in the last 5 years with grades of C+ or higher). MFin programs completed at another institution will be evaluated on a case-by-case basis.

5. Exemptions based on courses taken in another MBA or business Master's program:

— Exemptions are allowed for MBA core courses only

- Exemptions are granted on the basis of MBA or equivalent degree credit courses completed at a recognized degree-granting institution in the last 5 years prior to starting the MBA;

- Maximum exemptions based on MBA or equivalent degree courses total 1849.5 credit hours.

6. Exemptions based on an earned professional designation:

- Professional designations are eligible for a maximum of 4.5 core credit hours of exemption credit (per designation). Individuals holding these exemptible designations must provide proof of current membership and practice in their respective professional organization and will be assessed on a case-by-case basis;

- The maximum exemptions granted based on professional designations shall not exceed 12 credit hours.

- Currently approved designations include: CFA (FIN 7000 and FIN 7020), CPA (ACC 7010 and 7020), CPHR (GMGT 7220), CLU (3 credit hours unallocated Finance elective), PMP (3 credits - OPM 7170).

7. Exemptions based on Asper School of Business Executive Education courses:

- A maximum of 6 credit hours of unallocated elective exemptions in the MBA may be granted based on related Asper School of Business Executive Education courses completed in the last 5 years prior to starting the MBA, assessed case-by-case;

- A total of 4.5 credit hours of core exemptions from IDM 7510 and IDM 7120 will be granted based on completion of the Advanced Program in Leadership and Strategy, completed in the last 5 years prior to starting the MBA;

- The maximum exemptions based on Asper School of Business Executive Education courses will be 10.5 credit hours.

8. Exemptions from the Math and IT Bootcamps – MIS 5120 and MSCI 5100

- Students may write a challenge exam for the auxiliary courses MIS 5120 and MSCI 5100. The challenge exam shall be written prior to the start of the course. Passing the challenge exam will result in an exemption being granted from the course. Failing the challenge exam will result in the student having to take the course before graduating from the Asper MBA. There is no fee to writing the challenge exam. The challenge exam in either course may be attempted only once (attending the exam and choosing to leave before it is completed constitutes an attempt at the exam).

~~9. Exemptions based on PBCAL Program offered by Extended Education at the University of Manitoba~~ Students who have completed the PBCAL program through Extended Education at the University of Manitoba will be granted 13.5 credit hours of exemption upon entry to the Asper MBA—12.5 credit hours of electives forming the Leadership and Organizations concentration as well as core course IDM 7510 (Leadership and Managing Change).

The designated core courses eligible for exemptions ~~are~~ (and the courses [or equivalents] required to earn the exemption) are:

- ACC 7010 Accounting Fundamentals – all of ACC 1100, ACC 2010, ACC 2020 and ACC 3030
- ACC 7020 Managerial Accounting – both of ACC 1110 and ACC 3040
- FIN 7020 Corporate Finance – both of FIN 2200 and FIN 3480
- MIS 7120 Management Information Systems – both of MIS 2000 and any one advanced MIS course
- GMGT 7220 Managing People in Organizations – all of: GMGT 2070, plus any three of GMGT 3010, HRIR 2440, HRIR 4410, LEAD 3020, LEAD 4010 and/or LEAD 4020
- MKT 6080 Marketing – both of MKT 2210 and MKT 4210
- OPM 7120 Operations and Supply Chain Management – both of SCM 2160 and SCM 3270
- ~~FIN 7000 Managerial Economics~~

Exemptions are granted on a case-by-case basis, and require both Professional Graduate Programs Committee and Department Head approval.

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Dept. of Biochemistry & Medical Genetics.

Observations

1. The **Dept. of Biochemistry & Medical Genetics** proposes changes to its Ph.D. Supplementary Regulations, specifically, section 5.1.3 transfer from the Master's to the Ph.D. The unit has reduced the point in time from the start of the Master's to be able to transfer to the Ph.D. (process must be initiated at 13 months and completed at 15 months rather than 16 and 18, respectively). The unit has also clarified the process if the student is unsuccessful in applying for the transfer to the Ph.D.

Recommendations

Faculty Council of Graduate Studies recommends THAT the program changes from the unit listed below be approved by Senate:

Dept. of Biochemistry & Medical Genetics

Respectfully submitted,

Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the Report to Senate.

FGS Academic Guide Regulation 2020/21	Supplementary Regulation
<p>5.1.2 Direct Admission from the Bachelor's Honours or equivalent</p> <p>With special recommendation of the department/unit concerned, applicants with an honours Bachelor's degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study).</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and department/units may have higher standards and additional criteria. Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual department/unit's approved supplementary regulations specify otherwise, and will be assessed Ph.D. fees for three (3) years. A minimum of 18 credit hours at the 7000-level or higher is required. Any further coursework beyond the minimum 18 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.</p>	<p>Direct entry from the Bachelor's degree to the Ph.D. degree would only occur in exceptional circumstances. Prospective students would be expected to have extensive research experience, in addition to an outstanding academic background, to be considered for this route. Once admitted, these students must complete at least 18 credit hours of course work in addition to their thesis research.</p>
<p>5.1.3 Transfer from the Master's to the Ph.D. program</p> <p>Students who have not completed a Master's program may transfer to the Ph.D. program within the same department/unit upon the recommendation by the Head of the department/unit to the Faculty of Graduate Studies. The recommendation should be made within four (4) terms (including Summer term) from the start of the Master's program. Fees paid, coursework completed and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual department/unit's approved supplementary regulations specify otherwise. A minimum of 18 credit hours at the 7000-level or higher is required. Any further coursework beyond the minimum 18 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.</p> <p>The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one (1) month prior to the term for which the student intends to commence the Ph.D. program. The applicant must indicate a request for transfer on the online Application for Admission.</p> <p>The student will be admitted to a 3-year Ph.D. program and will pay a total of three years of program fees, including program fees paid in the Master's at the time of transfer. Students are cautioned that such transfers may impact on the duration of The University of Manitoba Graduate Fellowship.</p> <p>Students who have previously completed a recognized Master's degree and are initially admitted and registered in a Master's program may transfer to the Ph.D. program within the same department/unit on the recommendation of the student's advisor/co-advisor and Head of the department/unit. Where a student holds a Master's degree that would be sufficient for admission to the Ph.D. program, students must complete at least 12 credit hours of coursework, unless the individual department/unit's approved supplementary regulations specify otherwise. The student will be admitted to a 2-year Ph.D. program and will pay a total of two years of program fees, including program fees paid in the Master's at the time of transfer.</p>	<p>Transfer to a Ph.D. program: Students registered for a Master's degree who have made excellent progress during the first year in their program may be considered for transfer to the Ph.D. program. The transfer process is typically initiated within 46-13 months of the student's commencement in the Master's program, and must be completed within 48-15 months <u>(including the summer term)</u>.</p> <p>Such transfers will be considered only when:</p> <ol style="list-style-type: none"> 1) the student has completed a minimum of 6 credit hours and has obtained a minimum Cumulative Grade Point Average of 3.5 (on a 4.5 scale) in M.Sc. courses. 2) The student and advisor must provide, to the Chair of the Graduate Student Affairs Committee, or designate, a written request to transition. The student <u>must</u> include a <u>reason</u> for requesting the transition. The student must also provide a signed document from the Advisory Committee members supporting the transition. 3) The student must arrange a meeting with the Chair of the Graduate Student Affairs Committee, or designate, to discuss the following matters: <ol style="list-style-type: none"> i) requirements and expectations of the transition process; ii) timeline for completing the transition process; iii) identifying members of the examining committee; and iv) setting of an examination date and time. 4) <u>The student must indicate a request for transfer from a Master's to the PhD program on the Faculty of Graduate Studies online Admission portal within 14 months of commencement of their MSc program.</u>

4) At least **7-days** prior to the examination date, the student must provide to the Examination Committee (consisting of the student's Advisory Committee), and the Chair of the Graduate Student Affairs Committee, in his or her own words:

A. the ~~M.Sc. Ph.D. Transition form~~ BMG Academic Progress Report form:

B. a 250-word, non-scientific summary
Should highlight the "big picture" and significance of the PhD work.

C. a Research / Project Proposal:

The research proposal will be in the following format: 5 single-spaced pages of text, with 1" margins and 12-point Times New Roman font. Figures, tables, references, and/or supplementary material are expected but do not count towards the 5-page written portion of the proposal. The document should include: Introduction / background, Preliminary findings, Rationale and hypothesis, Research aims including expected results, and potential pitfalls and solutions and Significance.

The student's advisor cannot proofread the document.

D. Oral Examination

The student will give an oral presentation (maximum of 20-minutes) with presentation software that will be based solely on the Ph.D. Transition Research/Project Proposal. Following the presentation there will be up to 3 rounds of questions. 40% of the questions will be on the Research / Project Proposal. 40% of the questions will be on comprehensive knowledge of Medical Biochemistry and/or Medical Genetics and/or Computational Biology (for those in that stream). The remaining 20% will be follow-up of questions on either the research project or general knowledge.

Total duration of presentation and questions will be 90 minutes. Following completion of the Research Project Presentation, the student will be asked to leave the room. The Examination Committee will review coursework achievements, research accomplishments, abstract and proposal, proposed Ph.D. research project, and performance in the presentation.

One or fewer dissenting votes constitutes a "pass". Two or more dissenting votes constitute a "fail". No repeats are permitted. If the student fails, they will continue in the MSc program.

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	<p>student fails, they have the option of continuing in the Master's program, and may be eligible to apply to the Ph.D. program upon successful completion of the Master's program.</p> <p>The entire process must be completed within 15 months of the student commencing their MSc program. It is the responsibility of the student to ensure that the deadlines are completed on time. Note: Transfer from Master's to Ph.D. within a unit must be completed within the first 18 months in the Master's program.</p>
<p>5.1.4 Provisional Admission to the Ph.D.</p> <p>Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the department/unit and the Faculty of Graduate Studies to complete dual registration on the "Concurrent Curriculum Permission" form (http://intranet.umanitoba.ca/student/records/2323.html) in the Master's and Ph.D. program simultaneously.</p>	
<p>5.1.5 Students with Disabilities</p> <p>See Accommodation Policy for Students with Disabilities:</p> <p>http://umanitoba.ca/admin/governance/governing_documents/students/281.html</p>	
<p>5.2 Student's Advisor, Co-advisor and Advisory Committee</p> <p>5.2.1 Student's Advisor</p> <p>Every Ph.D. student must have an advisor throughout their program, appointed by the Head of the department/unit. The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at the University of Manitoba, and therefore should be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/unit. In this capacity, the advisor assists the student in planning the graduate program, and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic department/unit, the Faculty of Graduate Studies, the university, and external funding agencies. The advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the department/unit and the Faculty of Graduate Studies.</p> <p>The advisor must:</p> <ul style="list-style-type: none"> • hold an appointment in the student's department/unit. • be a member of the Faculty of Graduate Studies*; • hold a Ph.D. or equivalent**; 	<p>Student's Advisor: Each Doctoral student must have written confirmation from an advisor prior to admission to the department, and should have this prior to applying to the Faculty of Graduate Studies. The advisor will ensure that the student receives a stipend of no less than the value of a University of Manitoba Graduate Fellowship for the first year of his/her program, whether from a studentship, research grants, or a combination of the above. It is expected that the student, with the assistance of their advisor, will apply to all appropriate granting agencies for which they are eligible for continued support.</p>

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Dept. of Curriculum, Teaching & Learning.

Observations

1. The **Dept. of Curriculum, Teaching & Learning** proposes changes to the M.Ed. supplementary regulations. The substantive changes consist of adding wording that permits the department to make core course substitutions when absolutely necessary, such as in the event of core curriculum foci for cohort programs, course cancellations, enrolment capacity, or scheduling conflicts. Other substantive changes entail the addition of EDUB 7212 to the list of concentration course selections in the Second Language Education specialization, and revisions to the comprehensive examination section which serve to expand upon and clarify the types of comprehensive examination options available to students in this program route. The final requirement of comprehensive exam students is a comprehensive project which varies in form and content, and the revised criteria stated in the supplementary regulations are more suitable for a range of exam options. The revised language builds in increased flexibility for advisors assessing comprehensive exams and the time process of 15-20 weeks to complete the comprehensive exam process is clearly articulated.

Recommendations

Faculty Council of Graduate Studies recommends THAT the program changes from the unit listed below be approved by Senate:

Dept. of Curriculum, Teaching & Learning

Respectfully submitted,

Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the Report to Senate.

