

Senate
via Zoom audio conference
WEDNESDAY, April 6, 2022
1:30 p.m.

AGENDA

MATTERS TO BE CONSIDERED IN CLOSED SESSION - none

III MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

- | | | |
|----|---|---------|
| 1. | Revision to 2021 – 2022 Academic Schedule
<u>RE: Winter/Summer Spanning Distance and Online Courses</u> | Page 3 |
| 2. | Report of the Senate Committee on Admissions
<u>RE: Revised Admission Requirements, Bachelor of Education, Faculty of Education</u> | Page 4 |
| 3. | Report of the Senate Committee on Instruction and Evaluation
<u>RE: Revisions to Professional Unsuitability Bylaw, Bachelor of Midwifery, College of Nursing</u> | Page 9 |
| 4. | Report of the Faculty of Graduate Studies Executive Committee
<u>RE: Department of Physiology and Pathophysiology</u> | Page 19 |

III MATTERS FORWARDED FOR INFORMATION

- | | | |
|----|--|---------|
| 1. | Report of the Senate Committee on Awards
<u>[February 24, 2022]</u> | Page 20 |
| 2. | <u>Report on March 2022 Graduands, Approved</u> | Page 30 |

IV REPORT OF THE PRESIDENT Page 34

V QUESTION PERIOD

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.

VI CONSIDERATION OF THE MINUTES OF THE MEETING OF MARCH 2, 2022

VII BUSINESS ARISING FROM THE MINUTES

1. **Bill 33 – Comments from UMFA Assessor** Page 53

**VIII REPORTS OF THE SENATE EXECUTIVE COMMITTEE
AND THE SENATE PLANNING AND PRIORITIES COMMITTEE**

- | | | |
|----|--|---------|
| 1. | <u>Report of the Senate Executive Committee</u> | Page 57 |
| 2. | <u>Report of the Senate
Planning and Priorities Committee</u> | |

The Chair will make an oral report of the Committee's activities.

**IX REPORTS OF OTHER COMMITTEES OF SENATE,
FACULTY AND SCHOOL COUNCILS**

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|----|--|----------|
| 1. | <u>Report of the Faculty Council of the Faculty of
Graduate Studies RE: Proposal for a Master of Applied
Human Nutrition, Department of Food and Human
Nutritional Sciences</u> | Page 58 |
| a) | <u>Report of the Senate Planning and Priorities
Committee</u> | Page 60 |
| 2. | <u>Reports of the Senate Committee on Instruction and
Evaluation RE: Revised Academic Regulations,
Faculty of Science</u> | Page 194 |
| a) | <u>RE: Academic Assessment</u> | Page 194 |
| b) | <u>RE: Attendance at Other Institutions</u> | Page 199 |

X ADDITIONAL BUSINESS - none

XI ADJOURNMENT

Please send regrets to shannon.coyston@umanitoba.ca.



**University
of Manitoba**

Office of the Registrar and
Enrolment Services

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Winnipeg, Manitoba
Canada R3T 2N2
T: 204-474-8820
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TO: Jeff Leclerc, University Secretary

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

DATE: March 10, 2022

Subject: 2021-22 Academic Schedule Changes – Winter/Summer spanning distance and online courses

Following the UMFA strike several date changes to the 2021-22 Academic Schedule were approved at a special meeting of Senate on December 10th, 2021. It has been determined that the exam schedule dates associated with winter/summer spanning distance and online courses were not adjusted as part of the December 10th proposal.

The end of term date for winter/summer spanning distance and online courses was moved back by 1 week from July 8, 2022 to July 15, 2022. Given this I am requesting to delay the exam dates by 1 week from July 9th-12th, 2022 to July 16th-19th, 2022.

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

CC:

Mark Torchia, Vice-Provost (Teaching and Learning)

Laurie Schnarr, Vice-Provost (Students)

Shannon Coyston, Associate University Secretary (Senate)

Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Education to modify the admission requirements for the Bachelor of Education degree program (2022.02.22)

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 Education is proposing that MUSC 1384 Musicianship 1 be deleted from the list of courses that can be presented to satisfy the requirements for those students seeking to present music as a teachable major or minor.
3. The proposal was approved by the Faculty of Education Council on February 7th, 2022, and was endorsed by SCADM on February 22nd, 2022.

Observations:

1. In June of 2021 Senate approved a proposal to modify the admission requirements for the Music teachable major or minor options for students applying to the Bachelor of Education degree program.
2. After the June 2021 proposal was approved an error was discovered as MUSC 1384 Musicianship 1 was incorrectly listed as a 3-credit hour course that could be used to satisfy one of the teachable major or minor requirements. MUSC1384 is actually a 2-credit hour course meaning it would not satisfy the 3-credit hour requirement.

Recommendation:

The Senate Committee on Admissions recommends that the proposal to modify the admission requirements for the Bachelor of Education degree program be approved effective for the fall 2023 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.

PROPOSAL

Section I- Description of the change

Change Being Proposed and Current Regulation:

The Faculty of Education proposes to amend the admission requirements for Music Teachable Majors to remove MUSC 1384 Musicianship 1 from the list of acceptable courses to meet the requirements for Senior Years Teachable Major.

Currently MUSC 1384 Musicianship 1 is listed as a course that applicants can use toward admission requirements. Please refer to the chart at the end of this proposal which illustrates the Current and Proposed requirements for Senior Years Music Teachable Majors.

Background Information and Rationale:

On June 16, 2021 Senate approved a motion put forward by the Faculty of Education to revise the admission requirements for Music Teachable Majors/Minors applying into the After-Degree Bachelor of Education Program, effective for the Fall 2022 intake. We have since discovered an error in the approved proposal. Therefore, there is a need to bring this motion to UPC, Faculty Council, and Senate to vote on the proposed change.

All applicants must present specific requirements for admission to the *After-Degree Bachelor of Education Program*, as outlined in the Applicant Bulletin.

There was an error in the teachable subject requirements for those seeking admission to the Senior Years stream of the B.Ed program with music as their major teachable subject. As currently stated, applicants presenting with a B Mus degree with any concentration other than Music Education, must have 3 credit hours of courses from "MUSC 1930 Rudiments of Music, or MUSC 1110 Theory 1, or MUSC 1384 Musicianship 1".

We have since learned that MUSC 1384 Musicianship 1 is a 2 credit hour course whereas Theory 1 and Rudiments are 3 credit hour courses. Therefore, MUSC 1384 Musicianship 1 does not satisfy the credit hour requirement in the previously approved admission requirements.

This proposal and accompanying chart reflect that Senior Years Music Teachable Major applicants are required to present 3 credit hours from either MUSC 1930 Rudiments of Music or MUSC 1110 Theory 1, in addition to other stated requirements, no longer including MUSC 1384 Musicianship 1.

Section II - Consultation with other Faculties

We have consulted with the Associate Dean and the Music Education Area Head at Desautels Faculty of Music, who have indicated that Music students never take MUSC 1384 Musicianship 1 without MUSC 1110 Theory 1, and that non-music students are not permitted to take MUSC 1384 Musicianship 1 at U of M. They jointly recommended that Musicianship 1 be removed from the list of courses that can satisfy that 3 cr hour requirement.

Section III - Recommendation

The Faculty of Education recommends that SCADM approve the revision of the admission requirements for Music Teachable Majors/Minors from the recently approved requirements to the proposed requirements as described in Section I of this proposal, and that these changes be effective September 2023.

Proposed admission requirements for a Music teachable major and minor: Senior Years. Effective: September 2023 Intake

(This chart was approved at Senate June 2021. Revised October 2021 to remove MUSC 1384 as an Admissions Requirement)

	CURRENT ADMISSION REQUIREMENTS	PROPOSED MAJOR (30 CREDIT HOURS)	GROUPS ²
Senior Years	<p>Major: 30 credit hours in Music Education Minor: 18 credit hours in Music Education (must declare E/M, Choral, Instrumental and present specific courses for each specialization)</p> <p>INSTRUMENTAL:</p> <p>MUSC 3690 Percussion Techniques 3 MUSC 3780 Woodwind Techniques 3 MUSC 3790 Brass Techniques 3 MUSC 3884 Introduction to Jazz for Music Educators 3 MUSC 4770 Band and Orchestral Techniques 1 3 MUSC 4780 Band and Orchestral Techniques 2 3 Additional MUSC (any) coursework, if major 12</p> <p>CHORAL:</p> <p>MUSC 3770 Vocal Techniques 3 MUSC 3884 Introduction to Jazz for Music Educators 3 MUSC 4154 Choral Repertoire 3 MUSC 4750 Choral Techniques 1 3 MUSC 4760 Choral Techniques 2 3 Additional Music Education Coursework 3 Additional MUSC (any) coursework, if major 12</p> <p>(List of Music Education coursework also included in Bulletin)</p>	<p>BMus (Music Education) or Equivalent*</p> <p>*Applicants presenting a BMus (Music Education) to meet teachable subject requirements must present grades of C or better in music education course work. In cases where a BMus (Music Education) applicant presents one or more D grades in music education coursework, this course must be repeated to obtain the minimum grade of C for admissions.</p> <p>Applicants not presenting a BMus (Music Ed) degree or equivalent (Performance, Jazz Studies, BA with minor in Music, etc) must present MUSC coursework comprised of the following (or equivalents) with a grade of C or better (with a minimum grade of C):</p> <p>MAJOR Instrumental (30 credit hours):</p> <ul style="list-style-type: none"> MUSC 2460 <i>Conducting</i> (3) MUSC 1930 <i>Rudiments of Music</i> <u>or</u> MUSC 1110 <i>Theory 1</i> <u>or</u> MUSC 1384 Musicianship 1 (3) GROUP B (choose 9 cr) (9) GROUP E and F (9) GROUP B and/or C¹ (6) <p>MINOR Instrumental (18 credit hours):</p> <ul style="list-style-type: none"> MUSC 2460 <i>Conducting</i> (3) GROUP F (3) GROUP B, C and/or E¹ (12) <p>MAJOR Choral (30 credit hours):</p> <ul style="list-style-type: none"> MUSC 2460 <i>Conducting</i> (3) MUSC 1930 <i>Rudiments of Music</i> <u>or</u> MUSC 1110 <i>Theory 1</i> <u>or</u> MUSC 1384 Musicianship 1 (3) GROUP D and F (9) GROUP A (choose 9 cr) (9) 	<p>GROUPS ²</p> <p>Group A</p> <p>MUSC 3102 <i>Composition, Technology and Improvisation for Music Educators</i> MUSC 3106 <i>Orff-Schulwerk 1</i> (or MUSC 3130 <i>Music for Children 1</i>) or MUSC 3108 <i>Kodaly Music Education 1</i> MUSC 3442 <i>Jazz Pedagogy</i> MUSC 3730 <i>Early Music Development</i> MUSC 3772 <i>Vocal Pedagogy for Choirs</i> ** (or MUSC 3770 <i>Vocal Techniques</i>) MUSC 3884 <i>Introduction to Jazz for Music Educators</i> MUSC 4156 <i>Choral Music Literature and Programming</i> ** (<u>or</u> MUSC 4154 <i>Choral Repertoire</i>)</p> <p>** Recommended for Choral majors and minors</p> <p>Group B</p> <p>MUSC 3102 <i>Composition, Technology and Improvisation for Music Educators</i> MUSC 3442 <i>Jazz Pedagogy</i> MUSC 3690 <i>Percussion Techniques</i> ** MUSC 3780 <i>Woodwind Techniques</i> ** MUSC 3790 <i>Brass Techniques</i> ** MUSC 3884 <i>Introduction to Jazz for Music Educators</i></p> <p>** recommended for Instrumental majors and minors</p> <p>Group C</p> <p>MUSC 3894 <i>Guitar Techniques</i> <u>or</u> MUSC 3800 <i>String Techniques</i> MUSC 4894 <i>Advanced Guitar Techniques</i></p> <p>Group D</p> <p>MUSC 4752 <i>Methods in Elementary and Middle Years Choral Music</i> (or MUSC 4750 <i>Choral Techniques 1</i>) MUSC 4762 <i>Methods in Senior Years and Community Choral Music</i> (or MUSC 4760 <i>Choral Techniques 2</i>)</p> <p>Group E</p> <p>MUSC 4772 <i>Instrumental Music Methods 1</i> (or MUSC 4770 <i>Band and Orchestral Techniques 1</i>) MUSC 4782 <i>Instrumental Music Methods 2</i> (or MUSC 4780 <i>Band and Orchestral Techniques 2</i>)</p> <p>Group F</p> <p>MUSC 4896 <i>Cultural Perspectives for Music Educators</i> <u>or</u> any World Music Pedagogy <u>or</u> equivalent</p>