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	<p>(i.e.: 5000 level - Post-Baccalaureate Diploma in Education (PBDE) courses, 1000 or 2000 level B.Ed. courses, or courses at the 3000 level or above in other faculties) to have the 24 credit hours that are the minimal requirements for satisfying the "honours degree or equivalent" admission requirement. Those with the completed CACE would require an additional 9 credit hours of senior level courses.</p> <p>Admission committees are comprised of faculty members representing program specializations. The Department Head in consultation with admission committees reviews applications and makes recommendations to the Faculty of Graduate Studies for admission.</p>
<p>4.3.2 Pre-Master's Programs</p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a department/unit, the department/unit may recommend that the student be admitted to a Pre-Master's program of study (Section 3).</p> <p>The Pre-Master's program of study is intended to bring a student's background up to the equivalent of the required 4-year degree in the major department/unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.</p>	
<p>4.4 Program Requirements</p> <p>In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the department/unit and may follow the department/unit's supplementary regulations. Any single course cannot be used for credit toward more than one program.</p>	
<p>4.4.1 Thesis/Practicum Route</p> <p>A minimum of twelve (12) credit hours of coursework, unless otherwise stated in the department/unit's supplementary regulations, plus a thesis or practicum is required. The minimum must include at least six (6) credit hours at the 7000-level or above, with the balance of the coursework at the 3000-level or above. A maximum of twenty-four (24) credit hours of coursework is allowed unless the department/unit's supplementary regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.</p>	<p>Note: The number of credit hours required in the M.Ed. Program (Thesis Route) differ from that required by Faculty of Graduate Studies.</p> <p>The Coursework and Thesis Route (Thesis-Based)</p> <p>Typically students complete a set of <i>core</i> courses, <i>research</i> courses, and some courses that along with the thesis constitute a <i>concentration</i>. <u>In the event that one or more core courses are not available by way of course cancellation, enrolment capacity, or timetabling before a student is expected to finish their program, the student may complete one or more comparable 3 credit hour courses with permission of their advisor and the Department Head. Permission must be obtained before beginning the course(s). The Department will notify the Faculty of Graduate Studies when core course substitutions are made in a student's</u></p>

program.*Coursework*

All programs consist of a minimum of 18 credit hours of coursework. At least 12 credit hours must be at the 7000 level or equivalent. The remaining 6 credit hours may be at the 5000 level or above in the Faculty of Education, and/or at the 3000 level or above in other Faculties.

Required Research Courses

EDUA 5800 *Introduction to Educational Research* (3 credit hours), or its equivalent, is a requirement of all M.Ed. programs in the Faculty of Education. In addition, thesis-based students must take 3 credit hours of research methods at the 7000 level in Education. In special circumstances research courses at the 3000 level or above in other Faculties may be approved as an appropriate alternative to this requirement.

Specific Course Requirements

In addition to the two 3 credit hour research courses, specific course requirements for each program area/ specialization are as follows:

Studies in Curriculum, Teaching and Learning
Studies in CTL General *Core* Courses (6 credit hours):

From the list below, students select a total of six credit hours of 7000 level coursework in consultation with their advisor.

EDUB 7142 Special Topics in Curriculum Teaching and Learning (3 credit hours) in general curriculum.

EDUB 7330 Inquiry in Curriculum and Instruction (3 credits)

EDUB 7420 Study of Teaching (3 credit hours)

EDUB 7550 Historical & Contemporary

Approaches to Curriculum (3 credit hours)

EDUB 7560 Theory & Practice of Curriculum

Design and Development (3 credit hours)

• ~~EDUB 7550 Historical and Contemporary Approaches to Curriculum (3 credit hours)~~

• ~~EDUB 7420 Study of Teaching (3 credit hours)~~
 or

• ~~EDUB 7560 Theory and Practice of Curriculum Design and Development (3 credit hours)~~

• ~~EDUB 7330 Inquiry in Curriculum and Instruction (3 credit hours)~~

• ~~EDUB 7142 Topics in Curriculum, Teaching and Learning (3 credit hours)~~

Concentration: (6 credit hours)

Students select a total of 6 credit hours of 7000 level coursework or a combination of three credit hours of 7000 level and three credit hours of 5000 level concentration coursework in consultation with

their advisor. In addition, students may select up to 6 more credit hours of coursework from any Faculty of Education 5000 or 7000 level courses.

Language and Literacy

Core Courses:

From the list below, students select 6 credit hours of core courses in consultation with their advisor.

- EDUB 7530 Curriculum Development and Implementation in Language and Literacy (3 credit hours)
- EDUB 7070 Classical Research in Reading (3 credit hours)
- EDUB 7100 Language and Literacy Curriculum in Inquiry in the Early Years (3 credit hours)
- EDUB 7180 Research in Written Composition (3 Credit Hours)
- Or any other EDUB 7000-level courses in language and literacy in consultation with their advisor and department head.

Concentration:

Students select 6 credit hours of coursework in consultation with their advisor. These courses are normally selected from EDUB 7060, EDUB 7070, EDUB 7090, EDUB 7100, EDUB 7110, EDUB 7150, EDUB 7180, EDUB 7190, EDUB 7290, EDUB 7420, EDUB 7550, EDUB 7560, or other courses approved by the Program Advisor and Department Head.

In addition, students may select up to 6 more credit hours of coursework from any Faculty of Education 5000 or 7000 level courses.

Second Language Education

Core Courses:

- EDUB 7210 Seminar in ESL Theory and Practice (3 credit hours)
- EDUB 7220 Research Issues and Application in TESL (3 credit hours)
- EDUB 7580 Theory and Research in Second Language Acquisition (3 credit hours)

Concentration:

In addition, students select 3 credit hours of coursework in consultation with their advisor. These courses are normally selected from EDUA 7270, EDUA 7280, EDUA 7420, EDUB 7212, EDUB 7270, EDUB 7420, EDUB 7550, or other courses approved by the Program Advisor and Department Head.

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	In addition, students may select up to 6 more credit hours of coursework from any Faculty of Education 5000 or 7000 level courses.
<p>4.4.2 Course-based or Comprehensive Examination Route</p> <p>A minimum of twenty-four (24) credit hours of coursework and comprehensive examination(s) is required. The minimum must include at least eighteen (18) credit hours at the 7000-level or above with the balance of the coursework at the 3000-level or above. A maximum of forty-eight (48) credit hours of coursework is allowed unless a department/unit's supplementary regulations indicate otherwise. A comprehensive examination is required for some course-based programs.</p>	<p>Note: The number of credit hours required in the M.Ed. Program (Course-Based/Comprehensive Route) differs from that required by Faculty of Graduate Studies.</p> <p>Coursework and Comprehensive Examination Route (Course-Based)</p> <p>Typically students complete a set of <i>core</i> courses, a <i>research</i> course, and a set of <i>concentration</i> courses in this program route. The culminating activity is a comprehensive exam -which can take a variety of forms. examination.</p> <p><u>In the event that one or more core courses are not available by way of course cancellation, enrolment capacity, or timetabling before a student is expected to finish their program, the student may complete one or more comparable 3 credit hour courses with the permission of their advisor and the Department Head. Permission must be obtained before beginning the course(s). The Department will notify the Faculty of Graduate Studies when core course substitutions are made in a student's program.</u></p> <p><i>Coursework</i></p> <p>The course-based route to the M.Ed. in the Department of Curriculum, Teaching and Learning involves a minimum of 30 credit hours of approved courses. At least 18 credit hours must be at the 7000 level; the remaining 12 credits may be at the 5000 level or above in the Faculty of Education and/or at the 3000 level or above in other Faculties.</p> <p><i>Required Research Course</i></p> <p>EDUA 5800 <i>Introduction to Educational Research</i> (3 credit hours) or its equivalent, is a requirement of all M.Ed. programs in the Department.</p> <p>In addition, all students must complete 9 credit hours of core courses and 18 credit hours of concentration.</p> <p><i>The Capstone Course Option</i></p> <p>Course-based route students have the option of including a capstone course [EDUB 7540 <i>Final Seminar in Curriculum, Teaching and Learning</i> (3 credit hours)] as part of their 30 credit hours of required coursework. Normally, the capstone course is taken by students as preparation for the culminating activity. Students taking this course can expect to complete significant work towards fulfilling the comprehensive examination requirement.</p>

Specific Course Requirements

Specific course requirements for each program area/specialization are as follows:

Studies in Curriculum, Teaching and Learning

Studies in CTL General **Core** Courses (9 credit hours):

From the list below, students select a total of nine credit hours of 7000 level coursework in consultation with their advisor.

- ~~EDUB 7550 Historical and Contemporary Approaches to Curriculum (3 credit hours)~~
- ~~EDUB 7420 Study of Teaching (3 credit hours)~~
- ~~EDUB 7560 Theory and Practice of Curriculum Design and Development (3 credit hours)~~
- ~~EDUB 7330 Inquiry in Curriculum and Instruction (3 credit hours)~~
- ~~EDUB 7142 Topics in Curriculum, Teaching and Learning (3 credit hours)~~

EDUB 7142 Special Topics in Curriculum, Teaching, and Learning (3 credit hours) in general curriculum

EDUB 7330 Inquiry in Curriculum and Instruction (3 credit hours)

EDUB 7420 Study of Teaching (3 credit hours)

EDUB 7550 Historical & Contemporary Approaches to Curriculum (3 credit hours)

EDUB 7560 Theory & Practice of Curriculum Design and Development (3 credit hours)

Concentration Courses (18 credit hours):

Students select 9 credit hours of 7000 level concentration coursework in consultation with their advisor.

In addition, students select 9 more credit hours of coursework from any Faculty of Education 5000 or 7000 level courses which may include EDUB 7540 Final Seminar in Curriculum, Teaching and Learning (3 credit hours).

Language and Literacy*Core Courses:*

From the list below, students select a total of ~~9~~**nine** credit hours of 7000 level core courses in consultation with their advisor.

- EDUB 7530 *Curriculum Development and Implementation in Language and Literacy* (3 credit hours)
- EDUB 7070 *Classical Research in Reading* (3 credit hours)

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	<ul style="list-style-type: none"> • EDUB 7100 <i>Language and Literacy Curriculum in Inquiry in the Early Years</i> (3 credit hours) • EDUB 7180 <i>Research in Written Composition</i> (3 Credit Hours) • Or any other EDUB 7000-level courses in language and literacy in consultation with their advisor and department head. <p><i>Concentration:</i> Students select 18 credit hours of coursework in consultation with their advisor. These courses are normally selected from EDUB 7060, EDUB 7070, EDUB 7090, EDUB 7100, EDUB 7110, EDUB 7150, EDUB 7180, EDUB 7190, EDUB 7290, EDUB 7330, EDUB 7420, EDUB 7540, EDUB 7550, EDUB 7560, or other courses approved by the Program Advisor and Department Head.</p> <p><u>Second Language Education</u></p> <p><i>Core Courses:</i></p> <ul style="list-style-type: none"> • EDUB 7210 Seminar in ESL Theory and Practice (3 credit hours) • EDUB 7220 Research Issues and Application in TESL (3 credit hours) • EDUB 7580 Theory and Research in Second Language Acquisition (3 credit hours) <p><i>Concentration:</i> In consultation with their advisors, students select 18 credit hours of coursework, with a minimum of 9 credit hours at the 7000 level, from EDUA 7270, EDUA 7280, EDUA 7420, EDUB 5510, EDUB 5520, EDUB 5530, EDUB 5540, EDUB 5580, EDUB 7070, EDUB 7180, <u>EDUB 7212</u>, EDUB 7330, EDUB 7420, EDUB 7540, EDUB 7550, EDUB 7560, or other courses approved by the Program Advisor and Department Head.</p> <p><u>[Please note that not all of the courses listed in the concentration are regularly offered by the Department. Check the “Future Graduate Course Offerings” for Current Students posted on the Faculty of Education’s website at umanitoba.ca/education.]</u></p>
4.4.3 Accredited Professional Route The credit hours and course requirements shall reflect the requirements of the department/unit’s external accrediting body. Students should check department/unit supplementary regulations regarding this requirement.	
4.4.4 Language Requirements	None required.

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	<p>Upon unanimous acceptance of the proposal by all members of the thesis advising committee, approval is recorded on the "Master's Thesis/Practicum Proposal" form: http://umanitoba.ca/faculties/graduate_studies/forms/index.html.</p> <p>If the thesis proposal is not approved, the student may revise and re-defend.</p> <p>Proposals that involve research with human subjects require that an application be submitted to the Education/Nursing Ethics Research Ethics Board (ENREB) <u>overseeing research in the Faculty of Education</u>. Once the study has received ENREB approval and a copy of the "Approval Certificate" issued by the Office of Research Services is forwarded to the Department Head, the Department Head will sign the form and forward it to the Office of the Dean of the Faculty of Graduate Studies. Once approved, the data are collected and analyzed, and the thesis written under the guidance of the Thesis Advisor and the support of the Thesis Advising Committee.</p>
<p>4.8.1.2 Examining Committee</p> <p>The advisor/co-advisor will recommend an examining committee to the department/unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the "Master's Thesis/Practicum Title and Appointment of Examiners" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). This form must be approved by the Dean of the Faculty of Graduate Studies at least two (2) weeks prior to the distribution of the thesis.</p> <p>Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the department/unit's supplementary regulations. The examining committee must consist of a minimum of three (3) members (including the advisor/co-advisor), at least two (2) of whom must be members of the Faculty of Graduate Studies. All examiners must be deemed qualified by the department/unit Head and be willing to serve. It is expected that, under normal circumstances, examination committee members will have a Master's degree or equivalent. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual department/units establish specific requirements for examination and students should consult department/unit supplementary regulations for specific requirements.</p> <p>Graduate students, Post-Doctoral fellows, and Research Assistants or Associates may not serve on graduate student examining committees.</p> <p>If two or more examining committee members are in a personal relationship, the "Conflict of Interest Disclosure Form" (https://umanitoba.ca/admin/governance/governing_documents/community/962.html) must be completed and submitted to the Faculty of Graduate Studies. See The University of Manitoba's Conflict of Interest policy: https://umanitoba.ca/admin/governance/governing_documents/community/248.html.</p>	<p><i>The Thesis Examining Committee:</i></p> <p>Upon its completion, the thesis is presented to the Thesis Examining Committee in an open forum where an oral examination occurs to which faculty and students have been invited. Normally, the Thesis Advising Committee continues as the Thesis Examining Committee. A Thesis Examining Committee consists of a minimum of three persons including the Thesis Advisor. One of these members must be from outside of the Department of Curriculum, Teaching and Learning. At least two examiners must be members of the Faculty of Graduate Studies. One examiner must hold a primary appointment in the Department of Curriculum, Teaching, and Learning. All examiners must be deemed qualified by the Department Head and willing to serve. The final membership of the Thesis Examining Committee must be approved by the Department Head and is reported to the Dean of the Faculty of Graduate Studies on the "Master's Thesis/Practicum Title and Appointment of Examiners" form: http://umanitoba.ca/faculties/graduate_studies/forms/index.html for further approval. The members of the Thesis Examining Committee should have copies of the thesis at least two weeks prior to the scheduled oral defence and a completed copy should be left with the Department Secretary.</p> <p><i>Changes in Committee Membership:</i></p> <p>Conflict rarely, but sometimes does occur in committees, for example if there are divergent perspectives on the student's work, the necessary changes, ethical questions, or approval. Issues</p>

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<p>Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Each examiner must indicate their opinion by their signature. If two (2) or more examiners do not approve the thesis/practicum, the student is deemed to have failed the examination.</p>	<p>oral defence and written thesis. The student will then be invited back into the room and given the outcome of the committee's assessment.</p> <p>The Final Report Following the thesis defence, the Thesis Examining Committee completes a "Master's Thesis/Practicum Final Report" form http://umanitoba.ca/faculties/graduate_studies/forms/index.html. The student must pass both the written thesis examination and the oral defence of the thesis. The written thesis must be assessed as either:</p> <ol style="list-style-type: none"> acceptable without modification or with minor revision(s); acceptable with modification and/or revision(s); or not acceptable. <p>Alternatively, committee members may withhold signatures until such time as all required revisions are satisfactory. The advisor is normally responsible for ensuring that all revisions are completed according to the instructions of the committee. The final report of the examiners to the Faculty of Graduate Studies allows for one dissenting voice, however all remaining examiners must pass the written thesis and thesis examination.</p> <p>Student's Responsibility It is the student's responsibility to ensure that the thesis is presented to the Faculty of Graduate Studies, that all of the requirements of the Faculty of Graduate Studies are met, and that the student meets the deadline dates for graduation set by the Faculty of Graduate Studies.</p>
<p>4.8.1.4 Failure</p> <p>In the case of a failure of the thesis/practicum at the Master's level, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student and advisor/co-advisor.</p> <p>A student will be required to withdraw when the thesis/practicum has been rejected twice at the stage where:</p> <ul style="list-style-type: none"> The examining committee reports on the merits of the written thesis/practicum; The oral examination; or A combination of both stages. <p>The examining process should be completed within one (1) month of distribution of the thesis/practicum to the examining committee.</p>	<p>If the student fails the written thesis and/or oral defence, he/she/they are <u>is</u> entitled to a second attempt. It is the responsibility of the Chair, normally the Advisor, to prepare a detailed written report that includes feedback on the how the first failure will be addressed and a timeline for completion of the second attempt. <u>A student who fails the thesis defence twice will be required to withdraw from the program.</u></p>

4.8.2 Course-based or Comprehensive Examination Route

Students must demonstrate their mastery of their field. The specific procedures for evaluation of this mastery are stated in individual department/unit supplementary regulations.

In those department/units where comprehensive examinations are required, students should consult the department/unit's supplementary regulations for specific requirements.

The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the "Report on Comprehensive Examination" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) in the terms "pass" or "fail." No student may sit comprehensive examinations more than twice. Any student who receives a "fail" on the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.

Format of the Comprehensive Examination (Culminating Project)

Students in the coursework and comprehensive examination route must successfully ~~complete~~ submit a culminating exam-final assignment that is subjected to an examination-project. The submission will be examined on the basis of three criteria: 1) evidence that it is a result of disciplined inquiry; 2) evidence that it builds upon knowledge acquired in the program; and 3) evidence that it is of scholarly and/or professional value.

The following list offers examples of different formats available, but is not intended to be exhaustive: a study of teaching, a curriculum application and/or development, a literature review or synthesis, a multi-media presentation or creative work, a professional publication project, instructional resource development, a handbook for curriculum leadership, a portfolio (defined as a set of documents/artifacts built around a curriculum, teaching and learning theme), a take home open-resource examination, a closed-book on-campus examination, or a small-scale research study.

~~that fulfills the requirements of the comprehensive examination. This project aims to assess students' abilities to demonstrate breadth of understanding about their program specialization, to describe how areas interrelate, and to synthesize knowledge gained from a variety of courses. These requirements of breadth, interrelation, and synthesis across different areas of study make the culminating project distinct from term papers and theses, which require depth of understanding of relatively narrow areas of knowledge. The culminating comprehensive exam-project is also different from a thesis in terms of course equivalency. While the thesis is equivalent to a 12 credit hour undertaking, there are no credit hours awarded to the culminating comprehensive examproject. It is in scope, however, the culminating exam-project would compare should be comparable with the term work requirements of a 3 credit hour course at the 7000 level. In keeping with this purpose meeting the program requirements, and given that the form and content of the culminating exam project can vary, and so is it should be negotiated by each students with their program advisor(s). (i.e.: Study of Teaching Project, Curriculum Application Project, Broadly-Based Review Paper, Multi-Media/Creative Performance Presentation, Professional Publication Paper, Take Home Open Resource Examination, Closed-Book On-Campus Examination, Small-Scale Research Study). Normally, it takes 15-20 weeks to complete the~~

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	<p>comprehensive examination process (as described in the following section). A student should communicate with their advisor to discuss their likely graduation date.</p> <p>The following list offers examples, but is not intended to be exhaustive of the exam a student might undertake to fulfill the requirements of the comprehensive examination: a study of teaching, a curriculum application and/or development, a literature review or synthesis, a multi-media presentation or creative work, a professional publication project, instructional resource development, a handbook for curriculum leadership, a portfolio (defined as a set of documents/artifacts built around a curriculum, teaching and learning theme), a take home open-resource examination, a closed-book on-campus examination, or a small scale research study.</p> <p><u>The Examination Process for the Culminating Comprehensive ExamProject</u></p> <p><i>Intention to Write:</i> A student should signify in writing to their Program Advisor his/her<u>their</u> intention to complete the culminating-comprehensive examproject at least 30 days before the start of the term (fall, winter, spring/summer) in which the examination will be completed. A formal-written-brief proposal and outline addressing how how the the exam and format project option <u>is to be fulfilled in order to will meet the criteria</u> should accompany this notice. Practically, this means that the student will have discussed the formatnature and timing of the exam project with their Program Advisor ahead of time. Students need to -and will ensure that he/she is register fored in the appropriate section (term)-of GRAD 7010, the Master's Comprehensive Examination course number <u>for the term(s) in which they are completing the culminating examination.</u> The culminating-comprehensive examination project is normally completed <u>during the term following the term in which the after all of a student's coursework has been is-completed.</u> However, in consultation with their Advisor, sStudents may register for the comprehensive examination (culminating project) in the same term that they are completing their coursework, <u>but the project will not be examined until all coursework is successfully completed.</u></p> <p><u>Normally, it takes 15-20 weeks to complete the examination process. A student should communicate with their advisor to discuss their likely graduation date.</u></p> <p><u>Submission Deadlines</u></p>

~~In order that required graduation deadlines of the Faculty of Graduate Studies are met, the deadline dates for submission of the examination to the Program Advisor are as follows:~~

- ~~i. November 1st (for convocation in February)~~
- ~~ii. February 1st (for convocation in May)~~
- ~~iii. July 15th (for convocation in October)~~

~~Comprehensive (Culminating Project) Examining Committee~~

The ~~Comprehensive (Culminating Project)~~ Examining Committee will at a minimum consist of the advisor and one other member of the Faculty of Graduate Studies familiar with the student's program specialization. The maximum size of the committee will be three members. A three-member committee may include a member from another unit at the university or a colleague from the field familiar with the student's program specialization. The third member must be willing to serve and deemed qualified for the assignment by the Department Head and Advisor. At least two examiners must be members of the Faculty of Graduate Studies.

~~Final Approval of the Written Component of the Comprehensive Examination (Culminating Project)~~

Each member of the ~~Comprehensive (Culminating Project)~~ Examining Committee will read/review the ~~artifacts resulting from the culminating exam project~~ independently, and normally within ~~threetwo~~ weeks of receiving the ~~artifact exam~~, provide written feedback, and recommend a Pass or Fail grade. Examiners may agree to a grade of "Pass Subject to Minor Modifications". In this situation a student will be allowed a maximum of two weeks to make the minor changes specified by the examiners and re-submit the revisions – this will not constitute a rewrite. On all committees a Pass grade must be agreed upon by all members of the committee. In the case of a failing grade, the student will be given the opportunity to take the comprehensive examination a second time, in which case a second culminating project will be negotiated. Any student who fails the comprehensive examination ~~(culminating project)~~ twice will be required to withdraw from the Faculty of Graduate Studies.

~~The Oral Presentation of the Comprehensive Examination~~

At the discretion of the Examining Committee, the comprehensive examination process may involve an oral component. Where it is a part of the assessment process, the oral component consists of a 20 minute summary presentation of the work by the candidate, followed by a 30 minute question-discussion period with the examiners. The

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	<p>examiners will take into account the student's presentation in their final assessments. The student will be asked to leave the room while the examining committee deliberates and arrives at an assessment of the presentation and culminating project. The student will then be invited back into the room and given the outcome of the committee's assessment. <u>The examiners' decision must be unanimous.</u></p> <p><u>Advisor's Responsibility</u> Upon successful completion of the examination project, and if required, an oral component, a "Report on Master's Comprehensive Examination" form: http://umanitoba.ca/faculties/graduate_studies/form/index.html is signed off by the examiners. <u>It is the advisor's responsibility to forward the form to and the Department Head for signature who will in turn and forward the form ed</u> to the Faculty of Graduate Studies. The examiners' decision must be unanimous.</p>
<p>4.9 Style and Format</p> <p>The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (see Appendix 1).</p>	<p>It is expected that all graduate writing, unless otherwise stated, will conform to an accepted scholarly style manual. The Faculty of Education strongly recommends using the most recent edition of the American Psychological Association's <i>Publication Manual</i> as a style guide for the preparation of academic papers and theses.</p>
<p>4.10 Details for Submission of the Final Copy</p> <p>Following the approval of the thesis/practicum by the examining committee and the completion of any revisions required by that committee, the thesis/practicum, must be submitted to the Faculty of Graduate Studies as follows:</p> <ul style="list-style-type: none"> • One digital version submitted as an e-thesis/practicum at the MSpace website (http://mspace.lib.umanitoba.ca/xmlui/login); • Thesis/Practicum final report; • Copyright License Declaration form (located within MSpace). 	
<p>4.11 Publication and Circulation of Thesis/Practicum</p> <p>Every graduate student registering in a thesis/practicum Master's program at The University of Manitoba shall be advised that, as a condition of being awarded the degree, they will be required to grant a license of partial copyright to the University and to the Library and Archives Canada for any thesis or practicum submitted as part of their degree program.</p> <p>Note: This license makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.</p> <p>The Copyright Licence Declaration/Infringement Form must be completed on MSpace. This and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent</p>	

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Dept. of Food & Human Nutritional Sciences.