No Current Specialization

- GROUP A and/or C¹ (6)
- MINOR Choral (18 credit hours):**
- MUSC 2460 *Conducting* (3)
 - GROUP F (3)
 - GROUP A and/or D¹ (12)
- NEW SPECIALIZATION**
- MAJOR Guitar/Strings (30 credit hours):**
- MUSC 2460 *Conducting* (3)
 - MUSC 1930 *Rudiments of Music*
 or MUSC 1110 *Theory 1*
 ~~or MUSC 1384 *Musicianship 1*~~ (3)
 - GROUP F (3)
 - GROUP C (choose 3 cr) (3)
 - GROUP A, B, C , D and/or E¹ (18)
- MINOR Guitar/Strings (18 credit hours):**
- MUSC 2460 *Conducting* (3)
 - MUSC 3894 *Guitar Techniques 1*
 or MUSC 3800 *String Techniques* (3)
 - GROUP F (3)
 - GROUP A, B, C , D and/or E¹ (9)

Equivalencies for admission purposes determined by the Faculty of Education

¹Any combination of courses from Groups stipulated.
²Other Music Education (Pedagogy)/Music courses may be approved upon assessment by Faculty of Education. Course outlines provided by institution will be required.

February 17, 2022

Report of the Senate Committee on Instruction and Evaluation RE: Revisions to Professional Unsuitability Bylaw, Bachelor of Midwifery, College of Nursing

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
https://www.umanitoba.ca/governance/sites/governance/files/2021-09/Senate_Committee_on_Instruction_and_Evaluation_Terms_of_Reference.pdf
2. At its meeting on February 17, 2022 SCIE considered a proposal from the College of Nursing to revise the Bachelor of Midwifery Professional Unsuitability Bylaw.

Observations:

1. The College is proposing to revise the membership of the Bachelor of Midwifery Professional Unsuitability Committee as follows:
 - a) Currently, an instructor appointed to the Professional Unsuitability Committee is required to be in a continuing appointment. The College is proposing that an instructor would not need to be in a continuing appointment.
 - b) Currently, the Professional Unsuitability Committee membership includes a registered midwife who has an academic appointment with the McMaster Midwifery Education Program. It was originally planned to have some courses jointly delivered with McMaster University. These courses will not be jointly delivered, and as a result, it is no longer required to have representation from McMaster. The College is proposing to remove this requirement.
 - c) The Professional Unsuitability Committee membership also includes a representative from the College of Midwives of Manitoba. The College is proposing to remove this representative, given the potential for a conflict of interest.
 - d) The statement “In the instance where the case brought before the PUC relates to the student’s clinical competence of the practice of midwifery, the University’s registered nurse member of the committee will be excluded from participating in the hearing.” would be removed, as the contributions of a registered nurse would be a valuable contribution to all matters considered by the committee.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the revisions to the Professional Unsuitability Bylaw, Bachelor of Midwifery, College of Nursing, effective September 1, 2022.

Respectfully submitted,

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

Dr. Mark Torchia, Chair
Senate Committee on Instruction and Evaluation

College of Nursing

Helen Glass Centre for Nursing
Winnipeg, MB
Canada R3T 2N2
Telephone 204-474-7452
Fax 204-474-7682

Date: February 2, 2022

To: Dr. Mark Torchia, Chair, Senate Committee on Instruction & Evaluation

From: Dr. Netha Dyck, Dean, College of Nursing, Rady Faculty of Health Sciences

Re: Proposed Changes to the College of Nursing Professional Unsuitability Bylaw for the Bachelor of Midwifery Program

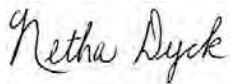
The College of Nursing is seeking approval of the proposed changes to its Professional Unsuitability Bylaw for the Bachelor of Midwifery program by the Senate Committee on Instruction and Evaluation.

Please find attached a description of the proposed changes to the Bylaw and a copy of the Bylaw with the proposed changes (page 2).

The proposed changes to the Professional Unsuitability Bylaw were approved by the College of Nursing Council on January 27, 2022.

Thank you for your consideration of the proposed changes to the Professional Unsuitability Bylaw.

Sincerely,



Dean, College of Nursing

Professional Unsuitability By-Law

Bylaw:	Professional Unsuitability
Application:	Students of the Bachelor of Midwifery Program, College of Nursing
Review Date:	5 years from approval/revised date
Revised (Date):	
Approved By:	College of Nursing Council: September 25, 2018 Senate: January 9, 2019

The College of Nursing, within the Faculty of Health Sciences at the University of Manitoba has established a Bachelor of Midwifery Program (the “Program”). The purpose of this Bachelor of Midwifery Program By-law is to set out the jurisdiction of the Program’s Unsuitability Committee and to set out the Program’s procedures for professional unsuitability hearings.

1.0 Jurisdiction

1.01 General

The Program may require a student to withdraw from all Program courses pursuant to the procedures set out in this By-Law if the student has been found unsuited, on consideration of competence or professional fitness, for the practice of midwifery. Upon a finding of professional unsuitability, the Program may require a student to withdraw from Program courses at any time throughout the academic year or following the results of examinations at the end of any academic term.

The Program’s right to require withdrawal prevails notwithstanding any other provision in the Program’s Rules or Regulations. The Code of Ethics for Midwives in Manitoba and the International Code of Ethics for Midwives, as the ethical basis for midwifery in Manitoba, will be considered in every situation in which an inquiry is

being held pursuant to this By-law into the conduct of a student in the practice of midwifery. Furthermore, in accordance with provisions of the Manitoba Human Rights Code, the Program's duty to reasonably accommodate the special needs of its students will be considered.

1.02 Grounds for required withdrawal

A student may be required to withdraw from the Program if the PUC has determined the student has:

- been guilty of conduct which, if participated in by a practicing registered midwife would result in suspension, expulsion or other serious disciplinary action of a practitioner from the practice of midwifery by the regulatory body of the profession;
- practiced incompetently in any clinical setting;
- jeopardized professional judgment through self-interest or a conflict of interest;
- demonstrated behaviour with respect to other students, colleagues, faculty or the public which is exploitive, irresponsible or destructive;
- acquired a criminal conviction which according to the Program was determined to be of such a nature as to bring disrepute to the profession, or by which in the opinion of the Program, the student demonstrated poor judgment, lack of integrity or other unsuitability for the profession;
- exhibited a health condition, the occurrence of which impairs essential performance required for the midwifery profession;
- practiced or provided client care while impaired, including being under the influence of alcohol or drugs while participating in client care, a professional activity, or any activity related to the practice of the midwifery profession;
- demonstrated unethical behaviour as specified by College of Midwives of Manitoba and the International Confederation of Midwives.

2.00 Professional Unsuitability Committee (PUC)

2.01 There shall be established within the Program a standing committee known as the Professional Unsuitability Committee (PUC) to hear and determine matters of competence or professional fitness for the practice of midwifery. Appeals from decisions of the Programs' PUC shall be heard by the University's Senate Committee on Appeals.

2.02 Membership in the PUC shall be as follows:

Chair (non-voting, except in the case of tie): tenured faculty member or instructor ~~in a continuing appointment~~ to be appointed by the Dean of the University's College of Nursing for a five (5) year term, which may be renewable.

Committee Members:

- two (2) registered midwives who are academic members of the Program, elected by the Council of the College of Nursing, for a five (5) year term, which may be renewable;
- one (1) student~~s~~ from the UM Bachelor of Midwifery Program, preferably from Year 3 or 4; appointed for a one (1) year term, which may be renewable;
- ~~• one (1) registered midwife who has an academic appointment with the McMaster Midwifery Education Program;~~
- ~~• one representative from the College of Midwives of Manitoba; and~~
- one registered nurse who is a full-time academic member of the University's College of Nursing with knowledge of the professional requirements of the Program. ~~In the instance where the case brought before the PUC relates to the student's clinical competence of the practice of midwifery, the University's registered nurse member of the committee will be excluded from participating in the hearing.~~

2.03 Selection of Student Representative

The University's College of Nursing will advise undergraduate midwifery students via individual email requesting nominations for the student positions. Students will vote via a confidential web-based program, selecting their preferred candidates from a list of nominees.

3.00 Procedure

3.01 Upon receipt of information that supports a hearing to assess a student's suitability for the profession of midwifery, the Dean or Associate Dean of the University's College of Nursing (or appropriate designate) shall:

i) provide a written report to the PUC requesting the PUC hold a hearing to assess the student's suitability for the profession of midwifery. This report should include the alleged facts and the alleged ground(s) warranting withdrawal pursuant to Article 1.02. In no circumstances will the Dean's report include anonymous allegations or materials. Anonymous materials are defined as "authorship that has not been disclosed".

- 3.02** Upon receipt of a request for a hearing into a student's suitability for the profession of midwifery, the PUC shall:
- i) review the request and determine whether it has jurisdiction to proceed;
 - ii) schedule a hearing date if jurisdiction exists. The hearing date must be at least five (5) days from the date the student received the written report and request for the hearing;
 - iii) formally send a Notice of Hearing, including a copy of the written report submitted to PUC, to the named student pursuant to Article 4.01 by registered mail to the last known address of the student as found on the Program's records. At the student's request, additional information may be sent by regular mail, email or facsimile;
 - iv) consider whether just cause exists to suspend the student while the matter is being determined and if so, to issue an interim suspension to the student;
 - v) act expeditiously to complete the hearing process;
- 3.03** Once a request for a hearing has been made to the PUC, the hearing may continue notwithstanding that the student has subsequently voluntarily withdrawn from the Program, or has refused to participate in the proceedings.