Observations

1. The **Dept. of Food & Human Nutritional Sciences** proposes supplementary regulation changes to the Ph.D. Specifically, to explicitly state that the credit hour requirements for transfer from the M.Sc. to the Ph.D. is 18 credit hours. The credit hour requirements for non-transfer students remains 12 credit hours in the M.Sc. and 6 credit hours in the Ph.D.

Recommendations

Faculty Council of Graduate Studies recommends THAT the program changes from the unit listed below be approved by Senate:

Dept. of Food & Human Nutritional Sciences

Respectfully submitted,

Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the Report to Senate.

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<ul style="list-style-type: none"> • information about the minimum or expected time for completion of the degree; • coursework to be taken along with course classification ("S", "X", "A" or "O"); • any foreign language requirement; • the research area in which the thesis will be written. <p>The approval of the student's advisor/co-advisor and the Head of the department/unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory committee, and the Head of the department/unit. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	<p>Committee' form to the Department Graduate Program Assistant as soon as the change occurs.</p> <p>In circumstances where a change of advisor is requested during the program, it is essential that the request be made in writing to the Department Head before the move is initiated as this may have a significant negative impact on a student's program of study. As a result, the Department Head may arrange meetings with the advisor(s) and student to discuss reasons for the request to ensure that possible consequences of a move (e.g. program length, financial commitment) are clarified. The intention is to ensure all parties reach an informed decision. The Department Head will make the recommendation to FGS regarding a change in the student's advisor.</p> <p>Students who want to change a course requirement in their program must request the approval of the changes to the FHNSGSC on an 'FHNS Graduate Course Modification Request' form. Students can request this form from the department's Graduate Program Assistant or obtain it from the FHNS website.</p>
<p>5.4 Program Requirements</p> <p>All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved department/unit supplementary regulations:</p> <ul style="list-style-type: none"> • Where admission to the Ph.D. is directly from a Master's degree, a minimum of 12 credit hours at the 7000- level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.* • Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a minimum of 24 credit hours plus a thesis is required. The coursework must include a minimum of 18 credit hours at the 7000-level or higher with the balance of the coursework at the 3000-level or higher. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.* <p>*Unless professional accreditation requirements and/or the department/unit's supplementary regulations indicate otherwise.</p>	<p>The coursework requirement will consist of a minimum of 6 credit hours at the 7000 level. Of these 6 credit hours, three will consist of the seminar course (FOOD 7130, 3CH or HNSC 7200, 3 CH). Further coursework may be required at the advisory committee's discretion.</p> <p><u>Students transferring into the Ph.D. program from the M.Sc. program require an additional 6 credit hours, of which 3 credit hours are required in FOOD or HNSC courses (7000 level), so that the total number of credit hours in coursework taken is 18.</u></p>
<p>5.4.1 Language Requirements</p> <p>Some department/units specify a language requirement for the Ph.D. degree. Students are advised to check department/unit supplementary regulations regarding this requirement.</p>	<p>Not required.</p>

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Dept. of Mathematics.

Observations

1. The **Dept. of Mathematics** proposes changes to its M.Sc. & Ph.D. Supplementary Regulations, specifically, sections 4.4.2 Master's course-based route and 5.5.8 Ph.D. candidacy examination. The unit has added greater clarity around the grading process of the two Master's capstone courses, MATH 8996 and MATH 8998, and specifically articulated the spans of time during which the candidacy (comprehensive) exams may be held and the process students must follow if they request to write the exams outside of the stated timespans.

Recommendations

Faculty Council of Graduate Studies recommends THAT the program changes from the unit listed below be approved by Senate:

Dept. of Mathematics

Respectfully submitted,

Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the Report to Senate.



**University
of Manitoba**

Faculty of Science
Department of Mathematics

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To whom it may concern:

I am writing in my capacity as Associate Head (Graduate Studies) in the Department of Mathematics to explain and justify the proposed changes to the Department of Mathematics Supplemental Regulations. Upon review of our course-based MSc program and our PhD program, the Graduate Studies Committee recommended amendments to the Supplemental Regulations that were approved by Department Council on September 17, 2020, as follows:

Box 4.4.2: Amend the grading policy for course-based MSc projects to include more details of the process. This is to deal with the fact that the department's original intention was to allow two attempts at producing a project document, similar to MSc thesis, however this was not codified in the regulations (despite being done in practice as a departmental policy). We anticipate that things will go much more smoothly now that students and faculty will have clear guidance in the process.

Box 5.5.8: Two amendments surrounding timing and registration for comprehensive examinations. The change to the timing of the exam is to give more clarity for students and faculty who have to plan around the date of the exams (often months in advance), so to aid this we have narrowed the window when an exam may be held from one month to ten days. Also a change to the rules surrounding registration for examinations, so that the Graduate Studies Committee may approve a late registration under exceptional circumstances (e.g. if a student's health prevented them from making the registration deadline, or some other reason).

Sincerely,

Adam Clay, Associate Professor
Associate Head (Graduate Studies)

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<p>4.4 Program Requirements</p> <p>In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the department/unit and may follow the department/unit's supplementary regulations. Any single course cannot be used for credit toward more than one program.</p>	<p>Every M.Sc. student must make one 50-min presentation in any of the seminar series approved by the Department.</p>
<p>4.4.1 Thesis/Practicum Route</p> <p>A minimum of twelve (12) credit hours of coursework, unless otherwise stated in the department/unit's supplementary regulations, plus a thesis or practicum is required. The minimum must include at least six (6) credit hours at the 7000-level or above, with the balance of the coursework at the 3000-level or above. A maximum of twenty-four (24) credit hours of coursework is allowed unless the department/unit's supplementary regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.</p>	<p>Students are required to complete at least 15 credit hours of course work, of which at least 9 credit hours must be from courses designated MATH 7000 or above and at least 6 credit hours in an area of mathematical sciences clearly different from the area of specialization of the thesis (as approved by the Department Head or designate).</p> <p>Certain programs of study within mathematics may require courses outside the Department of Mathematics.</p> <p>A student may take at most two 3 credit hour reading courses from any one instructor for credit in this degree program.</p>
<p>4.4.2 Course-based or Comprehensive Examination Route</p> <p>A minimum of twenty-four (24) credit hours of coursework and comprehensive examination(s) is required. The minimum must include at least eighteen (18) credit hours at the 7000-level or above with the balance of the coursework at the 3000-level or above. A maximum of forty-eight (48) credit hours of coursework is allowed unless a department/unit's supplementary regulations indicate otherwise. A comprehensive examination is required for some course-based programs.</p>	<p>Students are required to complete at least 24 credit hours of course work at the 3000/7000/8000 level. At most 6 credit hours can be at the 3000 level. 4000 level courses do not count toward the degree requirement. Courses outside the Department of Mathematics (at most 9 credit hours) are also possible, subject to approval by the Department Head or designate. At most two 3 credit hour reading courses can be taken from any one instructor. At least 6 credit hours must be in an area of mathematical sciences clearly different from the area of specialization of the report (see below). The minimum GPA of all courses must be at least 3.25.</p> <p>In addition, students are required to submit a report on work normally done during the summer months, under the supervision of a faculty member. Students must choose either:</p> <ul style="list-style-type: none"> • MATH 8996 M.Sc. Project 1 (6): consists of a small project or work done in industry and a report of approximately 40-60 pages; OR • MATH 8998 M.Sc. Project 2 (6): consists of teaching an undergraduate course under the supervision of an advisor and a report of approximately 20-30 pages. <p><u>All reports are graded as pass/fail by a committee consisting of the supervisor and two faculty members, at least one holding primary appointment in Mathematics, and are not defended. If the project is judged to be a "fail", then the student will be provided with a written report from the examining committee outlining the reasons for this decision and containing</u></p>

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	<p>suggestions for improvement. The student will be allowed no more than two months to revise and resubmit the committee will decide whether or not the student will be permitted to resubmit their project for a second and final attempt. The committee will also determine the timeline for resubmission. If the second attempt is judged to be a "fail", the student will receive a grade of "F" in their respective project course (MATH 8996 or MATH 8998); the student will not be permitted to remediate this grade and will be required to withdraw from the program.</p> <p>All reports are graded as pass/fail by the supervisor and a committee consisting of two faculty members, at least one holding primary appointment in Mathematics, and are not defended.</p> <p>Subject to approval by the Department Head or designate, students in the course-based M.Sc. program may begin the program in May. Students wishing to start in May must apply by Feb 1.</p>
<p>4.4.3 Accredited Professional Route</p> <p>The credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body. Students should check department/unit supplementary regulations regarding this requirement.</p>	
<p>4.4.4 Language Requirements</p> <p>Some department/units specify a language requirement for the Master's degree. Students should check department/unit supplementary regulations regarding this requirement.</p>	<p>There is no language requirement for the M.Sc. degree in this department.</p>
<p>4.4.5 Advanced Credit</p> <p>Advance credit for courses completed prior to admission to a Master's program will be considered on a case-by-case basis. The student's department/unit must make a request to the Faculty of Graduate Studies by completing the "Recommendation for Advance Credit-Transfer of Courses" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).</p> <ul style="list-style-type: none"> • Application for advance credit must be made within the first year of the program (see section 4.7.2 Lapse of Credit of Courses). • No more than 50% of the required coursework for the program can be achieved using advance credit. • A course may not be used for credit toward more than one (1) degree, diploma, or certificate. • The student must register at The University of Manitoba for at least two (2) terms within a single academic year and must also complete the thesis/practicum/project/comprehensive exam at The University of Manitoba. • Courses taken while in the Pre-Masters program may not be used for credit in a Master's program. 	

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<p>Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p>	
<p>5.6.2 Performance Not Related to Coursework</p> <p>Students may be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, unsatisfactory attendance and lack of progress in research and/or thesis preparation. Unsatisfactory performance must be reported to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the department/unit Head to the Dean of the Faculty of Graduate Studies.</p>	<p>In the event that a student's progress in research is judged by the advisor and/or the advisory committee to be unsatisfactory, this shall be reported to the FGS on the "Progress Report" form. The GSC shall recommend to the Department Head and FGS an appropriate course of action.</p>
<p>5.7 Academic Requirement for Graduation</p> <p>All students must:</p> <ul style="list-style-type: none"> • maintain a minimum degree grade point average (DGPA) of 3.0 with no grade below C+; • complete GRAD 7500 • complete GRAD 7300 • meet the minimum and not exceed the maximum course requirements; and • meet the minimum and not exceed the maximum time requirements. <p>Individual department/units may have additional specific requirements for graduation and students should consult department/unit supplementary regulations for these specific requirements. A cumulative degree grade point average of 3.0 or greater is required in those courses that constitute the program of study for graduation in the Faculty of Graduate Studies.</p>	
<p>5.8 Candidacy Examination</p> <p>The candidacy examination is an absolute requirement of the Faculty of Graduate Studies and, as such, cannot be waived under any circumstances. However, the format and content of the candidacy exam varies from unit to unit. The purpose of the candidacy exam in doctoral programs is to determine the student's competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analysing, synthesizing, and communicating ideas about that material in depth.</p> <p>At the time specified by the advisory committee, normally within the first year after the completion of the Ph.D. program coursework, but in no case later than one year prior to expected graduation, the student must successfully complete the formal candidacy examination.</p> <p>The examination is conducted according to a procedure established by the department/unit which is approved and documented in departmental/unit supplementary regulations. The department/unit supplementary regulations state the format and composition of the examination committee for the candidacy examination. The candidacy examination must be held at either The University of Manitoba Fort</p>	<p>Students in the Ph.D. program in Mathematics are normally expected to pass their candidacy examination (see below) within 13 months after their initial registration in the program. Students who fail to pass their candidacy examination within 18 months after their initial registration in the program may be required to withdraw from the program.</p> <p>In exceptional circumstances, the GSC may grant a student, on an individual basis, an extension of up to seven (7) months for the completion of the candidacy examination. A request for such an extension shall be accompanied by a letter providing a reasonable explanation for the delay, and the student's advisory committee's recommendation. The Department will recommend to the FGS that any student who does not complete the candidacy examination within the extension period granted be withdrawn from their program.</p>

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<p>Garry or Bannatyne campus, or the St. Boniface Hospital Albrechtsen Research Centre normally during regular business hours.</p> <p>This examination, which must be independent from the thesis proposal, may be oral, written, or both and may cover subjects relevant to the general area of the student's research. The structure of the exam must be made known to the student well in advance of the exam. In the case where there is a required oral component, the student must be physically present.</p> <p>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.</p> <p>The Dean of the Faculty of Graduate Studies must be informed whether the candidate has "passed" or "failed" the candidacy examination on the "Report on Ph.D. Candidacy Examination" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).</p> <p>Any student who fails the candidacy examination twice will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p> <p>On successful completion of this examination, the student will be considered a candidate for the Ph.D. degree.</p>	<p>The candidacy examination in the Ph.D. program in Mathematics consists of two separate written comprehensive examinations chosen from the following areas:</p> <ul style="list-style-type: none"> • Algebra; • Analysis; • Combinatorics; • Computational Mathematics; • Differential Equations; • Topology. <p>Regulations governing these examinations and the latest syllabi on which these examinations are based are described in the document "Ph.D. Comprehensive Examinations REGULATIONS and SYLLABI" approved by the Department Council, and are available from the Associate Head (Graduate Studies). At least one of the examinations must be in Algebra or Analysis.</p> <p>The GSC arranges comprehensive examinations three times a year, <u>normally between the 15th and 25th days of January, April and September, normally in January, April and September.</u> The student must register to write a comprehensive examination by sending a request to the Associate Head (Graduate Studies) by February 1 if the examination is written in April, by July 1 if the examination is written in September, and by November 1 if the examination is written in January of the following year. <u>In some exceptional cases, the Graduate Studies Committee may allow a student to register after these deadlines upon receiving a formal letter of request from the student detailing their reasons for the late registration.</u> The choice of areas must be approved by the student's advisor.</p> <p>A maximum of two attempts on each comprehensive examination is allowed. A student who fails a comprehensive examination in any area twice shall be required to withdraw from the Ph.D. program in Mathematics.</p>
<p>5.9 Thesis Proposal</p> <p>Some departments/units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific department/unit supplementary regulations. If departments/units require thesis proposal approval, this exercise must be independent from the candidacy examination. Regardless, the proposed thesis research must be approved by the advisory committee and, if necessary, by the Human Research Ethics Board or Animal Care Committee before the work has begun on the thesis research or project.</p>	<p>The Ph.D. thesis proposal must include a literature review, description of the proposed work, and a schedule for completion. The proposal should normally be completed within 6 months following the completion of the candidacy examination (see section 5.8) and must be approved by the student's advisor and the advisory committee. The proposal will be submitted to the Associate Head (Graduate Studies) and kept on file in the departmental office.</p>
<p>5.10 Thesis</p>	<p>Published papers within the doctoral theses are</p>

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the College of Medicine (Master of Physician Assistant Studies).

Observations

1. The **College of Medicine (Master of Physician Assistant Studies)** proposes supplementary regulation changes. Specifically, an increase in the IELTS score from 6.5 (FGS minimum) to 7.0 across all bands (which is a requirement of the MPAS regulatory body, the College of Physicians and Surgeons of Manitoba), the addition of the CASPer test (a situational judgement test) to the admissions process, edits to the admission requirements, removal of the text in the oral examination section (the MPAS does not have an oral examination) and a simplification of the language to the comprehensive exam and capstone exercises.

Recommendations

Faculty Council of Graduate Studies recommends THAT the program changes from the unit listed below be approved by Senate:

College of Medicine (Master of Physician Assistant Studies)

Respectfully submitted,

Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the Report to Senate.



Master of Physician Assistant Studies
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2020.08.24

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**Faculty of Graduate Studies • University of Manitoba
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Dear Senate and Graduate Studies Committee Members;

As Program Director of the Master of Physician Assistant Studies, I am requesting approval of the following changes to the MPAS Supplemental Regulations.

Change 1) 1.1.7 Proficiency in English

The MPAS programs wishes to identify the professional requirement for regulatory college eligibility. The College of Physician and Surgeons of Manitoba (CPSM) is the Manitoba Physician Assistant regulatory agency. CPSM requires a score of 7.0 in the International English Language Testing System (IELTS™) for registration. To practice in Manitoba, all members, including Physician Assistants, must be registered and require an International English Language Testing System (IELTS) score of 7.0 across all bands. FGS Admission and current Supplemental Regulations state an IELTS score of 6.5 in the Academic Module is minimal. The higher score of 7.0 is required of all CPSM members, including the Medical Educational Registry and Associate Regulated Members Physician Assistant Registry. Without the 7.0 scores the student would not be able to participate in patient care education or enter the workforce.

Change 2) 1.1.10 Admission Test.

The MPAS program is requesting permission to add a Situational Judgement Test to the Admission Process. Situational Judgment Tests (SJT) developed to help medical schools assess pre-professional competencies demonstrated to impact an individual's long-term performance as a medical professional. Consistent with the Max Rady College of Medicine, the Master of Occupational Therapy program, and the evolving PA-Profession practice, the MPAS program wishes to require applicants to complete a 90-minute computer-based test, called CASPer® (the Computer-based Assessment for Sampling Personal Characteristics), as part of the selection process. CASPer® assesses for non-cognitive skills, and interpersonal factors are

believed necessary for successful students and graduates entering medical practice¹. The test selected is for Health Science Professionals. Each response is graded by a different rater, which provides a reliable view of personal and professional characteristics important to the program and patient care. In implementing the SJT, the program is trying further to enhance fairness and objectivity in the selection process. The CASPer® score shall contribute 30% of the composite score used in the selection of applicants. The program applies the Z-score to the overall score and is not used as an exclusion factor. There is no cost to the university. The applicant pays the \$40 registration fee and selects from several available dates.

Change 3) 1.1.11 Entrance Requirements and 4.3 Admission

The Program Eligibility Requirements are updated to reflect current practice and on the recommendation of FGS review. Over the past several years, small changes in the admission eligibility and selection process were amended and clarified. On an examination of the MPAS Supp Regs, it was noted eligibility and program requirements changes were not formally codified, despite approval by the MPAS Admission and Curriculum committees. Changes include reducing two letters of reference from three, and the requested Situational Judgement Testing. Wording and changes in 4.3 are consistent with the language in Section 1.1.1.1

Deletion 4) 4.8.1.3 Oral Examination

Removal of wording in the oral exam section occurred as the program does not have an Oral Examinations as defined in Box 4.8.1.3.

Deletion 5) 4.8.2 Course-based or Comprehensive Examination Route

MPAS has simplified the information provided for the comprehensive exam and capstone changes in box 4.8.2. Both courses, PAEP7300, PAEP7350 have a formal designation and are described in the University Academic Calander and the Course Syllabi.

Thank You

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Master of Physician Assistant Studies
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¹ Lievens, Filip; Paul R. Sackett (1 March 2012). "The Validity of Interpersonal Skills Assessment Via Situational Judgement Tests for Predicting Academic Success and Job Performance". *Journal of Applied Psychology*. **97** (2): 460–468. doi:[10.1037/a0025741](https://doi.org/10.1037/a0025741). PMID [21967295](https://pubmed.ncbi.nlm.nih.gov/21967295/).



To: Faculty of Graduate Studies

Attention: Dr. Louise Simard Dean FGS
Dr. Michael Czubryt Associate Dean FGS Michael.Czubryt@umanitoba.ca
Ms. Andrea Kailer FGS Andrea.Kailer@umanitoba.ca

Subject: Proposal Admission Process Change and MPAS Supplemental Regulations

From: PA Ian W Jones, Program Director, Master of Physician Assistant Studies

Proposal

Use of the CASPer® Situational Judgement Test in Physician Assistant Studies Admission Recommendations to the Faculty of Graduate Studies

All applicants to the Master of Physician Assistants Studies at the University of Manitoba be required to complete an online situational judgement assessment, [CASPer®](#), to be eligible for admission.

The Program will receive the z-score for each applicant upon results distribution and use the CASPer scores as one tool in forming an impression of the applicant.

Background

The MPAS program receives between 10 to 15 applications for each available position. The limited number of seats is for multiple reasons, including clinical placements sites and position funding post-graduation. At present, the Program evaluates the academic performance, statement of intent, references, and reported community engagement. The Program's reliance on the Statement of Intent is complicated by increased commercial interests offering to review statements and "guide" the applicants' writing.

The CASPer® Test (CASPer) is an online test that assesses for the personal and professional characteristics believed important for successful students and graduates in medicine. The values such as participation/empathy, communication/sharing, self-awareness, moral integrity, sensitivity, trustfulness, commitment to ongoing professional development, and sense of duty linked to the PA's practice of medical professionalism. CASPer® is a selection tool run and developed by Altus Assessments Inc (<https://takecasper.com/about-casper/>).

This online tool is used by academic programs, including the University of Manitoba Faculty of Rehabilitation Sciences (Occupational Therapy) and the Max Rady College of Medicine, to help assess applicants for non-academic attributes or people skills. A growing number of Physician Assistant Programs in the United Kingdom, Ontario, and the United States have experience with Situational Judgement testing¹.

¹ Goss, Barbara D. MBBS, MPH, MClInEd; Ryan, Anna T. PhD; Waring, Joshua; Judd, Terry PhD; Chiavaroli, Neville G. MEd, MPhil; O'Brien, Richard Charles PhD; Trumble, Stephen C. MD; McColl,

In implementing CASPer, MPAS is attempting to enhance equality and fairness and objectivity in our selection process. The current review, by local PAs and graduates of applications statement, has the potential of unintentional bias. The program reviewers may not identify the values sought, have a predetermined opinion, be familiar with the applicant, or have unconscious biases when applicants report their life stories. Adding the external Situational Judgement Testing provides an external tool and further data to support the decisions.

Process

In order to take CASPer, applicants must have secure access to a laptop or desktop computer with webcam and audio capabilities, and reliable high-speed internet access. Testing sites for CASPer is determined by the candidate, eliminating travel. Applicants can schedule their exam at one of several established test dates. CASPer provides support (www.takeCASPer.com) which includes video briefings, technical support, and registration options.

The candidates take the **CSP-10201 – Canadian Professional Health Sciences** version of CASPer and submit a government-issued photo ID. Results are downloaded directly to the selected programs and may be shared with different programs.

Payment is made directly to CASPer by applicants, and results provide to the Program at no additional charge.

The Scoring and Z-Score determination

The CASPer test comprises 12 sections: 8 video-based and four word-based scenarios. Following each scenario, candidates are required to answer a set of 3 probing questions in 5 minutes or less. Halfway through the test, there is an optional 15-minute break. The test typically takes between 75-90 minutes to complete. Each of the 12 responses is anonymized and scored by a unique rater. CASPer ranks a large number of applicants on personal characteristics and professionalism. Raters are provided with background and theory information for each test section and subsequently rate responses using a descriptive 9-point “Likert” scale. A different rater scores each section of a test. Per the ATLUS company that administrates the exam, employed raters are selected to reflect the diversity of the population^{2,3,4}.

As CASPer tests change in each timeslot to protect test integrity and reduce cheating and practice effects, z-scores provide an opportunity to correct for differences in test difficulty by assuming that the large pool of applicants in each timeslot are similar. Z-scores are calculated

² Geoffrey J. MEd, PhD Beyond Selection: The Use of Situational Judgement Tests in the Teaching and Assessment of Professionalism, Academic Medicine: June 2017 - Volume 92 - Issue 6 - p 780-784 doi: 10.1097/ACM.0000000000001591

³ Seppala, E. & Cameron, K. (2015) Proof that positive work cultures are more productive. Harvard Business Review. Retrieved from: <https://hbr.org/2015/12/proof-that-positive-work-cultures-are-more-productive>

⁴ CASPer™ Rating Handbook Training and FAQ 2017/2018 Application Cycle



by timeslot allowing the MPAS program to see outstanding and poorly performing applicants in the applicant pool.

CASPer test results are valid for one admissions cycle. Applicants who have already taken CASPer in previous years are required to re-take it. For a more detailed look at the CASPer test, please see this [video](#).