4.00 Notice to Students

- 4.01** The Chair of the PUC shall inform the student in writing, within five (5) working days of receipt of the request for a hearing, of the grounds for referral to the PUC, as well as the membership of the PUC and the date, time, and place for the hearing by the PUC of the matters set out in the referral.
- 4.02** The Notice from the Chair shall include a statement that if the allegations contained in the request for a hearing are established to the satisfaction of the PUC the student may be required to withdraw from the Program.
- 4.03** An academic member of the Program shall not be disqualified from sitting as a member of the PUC hearing the matter by reason only that such academic member has had previous contact with the student or has prior personal knowledge of the matter.
- 4.04** The student whose case is to be dealt with shall be permitted to challenge and thereby cause to be disqualified any member of the PUC. In such a case, the Chair would consider the grounds for the challenge and may replace the disqualified members pursuant to section 2.02.

5.00 Hearing Procedures

- 5.01** In addition to the written report, the Dean or Associate Dean may provide the PUC and student with additional relevant information and or evidence that supports the grounds for a hearing within six (6) working days of the hearing date, or at the discretion of the Chair.
- 5.02** The student may provide a written response to the grounds. Such written response should be provided to the PUC within five (5) working days of the hearing date, or at the discretion of the Chair.
- 5.03** The student may appear in person and may choose to be represented by a Student Advocate provided through the University, legal or other counsel. A student may request an additional support person who may accompany him/her to the hearing. This person will be considered an observer and will not be able to participate in the hearing process.
- 5.04** The Program and student may call relevant witnesses as needed. Written notice to each party of witnesses to be called by the other party shall be provided at least five (5) working days prior to the hearing date, or at the discretion of the Chair.
- 5.05** The hearing shall be closed to all persons except the members of the PUC, Program representative, the student, the designated representative of the student, if any, and support person of the student, if any.
- 5.06** The student or her/his representative shall have the right to hear and to cross examine witnesses, to have access to copies of all documents submitted to the PUC for consideration at least five (5) working days prior to the hearing, to call witnesses and to submit other evidence.
- 5.07** The student shall not be required to give evidence but if the student elects to do so, then the student may be questioned by members of the PUC.
- 5.08** A quorum for the PUC shall be 4 members and the Chair as referred to in section 2.01 above, 1 of whom shall be a Registered Midwife holding an academic position.
- 5.09** A simple majority of the members hearing the matter is required for any finding or for the determination of the appropriate disposition of the matter.
- 5.10** The Chair of the PUC shall vote only to break a tie.
- 5.11** Members of the PUC shall be bound by confidentiality in respect of information received in Committee. Information will only be disclosed as is

reasonably necessary to implement the investigation, the resolution or the terms of any disposition imposed, or as required by law.

- 5.12** The results of the hearing and the reasons therefore shall be conveyed in writing to the student, the Student Advocate, and/or the designated representative of the student where applicable, with copies to the University's Dean of the College of Nursing, the Associate Dean, Undergraduate Programs and the Director of the Bachelor of Midwifery Program.

5.13 Distance Hearings

At the discretion of the Chair, hearings may be conducted in whole or in part via teleconference or other video/electronic means.

- 5.14** If the student is participating in a hearing via teleconference, the Chair may require the student to confirm that there are no recording devices present and only persons set out in Article 5.03 are in attendance.

6.00 Disposition of the Matter

- 6.01** The PUC shall, after hearing all the evidence, meet in closed session with its members only, to:

- i) consider the evidence;
- ii) make its findings using a balance of probabilities standard;
- iii) if the allegations are proven, determine the appropriate disposition of the matter;
- iv) if the allegations are not proven, dismiss the matter and/or make any other recommendation the PUC deems appropriate.

- 6.02** The PUC may make any disposition it deems appropriate in the circumstances. Without limiting the generality of the foregoing the following options, alone or in combination, are available:

- i) determine that no further action be taken;
- ii) allow the student to remain in the program and attach conditions prescribing future conduct by the student. Such conditions to remain in effect for any period of time the PUC deems appropriate;
- iii) reprimand the student in writing;
- iv) suspend the student from the Program for a specified period of time;
- v) require the student to withdraw from the College indefinitely;
- vi) attach conditions which must be fulfilled before any application for re-admission to the College can be considered;
- vii) expel the student from the Faculty with no right to apply for re-admission to the College.

6.03 In cases in which the disposition of the hearing is one of iv, v, vi, or vii as set out in 6.02, the results shall be conveyed in writing to the Registrar, College of Nursing who shall make the appropriate notation in the student's transcript.

6.04 The student may request the PUC to consider removal of the notation from the transcript.

7.00 Appeals

7.01 If the student wishes to appeal a disposition of the PUC, such appeal may be made to the University's Senate Appeals Committee in accordance with the procedures of that body.

7.02 In the event of an appeal, the implementation of any decision of the PUC may be suspended until the matter has been disposed of by the Senate Appeals Committee.

Notwithstanding the above and in addition to Article 7.04, if the President of the University is satisfied that it is in the best interests of the University, the President may at any time make an order, subject to final disposition of the appropriate review authority, suspending the student from participating in any program of the University.

8.00 Records

8.01 A record of any finding of professional unsuitability and/or disposition related thereto shall be kept on the student's academic file within the Program and as required by the University. All information relating to the hearing before the PUC shall be kept in the office of the Associate Dean of the Undergraduate Programs at the University's College of Nursing.

9.00 Amendments

9.01 This By-Law may be amended by the University's Senate, or by Senate after approval of such amendment(s) by College Council.

Observations:

- The proposed policy is consistent with the policy for students in the Bachelor of Nursing Program at UM. The proposed policy ensures that the College of Nursing (UM) obligation to protect the public is fulfilled.

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 Dept. of Physiology & Pathophysiology.

Observations

1. The **Dept. of Physiology & Pathophysiology** proposes (1) course modification: PHGY 7290. Currently the course lists a prerequisite that has been deleted and replaced (circa 2015). PHGY 7240 was the former 6 credit hour Medical Physiology course which was split into a suite of four 1.5 credit hour courses (these replaced PHGY 7240). The modification form for PHGY 7290 corrects the prerequisite to be the current relevant course (PHGY 7252).

Course Modification

PHGY 7290 Physiology of the Airways

3

A lecture and seminar course dealing with the physiology of the airways in the intact animal and with the role of smooth muscle in controlling airway function. The fundamental properties of airway smooth muscle in controlling airway function will be emphasized. Prerequisite: PHGY 7252 or permission of instructor.

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 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 24, 2022, the Senate Committee on Awards approved 3 new offers, 10 revised offers and 2 withdrawals as set out in the *Report of the Senate Committee on Awards (February 24, 2022)*.

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 3 new offers, 10 revised offers and 2 withdrawals as set out in the *Report of the Senate Committee on Awards (February 24, 2022)*. These award decisions comply with the Student Awards Policy.

Respectfully submitted,

Dr Jared Carlberg

Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

February 24, 2022

1. NEW OFFERS

Native Northwest Reconciliation Scholarship

Garfinkel Publications Inc. will make an annual contribution valued at \$2,000 for a five-year term to offer the Native Northwest Reconciliation Scholarship. The purpose of the award is to reward the academic achievements of graduate students pursuing research in the area of Truth and Reconciliation in the Faculty of Graduate Studies at the University of Manitoba. Each year, beginning in 2022-2023 and ending in 2028-2029, one scholarship valued at \$2,000 will be offered to a graduate student who:

- (1) has self-declared as a First Nations, Métis, or Inuit person from Canada;
- (2) is enrolled full-time in the Faculty of Graduate Studies in a Master's or Doctoral program at the University of Manitoba;
- (3) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and
- (4) is undertaking, or plans to undertake research focused on Truth and Reconciliation.

In order to demonstrate how they meet criterion (4), applicants will be required to submit:

- (i) a current *curriculum vitae*;
- (ii) an abstract (maximum 250 words) outlining their research or research goals in the area of Truth and Reconciliation; and
- (iii) a letter of reference from their thesis advisor

The scholarship is not automatically renewable, but previous recipients may re-apply.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will name the selection committee for this award, which will include the Director of the National Centre for Truth and Reconciliation (or designate).

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.

The Associates Dean Roland Grandpré Bursary

In honour of Dean Emeritus Roland Grandpré, the Associates of the Asper School of Business established an endowment fund at the University of Manitoba with an initial gift of \$50,000 in 2021. The purpose of the fund is to support undergraduate students pursuing studies in the Asper School of Business who face financial barriers to education. Each year, beginning in 2022-2023, the available annual income from the fund will be used to offer one or more bursaries with a minimum value of \$2,500 each, and a maximum value of \$5,000 each, to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) in the first, second, third or fourth year in the Asper School of Business at the University of Manitoba;
- (2) have either:

- (a) if current entering students met the minimum requirements for Direct Entry or Advanced Entry to the Asper School of Business, or
- (b) if continuing students, achieved a minimum degree grade point average of 2.0; and
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

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

The Dean of the Asper School of Business (or designate) will name the selection committee for this award, which must include one board member of the Associates.

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.

Wendy Whitecloud Bursary in Law

In honour of Professor Wendy Whitecloud, an endowment fund was established at the University of Manitoba with a gift of \$25,000 in 2021. The purpose of the fund is to financially support Indigenous students who identify as female in the Faculty of Law at the University of Manitoba. Each year, beginning in 2023-2024, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) identifies as female or transfeminine;
- (2) has self-declared as a First Nations, Métis or Inuit person from Canada;
- (3) is enrolled full-time (minimum 60% course load) in the first year of study in the Juris Doctor program in the Faculty of Law;
- (4) has achieved a minimum adjusted degree grade point average of 2.5;
- (5) has demonstrated a connection to the Indigenous community; and
- (6) has demonstrated financial need on the standard University of Manitoba bursary application form.

Candidates are required to submit a statement (maximum 250 words) that describes how they meet criterion (5).

In the event that there are no eligible candidates who meet all of the criteria outlined above, the bursary may be awarded to a student enrolled full-time (minimum 60% course load) in the third year of study in the Juris Doctor program in the Faculty of Law with a minimum degree grade point average of 2.5 who meets criteria (1), (2), (5), and (6).

The Dean of the Faculty of Law (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.

2. AMENDMENTS

Associates Award for Study in the Asper MBA Program

The following amendments were made to the terms of reference for the Associates Award for Study in the Asper MBA Program:

- The preamble was revised to:
The Associates of the I.H. Asper School of Business offer an annual prize of \$1,000 at the fall convocation. The prize will be offered to the graduating student who:
- The numbered criteria were revised to:
 - (1) *was enrolled part-time or full-time in the Asper MBA program in the year in which the award was tenable;*
 - (2) *has successfully completed the requirements for the Asper MBA program in the previous calendar year (including February, May, and October graduands); and*
 - (3) *has achieved the second highest degree grade point average.*
- The tie-breaking sentence was revised to:
In the event of a tie, the student with the highest number of A+ grades will be given the award.
- 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 Asper MBA Program Committee to serve as the selection committee for this award.
- The standard Board of Governors statement was added.