Summary:

- In place across multiple University of Manitoba programs
- No additional cost to the University
- A standardized scoring is applied and achieved for the applicant pool
- The distribution score is easily applied to the Program's application rubric
- Identifies those with values sought in the medical profession
- Supplements but does not supplant academic achievement measures
- Equitable across applicants

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<p>found at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html.</p> <p>1.1.1 Process:</p> <p>1.1.1 (a) A completed official application for admission form must be submitted, together with the application fee and supporting documentation, to the Faculty of Graduate Studies, via the online application system.</p> <p>NOTE: International students must pay special attention to the appropriate requirements with respect to transcripts (see application form for details).</p> <p>1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit's criteria including, but not limited to, availability of advisors, space, and facilities.</p> <p>1.1.1 (c) Notification of recommended/rejected applications is sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies' eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.</p>	<p>e-mail: mpas@umanitoba.ca</p>																
<p>1.1.2 Deadlines for Recommended Applications (from Departments/Units to the Faculty of Graduate Studies)</p> <p>The following are the deadlines for receipt by the Faculty of Graduate Studies of recommendations from departments/units.</p> <table><tr><th>Term</th><th>Start Date</th><th>Canadian/US</th><th>International</th></tr><tr><td>FALL</td><td>September</td><td>July 1</td><td>April 1</td></tr><tr><td>WINTER</td><td>January</td><td>November 1</td><td>August 1</td></tr><tr><td>SUMMER</td><td>May</td><td>March 1</td><td>December 1</td></tr></table> <p>IMPORTANT: These are not application deadlines. Applicants are required to submit the application and documentation to the Faculty of Graduate Studies to meet the application deadline in place for a particular department/unit. Applicants are advised to confirm the deadline of the department/unit to which the application is being made; deadlines can be found on the application program page at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html.</p>	Term	Start Date	Canadian/US	International	FALL	September	July 1	April 1	WINTER	January	November 1	August 1	SUMMER	May	March 1	December 1	<p>For upcoming application deadlines, please consult the Graduate Program Page: http://umanitoba.ca/faculties/graduate_studies/admissions/programs/paep.html</p> <p>ALL supporting materials, including letters of reference, the statement of intent, CASPer scores, copies of official transcripts, Adult Criminal Record and Child Abuse Registry Self- declaration, must be submitted to the Faculty of Graduate Studies by the above deadline.</p>
Term	Start Date	Canadian/US	International														
FALL	September	July 1	April 1														
WINTER	January	November 1	August 1														
SUMMER	May	March 1	December 1														
<p>1.1.3 Application Fee</p> <p>A \$100.00 (CDN) non-refundable fee must accompany admission applications from all Canadian, Permanent Resident, and International applicants. The Physician Assistant Studies and Orthodontics programs charge an additional fee of \$25 and \$50, respectively.</p>	<p>There is also a \$25.00 fee for the MPAS Supplemental Application.</p>																
<p>1.1.4 Transcripts</p> <p>Unofficial copies of transcripts and final degree certificates are acceptable for initial assessment and provisional admission purposes. Upon admission to the Faculty of Graduate Studies, applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the Faculty of Graduate Studies, within</p>																	

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<p>one (1) month of the date on the admission letter. Applicants will be placed on hold, which prevents registration until all admission requirements have been submitted. All transcripts must arrive in sealed, university-stamped envelopes sent directly from the issuing institution(s) and be accompanied by official and literal English translations (where applicable, see 1.1.5). For international degrees or where the transcripts does not or will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required.</p>	
<p>1.1.5 Transcripts: International</p> <p>Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal English translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution. For international degrees or where the transcript does not or will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required.</p>	
<p>1.1.6 Transcripts: University of Manitoba</p> <p>University of Manitoba students are not required to submit University of Manitoba transcripts.</p>	
<p>1.1.7 Proficiency in English</p> <p>A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a secondary school diploma and/or university degree from Canada or one of the countries listed on the English Language Proficiency Test Exemption List (see 1.1.8). The Faculty of Graduate Studies requires a passing, acceptable English Language Test score in order to offer admission. Please note: In all cases, test scores older than two (2) years (from the time of completing the test) are invalid.</p> <p>Thresholds required for successful completion are indicated in parentheses.</p> <ul style="list-style-type: none"> • University of Michigan English Language Examination Assessment Battery (MELAB) (80%) • Test of English as a Foreign Language (TOEFL) Internet based -iBT® (86; minimum score of 20 in each of reading, writing, listening and speaking categories). The “best score” will not be considered for admission. Only individual test scores will be used to meet the minimum requirements. • Canadian Test of English for Scholars and Teachers (CanTEST®) (band 4.5 in listening and reading and band 4.0 in writing and oral interview) • International English Language Testing System (IELTS™) (6.5 in the Academic Module) • Academic English Program for University and College Entrance (AEPUCE) (65%) • PTE Academic (61% overall) <p>Note:</p> <p>In addition, foreign language students may be asked by the department/unit to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the department/unit may recommend remedial measures in language skills based on the results of the CanTEST. Some units may require a</p>	<p>The College of Physician and Surgeons of Manitoba (the Manitoba Physician Assistant regulatory agency) and the Max Rady College of Medicine requires an International English Language Testing System (IELTS) score of 7.0 across all bands for Registration on the Educational Registry. As MPAS Students must be eligible for registration with the College of Physicians and Surgeons of Manitoba on the Education Registry, the 7.0 scores are required for program acceptance and the Physician Assistant Registry.</p>

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<p>specific test or test scores greater than those indicated above. Students should check department/unit supplementary regulations for details.</p>	
<p>1.1.8 English Language Proficiency Test Exemption List</p> <p>Applicants holding secondary school diplomas and/or recognized university degrees from countries on the Faculty of Graduate Studies English Language exemption list are not required to submit an English Language Proficiency score. For more information please see our website at http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm</p>	
<p>1.1.9 Letters of Recommendation</p> <p>Letters of Recommendation are to be completed via the online application. Applicants are required to add their 'Recommendation Provider(s)' contact information so that each recommender is sent an automated email notification.</p> <p>Generally, two (2) Letters of Recommendation must be submitted to the Faculty of Graduate Studies. For the number of recommendation letters necessary, applicants should review their specific Program webpage at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html.</p>	<p>MPAS requires two letters of recommendation.</p>
<p>1.1.10 Admission Tests</p> <p>Some departments/units require admissions tests, such as the Graduate Record Examination (GRE®) or the Graduate Management Aptitude Test (GMAT™). These requirements are listed in the supplementary regulations of the particular department/unit, and if required, the scores must be submitted at the time of application.</p>	<p>MPAS uses the Multiple-Mini Interview (MMI), Panel Interview and a Written Essay as part of the selection process for candidates. The program also requires Situational Judgement Testing- See Programs Prospective Student Page.</p>
<p>1.1.11 Entrance Requirements</p> <p>The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a 3.0 Grade Point Average (GPA) or equivalent in the last two (2) previous years of full time university study (60 credit hours).</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	<p><u>PROGRAM ELIGIBILITY REQUIREMENTS:</u></p> <ol style="list-style-type: none"> <u>1. Be a Canadian Citizen or Permanent Resident of Canada.</u> <u>2. Graduates of four-year bachelor's degrees from recognized colleges and universities are eligible for admission. Students in their fourth year of study may apply.</u> <u>3. A minimum Grade Point Average of 3.0 in the most recent 60-credit hours of study (full time or part-time study) is required. However, a GPA of 3.5 or better is competitive.</u> <u>4. Completion of the required courses, Human Anatomy, Human Physiology, and Biochemistry, from an accredited university or college, is required. Undergraduate level asset courses strengthen the application include Microbiology and Psychology. All courses require</u>

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	<p><u>at least three credit hours each for consideration. Those who have completed the pre-requisite (core) courses before the application deadline have a preference in the admission consideration.</u></p> <p><u>Additional</u></p> <ol style="list-style-type: none"> <u>5. Two letters of recommendation are required for consideration. (note the change from previous years) At least one of the recommendations must be from a current or recent employer, supervisor, student advisor, or professor. The recommendation must provide information regarding your character, communication skills, professionalism, and suitability for practice as a Physician Assistant or medicine if unfamiliar with the PA role. Personal references from family or friends are not accepted.</u> <u>6. Have completed all aspects of the MPAS Supplementary Application.</u> <u>7. Submit a statement of intent addressing the four required questions</u> <u>8. Read and acknowledge the Adult Criminal Record, and Child Abuse Registry Self-Declaration contained within the online application</u> <u>9. Complete the University of Manitoba Faculty of Graduate Studies application and pay the required fees.</u> <u>10. On enrollment, you must be eligible for the Educational Registry with the College of Physicians and Surgeons of Manitoba.</u> <u>11. Completion of the Situational Judgement Testing and submission of those scores</u> <p><u>When two candidates are considered to be equally qualified, preference will be given first to the Manitoba Resident, second to the rural applicant, and sequentially to out of province applicants.</u></p> <p><u>Undergraduate level courses in Human Anatomy, Human Physiology, and Biochemistry (3 credit hours each) are pre-requisite courses for MPAS.</u></p> <p><u>Due to limited positions in the MPAS, applicants must be Canada citizens or have Permanent Resident Status at time of acceptance.</u></p>
<p>1.1.12 Eligibility of University of Manitoba Staff Members</p> <p>A staff member at The University of Manitoba at the rank of Assistant Professor or above is not eligible to apply for admission to a graduate program in the department/unit in which the appointment is held.</p>	
<p>1.2 Registration Procedures</p>	

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<p>, and be kept on record in the Faculty of Graduate Studies. All students should consult department/unit supplementary regulations for specific details regarding admission, program requirements, progression, and completion. Individual departments/units may offer Master's programs by one or more of the following:</p> <ul style="list-style-type: none"> • Thesis/practicum-based; • Course-based; • Comprehensive Exam; • Project; • Accredited Professional. 	
<p>4.2 Diploma Programs</p> <p>The regulations for the Master's program shall also prevail for diploma programs. All students should consult the department/unit supplementary regulations regarding diploma programs.</p>	
<p>4.3 Admission</p> <p>4.3.1 General Criteria</p> <p>Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:</p> <ul style="list-style-type: none"> • Graduates of four (4)-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from: <ul style="list-style-type: none"> ○ Canadian institutions empowered by law to grant degrees; or ○ Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies. • Graduates from first-cycle Bologna compliant degrees. • Students who have completed a Pre-Master's program from: <ul style="list-style-type: none"> ○ The University of Manitoba; or ○ Canadian institutions empowered by law to grant degrees; or ○ Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies. <p>All students applying for a Master's degree program must have attained a minimum GPA of 3.0 in the last two (2) full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a Pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	<p>Additional requirements:</p> <p>PROGRAM REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. <u>Be a Canadian Citizen or Permanent Resident of Canada.</u> 2. <u>Graduates of four-year bachelor's degrees from recognized colleges and universities are eligible for admission. Students in their fourth year of study may apply.</u> 3. <u>A minimum Grade Point Average of 3.0 in the most recent 60-credit hours of study (full time or part-time study) is required. However, a GPA of 3.5 or better is competitive.</u> 4. <u>Completion of the required courses, Human Anatomy, Human Physiology, and Biochemistry, from an accredited university or college, is required. Undergraduate level asset courses strengthen the application include Microbiology and Psychology. All courses require at least three credit hours each for consideration. Those who have completed the pre-requisite (core) courses before the application deadline have a preference in the admission consideration.</u> <u>Additional</u> 5. <u>Two letters of recommendation are required for consideration. (note the change from previous years) At least one of the recommendations must be from a current or recent employer, supervisor, student advisor, or professor. The recommendation must provide information regarding your character, communication skills, professionalism, and suitability for practice as a Physician Assistant or medicine if unfamiliar with the PA role. Personal references from family or friends are not accepted.</u> 6. <u>Have completed all aspects of the MPAS Supplementary Application.</u> 7. <u>Submit a statement of intent addressing the four required questions</u> 8. <u>Read and acknowledge the Adult Criminal Record, and Child Abuse Registry Self-Declaration</u>

contained within the online application
 9. Complete the University of Manitoba Faculty of Graduate Studies application and pay the required fees.

10. On enrollment, you must be eligible for the Educational Registry with the College of Physicians and Surgeons of Manitoba.

11. Completion of the Situational Judgement Testing and submission of those scores
When two candidates are considered to be equally qualified, preference will be given first to the Manitoba Resident, second to the rural applicant, and sequentially to out of province applicants.