Bert and Lee Friesen Graduate Scholarship in Chemistry

The following amendments were made to the terms of reference for the Bert and Lee Friesen Graduate Scholarship in Chemistry:

- The preamble was revised to:
The Bert and Lee Friesen Foundation established an endowment fund at the University of Manitoba to provide scholarships to graduate students in Chemistry. The contribution has been matched by the Manitoba Scholarship and Bursary Initiative. Albert (Bert) D. Friesen is a graduate of the University of Manitoba (B.Sc. (Honours)/'69, M.Sc./'71, Ph.D./'82), received the University of Manitoba's Distinguished Alumni Award in 2003 and the Order of Manitoba in 2005. Each year, the available annual income from the fund will be used to offer one or more equally valued scholarships with a minimum value of \$6,000 each to graduate students who:
- The numbered criteria were revised to:
 - (1) *are enrolled full-time in the Faculty of Graduate Studies in any M.Sc. or PhD program offered by the Department of Chemistry;*
 - (2) *have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and*
 - (3) *have demonstrated exceptional research ability at either the undergraduate or graduate level.*
- The preference paragraph was revised to:
Preference will be given to Ph.D. students.

- The application paragraph was revised to:
In order to demonstrate how they meet criterion (3), applicants must submit: (i) a brief statement (maximum 250 words) describing their research; (ii) a current curriculum vitae; and (iii) two academic letters of reference.
The scholarship is renewable, provided that the recipient:
(1) is enrolled full-time in the Faculty of Graduate Studies in any M.Sc. or PhD program offered by the Department of Chemistry; and
(2) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study.
- The selection committee paragraphs were revised to:
The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds, as outlined above.
The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Chemistry (or designate) to name the selection committee for this award.
- The standard Board of Governors statement was updated.

Dr. Jiri Sichler Memorial Scholarship in Algebra

The following amendments were made to the terms of reference for the Dr. Jiri Sichler Memorial Scholarship in Algebra:

- The preamble was revised to:
In memory of Dr. Jiri Sichler, Mrs. Marie Sichler will make annual contributions to the University of Manitoba to offer the Dr. Jiri Sichler Memorial Scholarship in Algebra. The purpose of the scholarship is to reward undergraduate and graduate Mathematics students who display excellent academic achievement in the field of algebra. Each year, beginning in 2021-2022 and ending in 2026-2027, one scholarship with a minimum value of \$1,250 will be offered to an undergraduate student who:
- The numbered criteria were revised to:
(1) is enrolled full-time (minimum 80% course load) in the fourth year of study in any degree program offered by the Department of Mathematics in the Faculty of Science, with the exception of any joint major or joint honours programs with the Department of Computer Science;
(2) has achieved a minimum degree grade point average of 3.0; and
(3) among the students who have met criteria (1) and (2) above, has achieved the highest combined standing in Algebra 2 (currently numbered MATH 3320) and Algebra 3 (currently numbered MATH 3322).
- The tie-breaking paragraph was revised to:
In the event of a tie, the total value of the undergraduate scholarship will be split evenly between all eligible tied candidates.
- A second award was added to the terms of reference. The new preamble states:
Each year, beginning in 2021-2022 and ending in 2026-2027, one scholarship with a minimum value of \$1,250 will be offered to a graduate student who:
- The new criteria states:

- (1) *is enrolled full-time in the Faculty of Graduate studies in any graduate program with a focus on algebra that is offered by the Department of Mathematics;*
- (2) *has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and*
- (3) *is conducting research in algebra, and has a graduate supervisor who is conducting research in algebra.*
- A new alternate candidate paragraph was added:
In the event that there are no eligible undergraduate students, a second graduate scholarship with a minimum value of \$1,250 may be offered to a student who meets the graduate eligibility criteria. In the event that there are no eligible graduate students, a second undergraduate scholarship with a minimum value of \$1,250 may be offered to an undergraduate student who meets the undergraduate criteria.
In the event that there are no eligible undergraduate or graduate students, one scholarship with a minimum value of \$2,500 can be offered to an undergraduate student who:
 - (1) *is enrolled full-time in the second year of study or higher in any Mathematics or Joint Mathematics major or honours degree, excluding any majors, joint majors or joint honours degrees in Computer Science; and*
 - (2) *has achieved a minimum degree grade point average of 3.5.*
- The following sentence was added:
The donor will notify the University of Manitoba each year as to the funds available to offer the award.
- The selection committee paragraph was revised to:
The Dean of the Faculty of Science (or designate) will ask the Head of the Department of Mathematics (or designate) to name the selection committee for the undergraduate award.
The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Mathematics (or designate) to name the selection committee for the graduate award.

Dr. Vivian Bruce Scholarship

The following amendments were made to the terms of reference for the Dr. Vivian Bruce Scholarship:

- The preamble was revised to:
The University Women's Club of Winnipeg established an annual award at the University of Manitoba to recognize the academic achievements of students in the Faculty of Agricultural and Food Sciences. Each year, one scholarship valued at \$600 will be offered 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 either the Bachelor of Science in Food Science or the Bachelor of Science in Human Nutritional Sciences degree programs; and*
 - (2) *has achieved a minimum degree grade point average of 3.50.*
- The selection committee paragraph was revised to:

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

Home Economics Class of 1950 Bursary

The following amendments were made to the terms of reference for the Home of Economics Class of 1950 Bursary:

- The preamble was revised to:
The Home Economics graduating class of 1950 established an endowment fund at the University of Manitoba on the occasion of their fiftieth reunion. The Manitoba Scholarship and Bursary Initiative contributed to this fund. Each year, the available annual income from the fund will be used to offer two bursaries of equal value to undergraduate students who:
- The numbered criteria were revised to:
 - (1) *are enrolled full-time (minimum 60% course load) in the second year of study in the Bachelor of Science (Human Nutritional Sciences) program in the Faculty of Agricultural and Food Sciences;*
 - (2) *have achieved a minimum degree grade point average of 2.5;*
 - (3) *have graduated from a rural* high school in Manitoba, Saskatchewan, or Alberta; and*
 - (4) *have demonstrated financial need on the standard University of Manitoba bursary application form.*

**For the purposes of this award, rural is defined as outside of the census metropolitan areas of the province (as defined by Statistics Canada).*
- The selection committee paragraph was revised to:
The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee.
- The standard Board of Governors statement was added.

Leonard A. Bateman Scholarship for Electrical Engineering Power Option

The following amendments were made to the terms of reference for the Leonard A. Bateman Scholarship for Electrical Power Option:

- The preamble was revised to:
Mr. Leonard A. Bateman established an endowment fund at the University of Manitoba with initial gifts of \$30,000 in 2011 and \$35,000 in 2012. The purpose of this scholarship is to recognize the academic achievements of students pursuing their undergraduate degree in the Power and Energy Systems focus area in the Electrical Engineering stream in the Price Faculty of Engineering. The first scholarship was offered in 2013-2014. Each year, the available annual income from the fund will be used to offer two scholarships of equal value to undergraduate students who:
- The numbered criteria were revised to:
 - (1) *are enrolled full-time (minimum 80% course load) in the Price Faculty of Engineering in a Bachelor of Science in Engineering (Electrical) program with an intention to pursue the Power and Energy Systems focus area;*
 - (2) *have completed a minimum of 120 degree credit hours in the Price Faculty of Engineering;*

- (3) *have achieved a minimum degree grade point average of 3.5;*
- (4) *have successfully completed ECE 3720 (Electrical Power and Machines) and ECE 3650 (Electrical Machines); and*
- (5) *have registered for the Capstone Design Project with a project in the Power Engineering Field.*
- The selection committee paragraph was revised to:
The Department Head (or designate) will be the arbitrator as to the suitability of the project topic as a Power Engineering topic. The selection committee will be the Scholarships, Bursaries, and Awards Committee of the Price Faculty of Engineering.

Margaret Mary Burns Award

The following amendments were made to the terms of reference for the Margaret Mary Burns Award:

- The title was changed to the *Margaret Mary Burns Bursary in Social Work*.
- The preamble was revised to:
Through a testamentary gift from Margaret Mary Burns, an endowment fund was established at the University of Manitoba in 1999 to support the Margaret Mary Burns Bursary in Social Work and the Margaret Mary Burns Scholarship in Social Work. The purpose of this bursary is to provide financial support to graduate students in the Faculty of Social Work at the University of Manitoba. Each year, one third of the available annual income from the fund will be used to offer one or more bursaries to graduate students who:
- The numbered criteria were revised to:
 - (1) *are enrolled part-time or full-time in the Faculty of Graduate Studies in any Master's or Doctoral program offered by the Faculty of Social Work;*
 - (2) *have achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and*
 - (3) *have demonstrated financial need on the standard University of Manitoba bursary application form.*
- The following paragraphs were added:
The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds, as outlined in the criteria above.
The Dean of the Faculty of Social Work (or designate) will name the selection committee for this award.
- The standard Board of Governors statement was added.

Margaret Mary Burns Award

The following amendments were made to the terms of reference for the Margaret Mary Burns Award:

- The title was changed to the *Margaret Mary Burns Scholarship in Social Work*.
- The preamble was revised to:
Through a testamentary gift from Margaret Mary Burns, an endowment fund was established at the University of Manitoba in 1999 to support the Margaret Mary Burns Scholarship in Social Work and the Margaret Mary Burns Bursary in Social Work. The purpose of this scholarship is to

reward the academic achievements of graduate students in the Faculty of Social Work at the University of Manitoba. Each year, two thirds of the available annual income from the fund will be used to offer one or more scholarships to graduate students who:

- The numbered criteria were revised to:
 - (1) are enrolled part-time or full-time in the Faculty of Graduate Studies in any Master's or Doctoral program offered by the Faculty of Social Work; and*
 - (2) have achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study.*
- The following paragraphs were added:

First preference will be given to those students who do not hold other scholarships concurrently.

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

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Social Work (or designate) to name the selection committee for this award.
- The standard Board of Governors statement was added.

Pharmacy Class of 1966 Scholarships

The following amendments were made to the terms of reference for the Pharmacy Class of 1966 Scholarships:

- The preamble was revised to:

At their 40th reunion in 2006, all members of the 1966 graduating class contributed to the establishment of an endowment fund to provide an annual scholarship to show their appreciation for the opportunities provided by their Pharmacy degree, and in memoriam of deceased classmates. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund and may make further contributions in the future. The available annual interest earned on the fund will be used to offer two scholarships of equal value to undergraduate students who:
- The numbered criteria was revised to:
 - (1) are enrolled full-time (minimum 80% course load) in their second or third year of study in the College of Pharmacy;*
 - (2) have achieved a minimum degree grade point average of 3.5; and*
 - (3) have demonstrated leadership and participation in extracurricular activities.*
- The paragraph following the numbered criteria was revised to:

Candidates will be required to submit a one-page letter of application (maximum 500 words) demonstrating how they meet criterion (3).
- The selection committee paragraph was revised to:

The selection committee will be the College of Pharmacy Professional Awards Committee.
- The standard Board of Governors statement was added.