On enrollment, accepted students must be eligible for the Educational Register with the College of Physicians and Surgeons of Manitoba.
(www.cpsm.mb.ca) per the Regulated Health Professions Act
http://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=162/2018 Page 11

For information on the criminal record check requirements:

UNDERTAKING RESPECTING CRIMINAL RECORD CHECK AND CHILD & ADULT ABUSE REGISTRY CHECKS

~~A minimum of three credit hours of undergraduate level coursework in each of:~~

- ~~● Human Anatomy*~~
- ~~● Human Physiology*~~
- ~~● Biochemistry~~

~~A minimum of three credit hours of undergraduate level coursework in each of:~~

- ~~● Human Anatomy*~~
- ~~● Human Physiology*~~
- ~~● Biochemistry~~

~~*Or:~~

~~A minimum of 6 credit hours of introductory courses with suitable coverage of human anatomy and physiology, as determined by the MPAS Admissions Committee.~~

~~Adult Criminal Records, Adult Abuse Registry, and Child Abuse Registry Self Declaration Form;~~

~~Skills and abilities of observation, communication, motor function, intellectual conceptual, behavioural, and social attributes as outlined in the MPAS Supplementary Application:~~
~~<http://umanitoba.ca/faculties/medicine/education/paep/docs-forms.html>~~

~~Successful participation in the Interview processes which uses the Multiple Mini Interview (MMI) process, and admission committee selection. When two candidates are considered equal, preference will~~

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	be given first to the Manitoba Resident and second to the rural applicant.
<p>4.3.2 Pre-Master's Programs</p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a department/unit, the department/unit may recommend that the student be admitted to a Pre-Master's program of study (Section 3).</p> <p>The Pre-Master's program of study is intended to bring a student's background up to the equivalent of the required 4-year degree in the major department/unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.</p>	
<p>4.4 Program Requirements</p> <p>In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the department/unit and may follow the department/unit's supplementary regulations. Any single course cannot be used for credit toward more than one program.</p>	<p>All courses in the Master of Physician Assistant Studies program (MPAS) are required major courses.</p> <p><u>Core Didactic Courses</u> (56 credit hours):</p> <ul style="list-style-type: none"> • PHAC 7230 Fundamentals in Pharmacology for Health Care I, (3 CH) • PHAC 7240 Fundamentals in Pharmacology for Health Care II (3 CH) • PAEP 7000 Physiology and Pathophysiology for PAs I (3 CH) • PAEP 7002 Physiology and Pathophysiology for PAs II (3 CH) • PAEP 7010 Human Anatomy for PAs (3 CH) • PAEP 7052 Patient Assessment for PAs I (2 CH) • PAEP 7054 Patient Assessment for PAs II (2 CH) • PAEP 7056 Patient Assessment for PAs III (2 CH) • PAEP 7082 Diagnostic Imaging for PAs (1 CH) • PAEP 7030 Professional Studies for PAs (3 CH) • PAEP 7042 Biochemistry for PAs (1 CH) • PAEP 7044 Research in Clinical Practice (1 CH) • PAEP 7046 Genetics for PAs (1 CH) • PAEP 7068 Adult Medicine for PAs I (6 CH) • PAEP 7078 Adult Medicine for PAs II (6 CH) • PAEP 7048 Pediatrics for PAs (3 CH) • PAEP 7050 Obstetrics and Gynecology for PAs (3 CH) • PAEP 7090 Principles of Psychiatry for PAs (3 CH) • PAEP 7100 Principles of Surgery for PAs (3 CH) • PAEP 7110 Emergency and Critical Care Medicine for PAs (3 CH) • PAEP 7084 Microbiology for PAs (1 CH)

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	<p><u>Core Clinical Courses</u> (30 credit hours)</p> <ul style="list-style-type: none"> • PAEP 7202 Clinical Family Medicine for PAs (6 CH) • PAEP 7210 Clinical Internal Medicine for PAs (3 CH) • PAEP 7220 Clinical Surgery for PAs (3 CH) • PAEP 7204 Clinical Electives for PAs I (1.5 CH) • PAEP 7206 Clinical Electives for PAs II (1.5 CH) • PAEP 7270 Clinical Emergency and Critical Care Medicine for PAs (3 CH) • PAEP 7280 Clinical Obstetrics and Gynaecology for PAs (3 CH) • PAEP 7240 Clinical Paediatrics for PAs (3 CH) • PAEP 7260 (Family Medicine II) Clinical Community Health for PAs (3 CH) • PAEP 7250 Clinical Psychiatry for PAs (3 CH)
<p>4.4.1 Thesis/Practicum Route</p> <p>A minimum of twelve (12) credit hours of coursework, unless otherwise stated in the department/unit's supplementary regulations, plus a thesis or practicum is required. The minimum must include at least six (6) credit hours at the 7000-level or above, with the balance of the coursework at the 3000-level or above. A maximum of twenty-four (24) credit hours of coursework is allowed unless the department/unit's supplementary regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.</p>	
<p>4.4.2 Course-based or Comprehensive Examination Route</p> <p>A minimum of twenty-four (24) credit hours of coursework and comprehensive examination(s) is required. The minimum must include at least eighteen (18) credit hours at the 7000-level or above with the balance of the coursework at the 3000-level or above. A maximum of forty-eight (48) credit hours of coursework is allowed unless a department/unit's supplementary regulations indicate otherwise. A comprehensive examination is required for some course-based programs.</p>	<p>The MPAS is a course-based program requiring a comprehensive examination at the end of Year 1 (PAEP 7150), a Comprehensive Assessment of Clinical Skills at the end of year 2 (PAEP 7300), and a Capstone project (PAEP 7350) <u>submitted in Year 2</u>.</p>
<p>4.4.3 Accredited Professional Route</p> <p>The credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body. Students should check department/unit supplementary regulations regarding this requirement.</p>	
<p>4.4.4 Language Requirements</p> <p>Some department/units specify a language requirement for the Master's degree. Students should check department/unit supplementary regulations regarding this requirement.</p>	
<p>4.4.5 Advanced Credit</p>	<p>No Advanced Credit <u>providedis accepted</u>.</p>

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<p>using the "Time Extension Request" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) at least three (3), but no more than four (4), months prior to expiration of the respective maximum time limit.</p> <p>A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p>	
<p>4.5 Student's Advisor and Co-Advisor</p> <p>4.5.1 Student's Advisor</p> <p>Each student should have an advisor upon entry into the program, and must have one assigned no later than one (1) term following registration. The advisor must:</p> <ul style="list-style-type: none"> • hold an appointment in the student's department/unit; • be a member of the Faculty of Graduate Studies*; • hold at least a Master's degree or equivalent**; • be active in research; • have expertise in a discipline related to the student's program. <p>*(http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)</p> <p>**Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case by case basis and assessed by the potential advisor's demonstrated research record and current research activities. Note that M.D., D.M.D., Pharm.D. and J.D. are undergraduate degrees and are not equivalent to a Master's or Ph.D.</p> <p>It is the responsibility of the department/unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or special circumstances must be recommended by the department/unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.</p> <p>In department/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the department/unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen. Students must have an advisor through to the end of their program in programs requiring an advisor.</p>	<p>Each student is assigned a faculty advisor upon entry to the program.</p>
<p>4.5.2 Student's Co-advisor</p> <p>In special circumstances, upon approval of the Head of the department/unit, an advisor and a maximum of one (1) co-advisor may advise a student. The co-advisor must:</p> <ul style="list-style-type: none"> • be a member of the Faculty of Graduate Studies*; • hold a Master's or equivalent**; • be active in research; 	<p><u>Co-Advisors are not required in the MPAS degree program</u></p>

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<p>necessary to provide additional advice and guidance to the student during their research program. The advisory committee must consist of a minimum of three (3) members (including the advisor/co-advisor), at least two (2) of whom must be members of the Faculty of Graduate Studies (http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html). All examiners must be deemed qualified by the department/unit Head and be willing to serve. It is expected, under normal circumstances, that advisory committee members will possess at least a Master's degree or equivalent. Advisory committees may include one (1) non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.</p> <p>The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee. If two or more advisory committee members are in a personal relationship, the "Conflict of Interest Disclosure Form" (https://umanitoba.ca/admin/governance/governing_documents/community/962.html) must be completed and submitted to the Faculty of Graduate Studies. See The University of Manitoba's Conflict of Interest policy: https://umanitoba.ca/admin/governance/governing_documents/community/248.html.</p> <p>Additional specifications, if any, regarding the advisory committee are found in the department/unit supplementary regulations and students should consult these regulations for specific requirements.</p>	
<p>4.6.2 Course-based or Comprehensive Examination Route</p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the department/unit's supplementary regulations and students should consult these regulations for specific requirements. If there is an advisory committee and two or more committee members are in a personal relationship, the "Conflict of Interest Disclosure Form" (https://umanitoba.ca/admin/governance/governing_documents/community/962.html) must be completed and submitted to the Faculty of Graduate Studies. See The University of Manitoba's Conflict of Interest policy: https://umanitoba.ca/admin/governance/governing_documents/community/248.html.</p>	<p><u>There are no Advisory Committees in the MPAS degree program. MPAS provides advisors on admission.</u></p>
<p>4.6.3 Accredited professional programs</p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the department/unit's supplementary regulations and students should consult these regulations for specific requirements.</p> <p>If there is an advisory committee and two or more committee members are in a personal relationship, the "Conflict of Interest Disclosure Form" (https://umanitoba.ca/admin/governance/governing_documents/community/962.html) must be completed and submitted to the Faculty of Graduate Studies. See The University of Manitoba's Conflict of Interest policy: https://umanitoba.ca/admin/governance/governing_documents/community/248.html.</p>	

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<p>4.7 Courses and Performance</p> <p>4.7.1 Course or Program Changes</p> <p>Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and department/unit Head. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	
<p>4.7.2 Lapse of Credit of Courses</p> <p>Courses completed more than seven (7) years prior to the date of awarding of a degree may not normally be used for credit toward that degree. A department/unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case-by-case basis, must be accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content.</p> <p>Courses completed more than ten (10) years prior to the date of awarding of a degree cannot be used for credit toward that degree.</p> <p>In the event that coursework is no longer considered current, students must take additional course-work (as recommended by the department/unit Head, or designate, and as approved by the Dean of the Faculty of Graduate Studies) to meet the minimum credit hour requirements for their program.</p>	
<p>4.7.3 Academic Performance</p> <p>Student progress shall be reported at least annually (but no more than once every four (4) months) to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).</p> <p>Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Students who receive two (2) consecutive "in need of improvement" or one (1) "unsatisfactory" rating will normally be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p>	
<p>4.7.4 Performance in Coursework</p> <p>A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Departments/units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p>	<p>During Year 1 (Academic) of the Program:</p> <p>Students receiving a grade of C or lower in up to 6 credit hours of coursework may be permitted one opportunity to remediate that coursework by means of a remediation plan recommended by the MPAS Progress Committee and approved by the Dean of the Faculty of Graduate Studies. The Progress Committee must recommend a remediation plan for each course in which a grade of C or lower is obtained. This remediation plan must include the criteria by which successful completion of the course will be determined.</p>

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<p>Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the department/unit's supplementary regulations. The examining committee must consist of a minimum of three (3) members (including the advisor/co-advisor), at least two (2) of whom must be members of the Faculty of Graduate Studies. All examiners must be deemed qualified by the department/unit Head and be willing to serve. It is expected that, under normal circumstances, examination committee members will have a Master's degree or equivalent. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual department/units establish specific requirements for examination and students should consult department/unit supplementary regulations for specific requirements.</p> <p>Graduate students, Post-Doctoral fellows, and Research Assistants or Associates may not serve on graduate student examining committees.</p> <p>If two or more examining committee members are in a personal relationship, the "Conflict of Interest Disclosure Form" (https://umanitoba.ca/admin/governance/governing_documents/community/962.html) must be completed and submitted to the Faculty of Graduate Studies. See The University of Manitoba's Conflict of Interest policy: https://umanitoba.ca/admin/governance/governing_documents/community/248.html.</p> <p>The Head of the department/unit arranges for the distribution of the thesis/practicum to the examiners. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories:</p> <ul style="list-style-type: none"> • Acceptable, without modification or with minor revision(s); or • Acceptable, subject to modification and/or revision(s); or • Not acceptable. <p>If two or more examiners do not approve the thesis, then the student is deemed to have failed the distribution.</p> <p>Note that in the case of an advisor and co-advisor, both together have a single vote on the examining committee.</p>	
<p>4.8.1.3 Oral Examination</p> <p>For department/units requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary regulations of the department/unit. Students should consult these supplementary regulations for specific requirements. A student has the right to an examination of the thesis/practicum if they believe it is ready for examination. It is the department/unit's responsibility to advise the student of any risk involved should they decide to proceed against the department/unit's recommendation.</p> <p>All members of the examining committee are required to be present at the examination. Under exceptional circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one (1) member may participate electronically. Only under very exceptional circumstances can the student or the Advisor/Co-advisor participate electronically. No recording devices will be permitted. The oral examination must be held at either The University of Manitoba Fort Garry or Bannatyne campus, Université de Saint-Boniface, or the St. Boniface Hospital Albrechtsen Research Centre normally during regular business hours. The oral</p>	<p>Not a MPAS requirement Students are required to develop an oral scientific presentation, designed to deliver their analysis of the clinical question discussed in the Capstone project. The presentation is to be primarily before their peers and MPAS faculty. Presentations are open to all members of the University of Manitoba community in keeping with graduate program regulations within the University.</p> <p>This presentation should be 20 minutes long with 5-10 minutes reserved for questions.</p> <p>The presentation will be evaluated by an internal examiner (PA faculty member) and an external examiner (non-core PA University faculty</p>