Rose and Marion Wright Memorial Bursary

The following amendments were made to the terms of reference for the Rose and Marion Wright Memorial Bursary:

- The preamble was revised to:
Through a testamentary gift from Ms. Margaret Rose Wright, an endowment fund was established at the University of Manitoba in 2002. The purpose of this fund is to provide financial support to students in the Faculty of Social Work. Each year, the available annual income from the fund will be used to provide bursaries to one or more students who:
- The numbered criteria were revised to:
 - (1) are residents of northern Manitoba ;*
 - (2) are enrolled full-time or part-time in the Bachelor of Social Work program (in the Northern Program) or in the Master of Social Work program, with thesis or advanced field practice or project work being done in the Northern Program;*
 - (3) have either:*
 - (a) as current undergraduate students, achieved a minimum degree grade point average of 2.5; or*
 - (b) as graduate students, have achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study;*
 - (4) indicate an intent to work in northern communities following graduation; and*
 - (5) have demonstrated financial need on the standard University of Manitoba bursary application form.*
- The following paragraphs were added:
Candidates will be required to submit a statement (minimum 250 words) which outlines how they meet criterion (4).
For the purpose of this award, northern Manitoba is defined as north of the 53rd parallel.
The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds, as outlined in the criteria above.
The Dean of the Faculty of Social Work (or designate) will name the selection committee for this award. If a graduate student is selected, the results will be reported through the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate).
- The standard Board of Governors statement was added.

3. WITHDRAWALS

BioVision Seed Labs Scholarship

At the request of the donor

James C. Thomas Fellowship in Landscape Planning

At the request of the donor

THE UNIVERSITY OF MANITOBA

GRADUANDS REPORT

March 2022

SENATE CIRCULATION

Prepared by:
Registrar's Office
March 8, 2022

Number of Graduates Presented to Senate

	February	Spring	Fall	Total For Year
2022	1,022; 51			1,072
2021	1,018	3,014	1,452	5,484
2020	893	2,991	1,393	5,277
2019	899	2,939	1,376	5,214
2018	936	2,895	1,539	5,370
2017	944	2,941	1,479	5,364
2016	792	3,018	1,525	5,335
2015	804	2,825	1,383	5,012
2014	798	2,838	1,393	5,029
2013	781	2,913	1,371	5,065
2012	752	2,767	1,257	4,776
2011	774	2,834	1,269	4,877
2010	743	2,780	1,321	4,844
2009	732	2,743	1,325	4,800
2008	828	2,784	1,344	4,956
2007	697	2,778	1,271	4,746
2006	732	2,853	1,206	4,791
2005	664	2,818	1,216	4,698
2004	663	2,715	1,248	4,626
2003	610	2,558	1,145	4,313
2002	585	2,539	1,045	4,169
2001	530	2,483	1,021	4,034
2000	509	2,405	963	3,877
1999	446	2,488	1,027	3,961
1998	529	2,599	965	4,093
1997	540	2,657	1,019	4,216
1996	500	2,857	1,039	4,396
1995	561	2,966	1,025	4,552
1994	537	3,006	973	4,516
1993	473	2,928	953	4,354
1992	443	2,905	943	4,291
1991	400	2,803	879	4,082
1990	359	2,872	873	4,104
1989	377	2,908	818	4,103
1988	428	2,877	846	4,151
1987	388	2,877	818	4,083
1986	388	2,947	932	4,267
1985	397	2,832	856	4,085

1984	308	2,821	744	3,873
1983	255	2,654	702	3,611
1982	261	2,650	652	3,563
1981	264	2,605	688	3,557
1980	276	2,729	862	3,867
1979	256	2,831	996	4,083
1978	301	2,979	1,035	4,315
1977	227	3,050	1,093	4,370
1976	229	3,248	1,039	4,516
1975	164	3,061	1,024	4,249
1974	130	3,141	1,048	4,319
1973	90	3,428	1,002	4,520
1972	119	3,335	1,188	4,642
1971	102	2,713	1,380	4,195

Faculty	Program	Total
University of Manitoba		
Faculty of Graduate Studies		
	Ph.D.	7
	M.A.	4
	M.Sc.	20
	M.Eng.	1
	M.Ed.	6
	M.C.P.	1
	M.L.Arch.	2
	M.S.W.	2
	M.Env.	1
	M.N.R.M.	1
	M.H.R.	1
Faculty total		46
Faculty of Arts		
	B.A.	1
	B.A.(IS)	1
Faculty total		2
Faculty of Education		
	PB Dip.Ed.	1
Faculty total		1
Faculty of Social Work		
	B.S.W.	1
Faculty total		1
School of Art		
	Dip.Art	1
Faculty total		1
Totals for University of Manitoba		51
	Total number of degrees	51

PRESIDENT'S REPORT TO SENATE
April 6, 2022

REPORT OF THE VICE-PRESIDENT (ACADEMIC) AND PROVOST

Awards

- Michael Eskin, (Food and Human Nutritional Sciences), received the Order of Manitoba for his world-recognized research into canola oil and his excellence in food science writing.
- Evelyn Forget, (Community Health Sciences), has been appointed an officer of the Order of Canada. Forget is an internationally recognized health economist who studies antipoverty interventions and the feasibility of a basic income for Canadians.
- Nancy Kang, (Women's & Gender Studies), was awarded Honorable Mention for the Study of American Women Writers (SSAWW) Best Book Award for 2021.
- Donna Martin, (Nursing), received a Canadian Institutes of Health Research (CIHR) grant amounting to \$2,067,415 for her work on *Ki thagi daba wanawug unji uduki wangk: Implementing an Elder-Youth Mentorship Model program to promote health and well-being in Lake St. Martin First Nation*.
- Rusty Souleymanov, (Social Work), was awarded \$394,000 from the Canadian Institutes for Health Research for his work on Addressing the Wider Health Impacts of COVID-19: Indigenous Health Research called "*Gigii-bapiimin: Exploring Resilience and The Impacts of COVID-19 on the Health and Wellbeing of Indigenous People Living with HIV/AIDS in Manitoba and Saskatchewan*".

He also received \$417,000 from the Canadian Institutes for Health Research for his work on HIV/AIDS and STBBI Community-Based Research, "*HIV/STBBI Testing and The Health of African and Caribbean Migrant Communities in Manitoba*".

- Leisha Strachan, (Kinesiology and Recreation Management), was named to the list of 100 Accomplished Black Canadian Women for 2022-2024. She was also awarded the R. Tait McKenzie Award from Physical and Health Education Canada for 2022.
- Christine van Winkle, (Kinesiology and Recreation Management), won an award for Outstanding Reviewer in the 2021 Emerald Literati Awards, selected by the editorial team of *International Journal of Event and Festival Management*.
- Thirteen faculty members, students or trainees in the Rady Faculty of Health Sciences received 2021 awards through The *Winnipeg Foundation's Martha Donovan Leadership Fund*. The \$250,000 fund was established in 2019 to provide leadership development opportunities for women in the Rady Faculty of Health Sciences. The 2021 recipients were:
 - Aviva Goldberg, Pediatrics, Max Rady College of Medicine
 - Nicole Harder, College of Nursing
 - Alexa Hryniuk, Human Anatomy & Cell Science, Max Rady College of Medicine
 - Erin Knight, Psychiatry, Max Rady College of Medicine

- Jennifer Protudjer, Pediatrics, Max Rady College of Medicine
 - Kathy Yerex, School of Dental Hygiene, Dr. Gerald Niznick College of Dentistry
 - Olabisi Ayeni, College of Nursing
 - Allison Balasko, Medical Microbiology & Infectious Diseases, Max Rady College of Medicine
 - Sikta Chattopadhyaya, Physiology, Max Rady College of Medicine
 - Anna Chudyk, College of Nursing
 - Jasmine Frost, Medical Microbiology & Infectious Diseases, Max Rady College of Medicine
 - Qian Liu, Biochemistry & Medical Genetics, Max Rady College of Medicine
 - Karen Livingston, College of Nursing
- The Associates of the Asper School of Business selected five recipients of the *2021 Associates Achievement Awards*. The annual awards, valued at \$5,000 each, recognize faculty members who have achieved outstanding performance in research, teaching and engagement. 2021 Associates Achievement Award Recipients:
 - Teaching: Sean MacDonald, Business Administration
 - Teaching and Research: Mingzhi Liu, Accounting and Finance
 - Research: Sandeep Arora, Marketing
 - Engagement: Ying Zhang, Accounting and Finance
 - Engagement: Raj Manchanda, Marketing
- The drawing of Azouz Manachou, (student, Master of Architecture), was shortlisted in World Architecture Festival Drawing Prize competition in the Hybrid-Student category.
- Michaela Peyson and Smile Singh, (students, Master of Landscape Architecture), were awarded the Andre Schwabenbauer Scholarship and Smile Singh the SALA Academic Awards from the regional Landscape Architecture Canada Foundation respectively.
- In January 2022, Umut Oguzoglu, (Economics), received The Economic Society of Australia's *Economic Record* Best Paper Prize for 2020 for the paper titled *Impacts from delaying access to retirement benefits on welfare receipt and expenditure: Evidence from a natural experiment*.
- Naomi Ratte, (student, Master of Landscape Architecture), co-founder of the Indigenous Design and Planning Students Association, was announced as the inaugural recipient of the Landscape Architecture Canada Foundation Peter Jacobs Indigenous Scholarship.
- Taylen Trinh, (student, Masters in Agricultural Economics), won first prize in the Student Policy Brief Competition (hosted by Agriculture and Agri-Food Canada), part of the 12th Annual Canadian Agri-Food Policy Conference held January 18-19, by the Canadian Agricultural Economics Society.
- Anica Warkentine, (student, Desautels Faculty of Music), recently won the Manitoba Registered Music Teachers' Association scholarship competition (Advanced Piano).
- Asper MBA students utilized their Strategic Leadership and Sustainability course insights to finish at the top of the podium at the *TD Insurance Future of Sustainable Insurance Claims Competition* on February 1, 2022. The international competition challenged participants to find solutions to improve automobile or home claims practices by reducing waste or preventing future claims.

- The Desautels Concert Hall has received the Architect's Newspaper 'AN Best of Design 2021' award. The Jury praised the design in the Unbuilt-Education category.

Initiatives

- The Rady Faculty of Health Sciences and all its colleges have endorsed PaRx, a program that encourages health-care professionals to write "nature prescriptions" for patients to improve their mental and physical health.
- The College of Nursing has a new monthly speaker series that addresses racism in nursing practice and education. The series, *Let's Talk About Racism in Nursing*, was launched in October 2021 with a presentation by Debra Beach Ducharme, Indigenous health director at Ongomiizwin – Health Services. Six more virtual speaker presentations are scheduled from February to June 2022.
- Eduardo Aquino, (Architecture), and Peter Hargraves, Architect, joined forces to facilitate the Architecture students' participation and general coordination of the Warming Huts project on the Thunderbird House site. Mimi Locher, Dean of Architecture, joined the team offering her thoughtful expertise in Japanese culture and design.
- In fall 2022, the Stu Clark Graduate School is offering a range of graduate fellowships for Canadian Indigenous Students. This is part of the Asper School of Business' commitment to advance reconciliation through business education.
- The Stu Clark Graduate School at the Asper School of Business is launching three new co-op programs for professional graduate students, building on the success of Asper's award-winning Bachelor of Commerce Co-op Program. Starting this summer, the first cohort of Master of Business Administration (MBA) students will start their placements, followed by Master of Finance students in fall 2022 and Master of Supply Chain Management and Logistics students in summer 2023.
- The James W. Burns Leadership Institute's marquee initiative, the President's Student Leadership Program (PSLP), is welcoming applications for its 2022 cohort. The program provides an exceptional opportunity for Manitoba students to work with peers from across subjects, post-secondary institutions, and interests, and to connect one-on-one with exemplary leaders.
- The Asper School of Business is supporting the James W. Burns Executive Education Centre's Leadership Intensive Program this year by inviting staff and students to participate. Thirty individuals including UM staff, Asper students and Indigenous and other community members are participating in the five-day program running from January to March. This program introduces leadership concepts for personal development and career advancement.

Events

- The Three Minute Thesis (3MT) competition heats are occurring in March 2022. The 3MT is an annual competition for graduate students in a thesis-based program and is part of an overall strategy to highlight our graduate students, promote UM research, and connect with community.

- The James W. Burns Leadership Institute and Indigenous Business Education Partners (IBEP) at the Asper School of Business will welcome Asper alumnus Whelan Sutherland [BComm(Hons)/06], CEO, and Tim Daniels, Chief Development Officer for the Treaty One Development Corporation to discuss their roles in the development of the Kapyong Barracks into one of Canada's largest urban reserves. The significance of the land, named Naawi-Oodena "centre of the heart and community," will be discussed at the Institute's series, *Leadership in Our Times: The Critical Issues Series*. Students, faculty, staff and the community were invited to the virtual event held on March 8.
- The Stu Clark Centre for Entrepreneurship welcomes Michele Romanow, of *Dragon's Den*, for a virtual fireside chat as part of the Stu Clark New Venture Championships Graduate Edition. Romanow, a tech titan and a serial entrepreneur, started six companies before her 35th birthday and is the co-founder and president of Clearco. She shared her entrepreneurial journey and advice for aspiring entrepreneurs at a fireside chat held on March 12, 2022.
- The Associates of the Asper School of Business at the University of Manitoba have announced that Indra Nooyi, one of the world's most admired and influential business leaders, will be the recipient of the 2022 International Distinguished Entrepreneur Award (IDEA). Nooyi was the former Chairman and CEO of PepsiCo and is the first woman of colour and first immigrant to lead a Fortune 50 company. Indra Nooyi will be presented the IDEA award at the 2022 IDEA dinner on May 3, 2022 at the RBC Convention Centre.
- From January 14-16, 2022, the I.H. Asper School of Business hosted a virtual iteration of the 17th annual JDC West competition. Over the course of three days, more than 650 students from British Columbia, Alberta, Saskatchewan and Manitoba displayed their skills in the academic, athletic, debate and social aspects of the competition. This year's theme, "The Human Advantage," spoke to the need to understand, anticipate and manage the individual and social consequences of economic, technical, political, social and environmental change in an ethical and environmentally sensitive manner.
- On February 3, 2022, The Winnipeg Art Gallery and the Decolonizing Lens presented a virtual screening of 4 films from Turtle Island, Aotearoa, and Australia to accompany the *Naadobhii: To Draw Water* Symposium.
- A "Mask and Learn" lunchtime talk with Prof. Brandon Trask in the Faculty of Law took place last fall on the topic of protecting one's mental health as a lawyer. The in-person event featured tips for law students to carry into practice to guard their mental health and help reduce the overall stigma of mental health issues in workplace.
- Rebecca Bromwich, EDI manager at Gowling joined the Faculty of Law via Zoom on November 23 to give a Mental Health First Aid presentation. This was an overview for students, staff, and faculty of the basics of mental health, how to notice mental health issues in others, what to do/not do to provide assistance to someone who experiencing a mental health crisis.

New programs

- Health science undergraduate students from historically under-represented groups will be funded for work placements in Africa under a new program. The program, a partnership between UM and

Western University, aims to enhance equity, diversity, inclusion, decolonization, and Indigeneity (EDI-D-I) knowledge and skills in health care. It has received \$1.96 million from the federal Global Skills Opportunity program.

- It was announced in December 2021 that the College of Nursing will receive new, long-term provincial funding to create 120 new seats in its nursing program to address the province's nursing shortage. The initial investment of \$4.3 million includes money for staffing, equipment, capital and transition costs. The expansion proposal is provisional, based on approval through UM's internal quality assurance processes and governing bodies. The proposal anticipates expanding the number of seats by adding a third intake of students each calendar year.
- The Desautels Faculty of Music is now inviting applications for a new Master of Arts program in Music Research.

Leadership appointments

- Nicole Harder, (Nursing), was appointed as Associate Dean (Undergraduate Programs) in the College of Nursing.
- Horace Luong, (Chemistry), has been appointed Associate Dean (Student Experience) in the Faculty of Science effective March 1, 2022.
- Krystyna Koczanski, (Chemistry), assumed the role of Associate Dean (Administration) in the Faculty of Science effective March 1, 2022.
- Ayush Kumar, (Microbiology), has been appointed Equity, Diversity, and Inclusion Lead for the Faculty of Sciences in January 2022.
- Sean McKenna, (Chemistry), has been re-appointed as Associate Dean (Undergraduate) in the Faculty of Science to June 30, 2026.
- Lanette Siragusa, was appointed vice-dean, education of the Rady Faculty of Health Sciences and associate director of Ongomiizwin – Health Services, one of three branches of the Indigenous Institute of Health and Healing in the Rady Faculty.

New resources for faculty and students

- The Faculty of Graduate Studies is launching a *Graduate Education Mentoring* (GEM) program with the aim of supporting professional development for faculty members and graduate program staff. The professional development workshops will be offered in two broad areas: Graduate Administration and Graduate Mentoring. Participants who complete four workshops will receive a letter of participation from FGS for their attendance in workshops as part of the GEM program.
- A group of UM students has produced a podcast called *Through My Eyes: Nursing Perspectives* as a resource for nurses and nursing students. The podcast's creators are participants in the President's Student Leadership Program (PSLP), a non-credit program of the James W. Burns Leadership Institute at UM's Asper School of Business. The podcast can be streamed on SoundCloud.

- In January 2021, the UM received news that Dean Emeritus, Dr. Douglas Ruth had passed away suddenly. His legacy was honored by several waves of contributions to the *Douglas & Beverly Ruth Centenary Award* promoted both by the Price Faculty of Engineering and by the Friends of Engineering. The fund was established by Doug and Beverly Ruth in 2007 at the centenary of the Price Faculty of Engineering. At the time of Dr. Ruth's passing in 2021, the fund value was \$28,397. In the 13 months since his passing, the fund has received \$154,125 and the fund value currently stands at approximately \$182,523. Together with an anticipated MBSI match, the generosity of the community will support very significant awards to deserving students, honoring Dr. Ruth's legacy of humble leadership.

REPORT OF THE VICE-PRESIDENT (RESEARCH AND INTERNATIONAL)

- In alignment with the university's plan to a phased return to normal activities, a recommendation was made to the President's Executive Team that effective immediately, only research in northern communities, where COVID cases are still considered high as well as research that involve unvaccinated participants (i.e., children under the age of 12), will be vetted by the COVID-19 Research Recovery Team.
- On January 12, 2022, Honourable François-Philippe Champagne, Minister of Innovation, Science and Industry, announced the awarding of three new Canada Research Chairs (CRCs) to UM faculty members:
 - Dr. Rotimi Aluko, Food and Human Nutritional Sciences, Faculty of Agricultural and Food Sciences, Tier 1 in Bioactive Peptides.
 - Dr. John Ataguba, currently the Director of the Health Economics Unit, University of Cape Town, coming to the Rady Faculty of Health Sciences, Tier 2 in Health Economics.
 - Dr. Samar Safi-Harb, Physics and Astronomy, Faculty of Science, Tier 1 in Extreme Astrophysics
- On February 1, 2022, the National Centre for Truth and Reconciliation (NCTR) and the Social Sciences and Humanities Research Council (SSHRC) announced their partnership on a national research program to advance understanding of reconciliation. The new partnership responds to the Truth and Reconciliation Commission (TRC) of Canada's Call to Action 65, and supports calls to actions 71 to 76. The collaboration will foster research on reconciliation and residential schools, done by and with Indigenous communities.
- Approximately 90 UM undergraduate students had the opportunity to practice their presentation skills at the annual 2021 Undergraduate Research Poster Competition. The format provides a unique opportunity for students to present their research in an event that focuses on the discoveries these students are making. Judges assess each project based on official judging criteria determining winners for cash prizes in five different categories: applied sciences, creative works, health sciences, natural sciences, and social sciences and humanities. The competition is sponsored by the office of the vice-president (research and international).
- On February 3, 2022, six Rady Faculty of Health Sciences professors with joint appointments in other units have been named to the Highly Cited Researchers 2021 list. Drs. Adam, Schweizer, Lagacé-Wiens, Nicolle, Zelenitsky and Zhanel, leaders in the field of anti-microbial resistance, are seeking solutions that will advance patient care in the battle against infectious disease.