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<p>examination shall be open to all members of The University of Manitoba community except in exceptional cases. The oral examination may be closed, for example, when the results of the thesis/practicum research must be kept confidential for a period of time. In such cases, the examining committee and department/unit Head shall recommend such action to the Dean of the Faculty of Graduate Studies who shall then decide whether to grant that the final examination be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies (or delegate).</p> <p>The oral examination will normally be held in English unless the student is studying in a program at the Université de Saint-Boniface, or departmental/unit supplementary regulations allow a different language to be used.</p> <p>Following completion of the examination of the thesis/practicum, examiners will consider the oral examination and the written thesis/practicum.</p> <p>The examiners will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the thesis/practicum to the Faculty of Graduate Studies. The advisor/co-advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee.</p> <p>The judgment of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms "approved" or "not approved" on the "Thesis/Practicum Final Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Each examiner must indicate their opinion by their signature. If two (2) or more examiners do not approve the thesis/practicum, the student is deemed to have failed the examination.</p>	<p>member), both of whom are appointed by the PA Curriculum Committee. The oral presentation will be evaluated using a standardized rubric approved by the PA Curriculum Committee. As a component of PAEP7300 Comprehensive Assessment of Clinical Skills, Oral Exams may occur.</p>
<p>4.8.1.4 Failure</p> <p>In the case of a failure of the thesis/practicum at the Master's level, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student and advisor/co-advisor.</p> <p>A student will be required to withdraw when the thesis/practicum has been rejected twice at the stage where:</p> <ul style="list-style-type: none"> • The examining committee reports on the merits of the written thesis/practicum; • The oral examination; or • A combination of both stages. <p>The examining process should be completed within one (1) month of distribution of the thesis/practicum to the examining committee.</p>	
<p>4.8.2 Course-based or Comprehensive Examination Route</p> <p>Students must demonstrate their mastery of their field. The specific procedures for evaluation of this mastery are stated in individual department/unit supplementary regulations.</p>	<p>A comprehensive, three-hour multiple choice<u>cumulative</u> examination (PAEP 7150 Year 1 Comprehensive Examination) for the didactic portion of the curriculum will be administered at the end of Year 1.</p> <ol style="list-style-type: none"> 1. This is a Pass/Fail examination, with a minimum score of 65% required to pass. 2. Students receiving a score below 65% will be allowed one re-sitting of the examination. 4.3. Students receiving a grade lower than 65%

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<p>In those department/units where comprehensive examinations are required, students should consult the department/unit's supplementary regulations for specific requirements.</p> <p>The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the "Report on Comprehensive Examination" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) in the terms "pass" or "fail." No student may sit comprehensive examinations more than twice. Any student who receives a "fail" on the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.</p>	<p>on retake of the examination will be required to withdraw from the program.</p> <p>A comprehensive assessment for the clinical portion of the program (PAEP 7300 Comprehensive Assessment of Clinical Skills) will occur at the end of <u>the Clinical Year 2</u>.</p> <p><u>PAEP 7300 considers student's clinical performance and course requirements i.e. practical evaluations, reports, projects, etc. identified in the Clinical Year Handbook for pass/fail determination.</u></p> <p>MPAS faculty will compile a summative evaluation of each student's clinical performance based on review of PA-ITERs, mini-CEX evaluations, and observed histories and physical exams. The purpose of this assessment is to capture data on areas of weakness <u>in clinical performance Feb</u> that may be apparent only when clinical performance is assessed longitudinally. Students whose clinical performance is deemed unsatisfactory based on this comprehensive review will be referred to the MPAS Progress Committee, who will determine on a case by case basis whether appropriate remediation <u>can will</u> be prescribed.</p> <p>During Year 2 of the program, each student will present a Capstone project, using a format outlined by the program and chosen by the student in consultation with program faculty. A complete description with deadlines will be found in the Course Syllabus for PAEP 7350.</p> <p><u>Option1: Evidence Based Analysis of a Clinical Question.</u></p> <p><u>In consultation with a faculty mentor, MPAS students in their clinical year of education will select an appropriate topic and, formulate a specific and answerable clinical question that must be approved by the MPAS Medical Program Director.</u></p> <p><u>The paper and presentation are evaluated on a Pass/Fail basis by MPAS faculty using a scoring rubric developed by the program.</u></p> <p><u>Students must obtain a grade of "Pass" on each of the three components of the project. Students, whose Capstone projects are deemed unsatisfactory upon first submission may, after discussing appropriate remediation with their faculty mentor, resubmit the project once. Revised projects must be resubmitted within 30 days of the initial submission. A project deemed unsatisfactory upon second submission will result in the student being required to withdraw from the MPAS.</u></p>

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Dept. of Soil Science.

Observations

1. The **Dept. of Soil Science** proposes supplementary regulation changes to the Ph.D. Specifically, to clarify that students admitted directly from an honours bachelor degree or equivalent must complete 21 credit hours in the Ph.D., not 18. The 21 credit hours aligns much better with the approach taken by the department. The text in section 5.1.3 has been removed as it fits more appropriately in section 5.4.

Recommendations

Faculty Council of Graduate Studies recommends THAT the program changes from the unit listed below be approved by Senate:

Dept. of Soil Science

Respectfully submitted,

Dr. Kelley J. Main, Chair
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the Report to Senate.

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<p>5.1.1 General criteria</p> <p>Normally, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two (2) previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program.</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and department/units may have higher standards and additional criteria. However, the criteria for admissions into the Ph.D. program are more stringent than for Master's programs; therefore, the completion of a Master's program does not guarantee admission into the Ph.D. program. Some department/units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.</p>	<p>Students normally holding a practicum-based Master's degree in Soil Science or a related field, or in special cases, those with a Bachelor's (Honours Equivalent degree) can be admitted to the Ph.D. program.</p> <p>All applications will be reviewed and approved by the members of the Department Graduate Student Committee and the Department Head to ensure the suitability of students applying to the program.</p>
<p>5.1.2 Direct Admission from the Bachelor's Honours or equivalent</p> <p>With special recommendation of the department/unit concerned, applicants with an honours Bachelor's degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study).</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and department/units may have higher standards and additional criteria. Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual department/unit's approved supplementary regulations specify otherwise, and will be assessed Ph.D. fees for three (3) years. A minimum of 18 credit hours at the 7000-level or higher is required. Any further coursework beyond the minimum 18 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.</p>	<p>All applications will be reviewed and approved by the members of the Department Graduate Student Committee and the Department Head to ensure the suitability of students applying to the program. The course requirements for these students will be 21 credit-hours (see section 5.4).</p>
<p>5.1.3 Transfer from the Master's to the Ph.D. program</p> <p>Students who have not completed a Master's program may transfer to the Ph.D. program within the same department/unit upon the recommendation by the Head of the department/unit to the Faculty of Graduate Studies. The recommendation should be made within four (4) terms (including Summer term) from the start of the Master's program. Fees paid, coursework completed and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual department/unit's approved supplementary regulations specify otherwise. A minimum of 18 credit hours at the 7000-level or higher is required. Any further coursework beyond the minimum 18 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.</p> <p>The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one (1) month prior to the term for which the student intends to commence the Ph.D. program. The applicant must indicate a request for transfer on the online Application for Admission.</p> <p>The student will be admitted to a 3-year Ph.D. program and will pay a total of three years of program fees, including program fees paid in the Master's at the time of</p>	<p>The student's Advisory Committee shall recommend a transfer to the Department Head for approval prior to submission to the Faculty of Graduate Studies. The course requirements for these students will be 21 credit hours (see section 5.4).</p>

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<p>policy: https://umanitoba.ca/admin/governance/governing_documents/community/248.html.</p> <p>The advisor/co-advisor is the Chair of the advisory committee.</p> <p>Advisory committee meetings must be held at least annually, and are not intended to take the place of meetings between the student and advisor/co-advisor which should occur with much greater frequency than the advisory committee meetings.</p>	<p>Although the committee is usually appointed for the duration of the student's program, the Department Head, after consultation with the student and his/her advisor, may replace or add members to the committee.</p>
<p>5.3 Program of Study</p> <p>As soon as possible, but no later than 24 months after a student has commenced their program, the student's program of study should be registered with the Faculty of Graduate Studies on the "Program of Study and Appointment of Advisory Committee" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) and should include:</p> <ul style="list-style-type: none"> • information about the minimum or expected time for completion of the degree; • coursework to be taken along with course classification ("S", "X", "A" or "O"); • any foreign language requirement; • the research area in which the thesis will be written. <p>The approval of the student's advisor/co-advisor and the Head of the department/unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory committee, and the Head of the department/unit. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	
<p>5.4 Program Requirements</p> <p>All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved department/unit supplementary regulations:</p> <ul style="list-style-type: none"> • Where admission to the Ph.D. is directly from a Master's degree, a minimum of 12 credit hours at the 7000- level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.* • Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a minimum of 24 credit hours plus a thesis is required. The coursework must include a minimum of 18 credit hours at the 7000-level or higher with the balance of the coursework at the 3000-level or higher. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.* <p>*Unless professional accreditation requirements and/or the department/unit's supplementary regulations indicate otherwise.</p>	<p>Course Work:</p> <p>Each student's program is individually tailored, but still must satisfy those requirements prescribed by the Department. Where admission to the Ph.D. is from a M.Sc. degree, the credit-hours required are less than that indicated by the Faculty of Graduate Studies. The course work will be a minimum of 6 credit hours at the 7000 level or higher of which at least 3 credit hours must be from the Department of Soil Science.</p> <p>Where admission to the Ph.D. is directly from an Honours Bachelor Degree or equivalent, the credit-hours required are less than that indicated by the Faculty of Graduate Studies. The course work will be a minimum of 18<u>21</u> credit hours consisting of a minimum of 12 credit hours at the 7000 level (of which at least 6 credit hours must be from the Department of Soil Science) with the balance of the coursework at the 3000 level or above.</p>



**University
of Manitoba**

Office of Provost and Vice-President (Academic)

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Date: March 16, 2021
To: Mr. Jeff Leclerc, University Secretary
From: Dr. Todd Mondor, Deputy Provost (Academic Planning and Programs) & Chair, COVID-19 Recovery Steering Committee (CRSC)
Re: Change in Degree Exit Requirements – Kinesiology and Rec. Management

Please see attached a proposal from the Faculty of Kinesiology and Recreation Management to temporarily waive the degree exit requirements, current CPR Level C and Emergency or Standard First Aid Certification requirement, for students graduating from all of their degree programs in Spring 2021.

The proposal is recommended for approval by the COVID-19 Steering Committee Chair after consulting with the Vice-Provost Teaching & Learning (Covid Recovery Academic Team chair), and the Provost and Vice-President (Academic).

I would ask that the item be considered by Senate Executive on March 24th and by Senate at its April 07th 2021 meeting.

Cc.: Dr. Janice Ristock, Provost and Vice-President (Academic)
Dr. Mark Torchia, Vice-Provost (Teaching and Learning); Academic Team Lead, CRSC
Dr. Doug Brown, Dean, Faculty of Kinesiology and Recreation Management
Mr. Jeff Adams, Registrar and Executive Director, Enrolment Services

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the Report to Senate.

Motion:

That the Current CRP Level C and Emergency or Standard First Aid Certification requirements be waived as degree exit requirements for the BKin, BPE, BRMCD, and BKin-AT degrees for students graduating following the Winter 2021 term.

Background:

The Faculty of Kinesiology and Recreation Management requires students to meet the following exit requirements:

BKin: Degree Exit Requirement: Current CPR Level C and Emergency or Standard First Aid Certification

BPE: Degree Exit Requirement: Current CPR Level C and Emergency or Standard First Aid Certification

BRMCD: Degree Exit Requirement: Current CPR Level C and Emergency or Standard First Aid Certification

BKin-AT: Degree Exit Requirement: Current Basic Life Support Provider and Emergency or Standard First Aid Certification

Current Context:

COVID-19 restrictions continue to make completing this exit requirement difficult as courses are not guaranteed to run even if scheduled. Since the Winter 2020 term, Senate has agreed to waive this exit requirement for Faculty of Kinesiology and Recreation Management students. A similar waiver for students graduating after the current Winter 2021 term is requested.

Kind regards,
Doug

Douglas A. Brown, PhD
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