- Dr. Heather Adam, Assistant Professor, Medical Microbiology/Infections Diseases, focuses her research on documenting the common bacteria causing infections in primarily hospitalized patients, assessing the frequency these bacteria are resistant to commonly prescribed antimicrobial treatments and evaluating how the bacteria become resistant.
 - Dr. Philippe Legacé-Wiens, Assistant Professor, Medical Microbiology/Infectious Disease, works to better understand the resistance to antibiotics in bacteria and evaluate new antibiotics against resistant bacteria to confirm that they might work to treat patients with similar infections in the future.
 - Dr. Lindsay Nicolle, Professor Emeritus, Internal Medicine, Max Rady College of Medicine, is no longer active in research, but throughout her career, a major topic she addressed was clinical studies relevant to urinary tract infection.
 - Dr. Frank Schweizer, Professor, Medical Microbiology/Infectious Diseases and Chemistry, focuses his research on therapeutic approaches to overcome bacterial resistance. He studies the development of helper molecules, which, when combined with antibiotics, rescue antibiotics from resistance.
 - Sheryl Zelenitsky, Professor, College of Pharmacy, studies how best to use antibiotics while limiting the risk of harmful effects and antibiotic resistance. She focuses on vulnerable patients, such as people who are undergoing surgery, on dialysis or critically ill.
 - Dr. George Zhanel, Professor, Medical Microbiology/Infectious Diseases is also the director of CARA. He works with researchers and clinicians from across the country to study which patients get infected with resistant infections. How organisms develop resistance and how best to treat these patients with existing and new antibiotics.
- Sixty-Seven (67) projects led by Thirty-Nine (39) PIs received a total of \$14,366,686 in grant funding from a variety of sponsors. Those projects receiving more than \$25,000 are:

PI	Sponsor	Title	Awarded Amount
Tracie Afifi (Community Health Sciences)	Canadian Institutes of Health Research (CIHR)	The Impact of Adverse Childhood Experiences (ACEs) and Peer Victimization on Substance Use, Mental Disorders, and Physical Health Conditions among Adolescents and Young Adults in Manitoba: Identifying Protective Factors to Improve Health and Inform Effective Interventions.	\$75,000
Armstrong, Heather (Internal Medicine)	Manitoba Medical Service Foundation	Defining the role of the intestinal microbiome in the regulation of dietary fibre-associated inflammation in Inflammatory Bowel Disease patients	\$33,000

Ballard, Myrle (Chemistry)	Canadian Institutes of Health Research (CIHR)	Ki thagi daba wanawug unji uduki wangk: Expanding an Elder-Youth mentorship program to promote health and well-being in Lake St. Martin First Nation	\$2,067,415
Curnow, Joe (Educational Administration, Foundations and Psychology)	National Academy of Education	Learning from, with, and toward abolitionist imaginaries	\$88,956
da Silva, Robin (Physiology & Pathophysiology)	Manitoba Medical Service Foundation	The role of adenosine receptors in fibrosis	\$32,000
Decker, Kathleen (Community Health Sciences)	Canadian Institutes of Health Research (CIHR)	Evaluating the impact of the COVID-19 pandemic on cancer control in Manitoba	\$439,392
Goegan, Lauren (Educational Administration, Foundations and Psychology)	Social Sciences and Humanities Research Council of Canada (SSHRC)	The Next Chapter: Exploring the Perceptions and Experiences of Students with Learning Disabilities and the Transition to Postsecondary Education	\$40,411
Jelic, Tomislav (Emergency Medicine)	Manitoba Medical Service Foundation	Accelerated Remote Consultation Tele-POCUS in Cardiopulmonary Assessment (ARC-TICA)	\$35,000

Kazem Moussavi, Zahra (Electrical and Computer Engineering)	Mitacs Inc.	Investigating the Effect of Transcranial Alternating Current Stimulation with and without Simultaneous Cognitive Training on the Executive Brain Functions in Dementia Population	\$400,000
Klassen, Terry (Pediatrics and Child Health)	Canadian Institutes of Health Research (CIHR)	Knowledge to action in pediatric emergency care during the COVID-19 pandemic	\$433,790
Kredentser, Maia (Clinical Health Psychology)	Manitoba Medical Service Foundation	One-year cognitive and mental health outcomes in hospitalized COVID-19 survivors and their caregivers	\$33,000
Kuss, Christian (Chemistry)	Mitacs Inc.	Understanding the fate of tin in cyanide free, yellow bronze plating baths	\$60,000
Kuzyk, Zou Zou (Centre for Earth Observation Science)	Laval University	Ecosystem shift in Hudson Bay and James Bay: Causes, consequences, and prospects for the future	\$90,000
Labouta, Hagar (Pharmacy)	SickKids Foundation	Safe and effective targeted therapy for breast tumor during early pregnancy	\$300,000
Landrum, Lisa (Architecture)	Social Sciences and Humanities Research Council of Canada (SSHRC)	Canadian Architecture Forums on Education: CAFE Capital	\$25,000
Larson, Paul (Supply Chain Management)	Danone Institute International	Feed hungry people during a pandemic: The not-for-profit food supply chain	\$37,809
Liu, Shuangbo (Internal Medicine)	Manitoba Medical Service Foundation	Dial Don't Drive – a Manitoba acute coronary syndrome network public awareness campaign to reduce patient delays in seeking medical attention for heart attacks	\$30,000

Lorway, Robert (Community Health Sciences)	Canadian Institutes of Health Research (CIHR)	Confronting Homophobia in Anal Health: Community-based Program Science and HPV among MSM in Nairobi, Kenya	\$100,000
MacKay, Dylan (Food and Human Nutritional Sciences)	Canadian Institutes of Health Research (CIHR)	Reducing Dietary Acid with fruit and vegetables versus oral alkali in people with Chronic Kidney Disease (ReDACKD) feasibility trial	\$320,534
MacKay, Dylan (Food and Human Nutritional Sciences)	Mitacs Inc.	Resistant Starch Prebiotic Effects in Chronic Kidney Disease (ReSPECKD) study	\$60,000
McGeough, Emma (Animal Science)	Natural Sciences and Engineering Research Council of Canada (NSERC)	Corn intercropping strategies for extended winter grazing of beef cattle	\$713,250
McKenna, Sean (Chemistry)	Natural Sciences and Engineering Research Council of Canada (NSERC)	Wawatay - Fostering Indigenous Student Success in Science	\$522,000
McKinnon, Lyle (Medical Microbiology and Infectious Diseases)	Canadian Institutes of Health Research (CIHR)	Regulatory T cells and the control of female genital inflammation: relevance for HIV prevention	\$837,675
Prenha, Gerd (Microbiology)	Canadian Institutes of Health Research (CIHR)	Characterization of membrane protein effector secretion by the type VI secretion system	\$596,700

Rueda, Zulma (Medical Microbiology and Infectious Diseases)	Manitoba Medical Service Foundation	Syndemics of Concern: Gender, Crystal Meth, HIV and STBBI in Manitoba	\$30,000
Rush, Barret (Internal Medicine)	Manitoba Medical Service Foundation	Rural access and outcomes for critical care in Manitoba	\$30,000
Rush, Barret (Internal Medicine)	University Medical Group	Disparities in Critical Care	\$25,000
Sharif, Tanveer (Pathology)	Canadian Institutes of Health Research (CIHR)	Taking down the 'undruggable' oncogene: therapeutic implications for novel mechanism-based targeting of MYC	\$956,250
Shen, Garry (Internal Medicine)	Canadian Institutes of Health Research (CIHR)	To enhance prenatal education program interrupted by COVID-19 in remote and rural First Nations communities by expanding remote education through two-eyed seeing framework to improve maternal child health	\$1,155,150
Shen, Garry (Internal Medicine)	Canadian Institutes of Health Research (CIHR)	Moms in Motion: Diabetes prevention in pregnancy program in First Nations communities	\$35,000
Sorensen, John (Chemistry)	Mitacs Inc.	Characterization of carotenogenic heterotrophs for production of high-value antioxidants	\$165,000
Souleymanov, Rusty (Social Work)	Canadian Institutes of Health Research (CIHR)	HIV/STBBI testing and the health of African and Caribbean migrant communities in Manitoba	\$417,000
Souleymanov, Rusty (Social Work)	Canadian Institutes of Health Research (CIHR)	Gigii-bapiimin: Exploring resilience and the impacts of COVID-19 on the health and wellbeing of Indigenous people living with HIV/AIDS in Manitoba & Saskatchewan	\$394,928

Stavropoulou, Chrysi (Dental Diagnostic and Surgical Sciences)	Manitoba Medical Service Foundation	Elucidating the role of oral microbes and their metabolites in peri-implant health	\$30,000
Tangri, Navdeep (Internal Medicine)	Manitoba Medical Service Foundation	Real-world efficacy and safety of dual antiplatelet therapy with ticagrelor as compared to clopidogrel	\$30,000
Villar, Rodrigo (Kinesiology and Recreation Management)	Manitoba Medical Service Foundation	The role of frailty and sex in the autonomic, cardiovascular, and respiratory regulation during postural transitions and acute and chronic exercise: A cross-sectional and randomized control trial	\$30,000
Wicklow, Brandy (Pediatrics and Child Health)	Canadian Institutes of Health Research (CIHR)	The developmental origins of pediatric type 2 diabetes and early renal dysfunction	\$1,526,553
Wicklow, Brandy (Pediatrics and Child Health)	Canadian Diabetes Association	The developmental origins of pediatric type 2 diabetes and early renal dysfunction	\$470,000
Wieden, Hans-Joachim (Microbiology)	University of Lethbridge	RNA Bioengineering and Innovation Network	\$31,666
Wilkins, John (Internal Medicine)	University of Manitoba (Millipore Corporation)	Research approaches to molecular characterization of cell migration and cellular composition	\$67,000
Woodgate, Roberta (Nursing)	Canadian Institutes of Health Research (CIHR)	Advancing Patient-Centered Care in Young People Living with Chronic Pain	\$600,524
Woodgate, Roberta (Nursing)	Canadian Institutes of Health Research (CIHR)	Addressing the indirect and wider health impacts of COVID-19 on families of children living with disabilities	\$425,954

Yamamoto, Jennifer (Internal Medicine)	Canadian Institutes of Health Research (CIHR)	Examining executive function and behavioural difficulties in children of mothers with type 1 diabetes (CONCEPT Kids)	\$609,835
Yamamoto, Jennifer (Internal Medicine)	Canadian Institutes of Health Research (CIHR)	Wider impact of the COVID-19 pandemic on gestational diabetes screening, diagnosis, and outcomes	\$358,800
Yuan, Qiuyan (Civil Engineering)	Mitacs Inc.	Investigating the application of composting for phosphorous recovery from alum precipitated sludge	\$30,000
Yurkowski, David (Biological Sciences)	Mitacs Inc.	Spatial variation in the foraging and nutritional ecology of Arctic char (<i>Salvelinus alpinus</i>) in the Kivalliq region	\$60,000

REPORT OF THE VICE-PRESIDENT (INDIGENOUS)

Initiatives

- The Indigenous Identity Engagement Working Group held its first online working group meeting on February 4 2022 with 45 participants in attendance. The Terms of Reference were confirmed at the March 4th meeting and community engagement sessions will begin in April.
- UM has announced a \$16.1M gift from Mastercard. As part of the Mastercard EleV Program, the funds will support innovative programming designed to systematically change post-secondary education for Indigenous students in Manitoba. The UM Today story had 3,107 views in the first week, making it the most-read story on UM Today. The average reading time was 7 minutes 55 seconds, which is significant (normal benchmark for a good reading time is anything over 3 minutes). The social media reach was more than 32,000 people, with high engagement (analytics will be collected after ads finish running). Media hits included the Winnipeg Free Press, Yahoo, and APTN.
- A series of Indigenous Community Engagement Dialogue Sessions will take place starting March 9. Information shared at these sessions will inform the OVPI's Indigenous Community Engagement Action Plan.
- Co-Chairs of Respectful Repatriation Ceremony (Cary Miller, Lara Rosenoff-Gauvin, and Pahan Pte San Win), held the first meeting with the working group comprised of representatives from the university, Indigenous governance organizations, and Indigenous community organizations whose work will produce a comprehensive repatriation policy for tangible and intangible Indigenous materials including ancestral remains that the university acquired historically in the absence of informed consent. TOR are expected to be finalized and approved at the March meeting.

Portfolio structure and Staffing

- Denise Tardiff started as the Blueprint Manager, Indigenous Engagement & Communications on February 14.
- Tamara Cardinal started as the Indigenous Learning Hubs Manager for the EleV partnership, Indigenous Engagement & Communications on February 22.
- Three Indigenous Student Centre Work-study positions extended until Aug 31/22
- Two Indigenous Student Recruitment Officers hired, AVP Indigenous Students, Community & Culture
- The National Centre for Truth and Reconciliation (NCTR) continues to grow to meet the national mandate. Project Infrastructure requires IT support, record keeping and community engagement. As well, the Research Unit is currently being implemented.

Events

- Dr. Réal Carrière and Heather Souter presented at the January and February Indigenous Scholars Speaker Series with 65 and 37 audience members respectively.
- The Manitoba Collaborative Indigenous Education Blueprint partnered with the Manitoba Industry-Academia Partnership and hosted an Indigenous Student Roundtable on March 17.
- Dr. Amy Farrell presented “Understanding the World Beyond a Worldview” as part of the Indigenous Scholars Speaker Series on March 17.

Awards

- Thirty, \$2,500 awards in the amount of \$75,000.00 were disbursed from the Helen Betty Osborne Memorial Fund to Indigenous students. The scholarships honour the memory of Helen Betty Osborne to recognize Indigenous students who are making a difference in eliminating the barriers of racism, sexism, violence, and indifference in society. The fund is one of hundreds of scholarship funds managed by The Winnipeg Foundation. 176 applications were received and reviewed by a selection committee that included representatives from the Indigenous Chamber of Commerce (ICC) and the National Centre for Truth and Reconciliation (NCTR). The awards were available to Indigenous persons who reside in and are enrolled in post-secondary studies in Manitoba.

Upcoming Events

- Graduation Powwow – May 7, 2022
- Lori Blondeau will present “High Tech Storytelling” on April 7.

National Centre for Truth and Reconciliation

- NCTR is working with the Government of Canada (CIRNAC) for sustainable funding for the next 5 years. As well, we are meeting and working together for a new NCTR building.

- On January 20, 2022, Canada and the NCTR signed a Memorandum of Agreement. Canada will share Residential School documents with NCTR.
- The Mint would like to work with the NCTR and its Survivors Circle to create a medal in 2022 that supports residential school Survivors and their communities. 100% of net cash proceeds would be donated to support residential school Survivors thru the NCTR and the Na-mi-quai-ni-mak Fund.

National Monument Steering Committee Call for Survivors

- In response to Truth and Reconciliation Commission Call to Action #81 the Department of Canadian Heritage is undertaking a project, guided by Survivors, to create the residential schools National Monument. The monument will honour Survivors and all the children who were lost to their families and communities and will be in a highly visible site in the City of Ottawa.
- A call for Survivors was issued on February 28, 2022 and the deadline to apply is March 28, 2022. This Survivor-led committee will provide guidance and oversight on the monument project through its 5-year process.

Community Dialogue on Missing Children and Unmarked Burials

- The NCTR, in partnership with AMP, has taken the lead in developing, planning, and delivering a virtual learning event on Missing Children and Unmarked Burials. This event will go live on March 30, 2022, and end on March 31, 2022.
- The objective of the project is to:
 - Provide interactive dialogues with Indigenous communities that will increase knowledge and understanding on searching and identifying Missing Children and Unmarked Burials so families and communities may learn of what became of the children who perished or went missing while attending residential schools
 - Contribute to informed public dialogue on residential schools and the losses of children in attendance
 - Contribute to inter-community supports and learning, as well as the development of resource and information tools for communities

The event will feature remarks from the Truth and Reconciliation Commissioners Chief Wilton Littlechild, The Honourable Murray Sinclair, and Dr. Marie Wilson.

Na-mi-quai-ni-mak

- Na-mi-quai-ni-mak (I remember them) Community Support Fund is a number of small grants made available through the NCTR to support community-based healing and remembrance projects that have demonstrated inclusion of residential school Survivors as central to the planning and execution of the commemoration or gathering. The Regional Advisory Circle has approved 40 Na-mi-quai-ni-mak applications that will support Survivor-led commemorations and gatherings.

Education Unit

- The education unit engaged over 500 persons in 24 events with 6 in January and 18 in February. In addition to presentations with communities and organizations like Tofield, AB; Calmar, AB; Food and Beverage MB; All Nations Child and Family Services; UnionWare; Festival du Voyageur; and UofM Faculties of Engineering, Education, Medicine and St. John's college alumni.
- There was a virtual Decolonizing Lens event on February 3rd to support the Winnipeg Art Gallery's Naadobhii water symposium. 77 guests attended from Canada, the USA, Australia and New Zealand with special guests Victoria Anderson-Gardner, Keelan Walker, Kath Akuhata-Brown, and Jason De Santolo (filmmakers from Canada, New Zealand, and Australia).
- *Imagine a Canada* program deadline of February 11, 2022 saw 138 submissions to the program with 87 in K-G5 and 43 from G6-12. There were 10 projects selected from K-G5 and 15 projects selected from G6-12 for honouring and participation in a leadership event in March and a national ceremony set for June 2022.

Research Unit

- The first call for proposals to the Small Research Grants Fund that support research being done that relates to the current focus areas of the NCTR's research. There are seven grants available, each valued up to a maximum of \$7000.00. The deadline to apply was February 28, 2022, with decisions expected in March.
- Brenda Gunn, Academic and Research Director, NCTR, was a part of the first report from the Canadian Reconciliation Barometer, which measures progress toward Reconciliation. The report released in February highlights the gaps in understanding between Indigenous and non-Indigenous peoples in Canada and compares progress across sectors of society. The report was developed by a team of Indigenous and non-Indigenous researchers who polled 3,225 Indigenous and non-Indigenous people on 13 indicators of Reconciliation, with several statements for each indicator.
- A Virtual International Academic Forum on Indigenous Peoples and the Right to Self-Determination, in support of the UN Expert Mechanism on the Rights of Indigenous Peoples was co-hosted by Celeste McKay and Brenda Gunn. The Forum featured current and former members of the UN Expert Mechanism on the Rights of Indigenous Peoples, and the UN Permanent Forum on Indigenous Issues as well as current and former UN Special Rapporteurs on the Rights of Indigenous Peoples.

Archives

- Finalized Memorandum of Agreement (MOA) with the Six Nations of the Grand River to investigate Unmarked Gravesites.
- Data repositories, "Our Relations," for Indigenous communities who have committed to using the repository and are set up for use now include: Sto'lo First Nation; Penelakut First Nation; Six Nations of the Grand River; the Tk'emlúps te Secwépemc; Keeseekoose First Nation; and Sechelt First Nation.

- First transfer of records to the NFB for preservation formatting and received a test sample of records.
- Received first transfer of Narratives from CIRNA. These have been posted on the NCTR web site.
- MOA with the Royal BC Museum to digitize and transfer all records of St. Ann's, and other OMI Lacombe records as well as the records of the Deschatelêts Archives.
- Presentation to the Dalhousie Faculty of Information on the topic of residential school records, February 16th, 2022.
- Finalized agreement and sign off with Services Ontario and the Ontario Attorney General to share vital stats records. Next step, official ceremony, and transfer of records. Negotiated ceremony for March 21th with IST, NCTR Spiritual Guides, Ontario Chiefs, and Ontario Attorney General.
- Presented at an international conference hosted by the Canadian Embassy in Paris January 28, 2022.

Missing Children (Phase 2)

- Installed additional applications in order to assist in the research. The scoping phase continues where relevant records are identified to be used in the manual review phase. The scoping phase is 90% complete and targeting Mar 2022 completion. In the manual record review phase, we will be conducting in-depth manual review of the relevant records identified from the scoping phase.

REPORT OF THE VICE-PRESIDENT (ADMINISTRATION)

Financial Services

- University Residences are currently operating at approximately 50% occupancy with about 600 students in three of our residence buildings. Residence Life programming and specific support, such as a dedicated residence response email, has continued to encourage safety as well as community building. All Public Health orders are being followed, and the steering committee and health and safety committee have reviewed and endorsed protocols in place.

Human Resources

- THRIVE at UM monthly sessions, which are designed to help faculty and staff thrive individually, professionally and organizationally continue to be offered. These learning and wellness sessions share resources, tools and supports for how to work effectively and stay healthy, and to flourish as a community. In January, the offering was, *"Finding Flow: Motivation in Self and Teams"*, which explored how disruption has impacted our familiarity and comfortableness, and provided intentional ways to nurture motivation in self and others. The February offering, *"That didn't feel right... 5 ways to support co-workers, and yourself, when personal boundaries are crossed"* explored how a sense of personal space, personal safety and body autonomy is essential for employees to thrive in a workplace, and included trauma-informed approaches to supporting co-workers, and ourselves, during times when our personal boundaries are challenged.

- Learning and Organizational Development (LOD) created new offerings for the winter term for employees on topics that were identified as important for engagement and learning. The following sessions were launched in January 2022, and will be available until the end of March:
 - *“Perspective is Everything”*: in this session, the transition back to campus and in-person work was explored through the lens of how to prepare for, and adapt to, what is becoming the ‘new normal’.
 - *“Building Our New (Ab)Normal Together: Six Tips for Transition”*: this session also focused on the transition to in-person work. A short video by Psychologist Dr. Meaghan O’Reilly shared research and stories to help people identify six steps that can be taken to prepare for in-person working and learning.
 - *“Five Steps to Better Email Communication”*: ways to create strong daily emails were covered in this session, along with Dr. Guy Katz’s Ted Talk on practical ways to raise our awareness of digital body language to create better relationships in our work.
- LOD entered into a new partnership with IST Engagement Services in January 2022 to support new presentations on a wide variety of Microsoft 365 topics, and on Zoom security. These sessions are offered by the IT Learning Coordinator on topics ranging from Teams, Sharing Files, MS Bookings, Breakout Rooms, Meeting Settings, and more.

Information Services and Technology (IST)

- A zero-day vulnerability, where an exploit occurs on the same day as the vulnerability being discovered without a patch to correct it, occurred with university-wide impact. Within eleven days, all scanning and mitigations were completed. While waiting for vendors to supply patches during that time period, our UM firewall provided protection within the first 24 hours.

Office of Legal Counsel

- After a pandemic-related hiatus, the Legal Office, in partnership with Student Advocacy, the Office of the University Secretary, and the Centre for the Advancement of Teaching and Learning, has resumed offering training to academic administrators on how to conduct fair investigations for both academic and non-academic misconduct, as well as how to conduct fair appeal processes.

REPORT OF THE VICE-PRESIDENT (EXTERNAL)

Fundraising Highlights

- To date, we have raised \$61 million in philanthropic funds exceeding the target of \$41.8 million for the 2021/22 year. This represents the highest cumulative result since 2017 during the Front and Centre Campaign.

Activities/Events

- The UM Alumni Book Club members will begin reading Michelle Good’s *“Five Little Indians”* beginning mid-March. Nearly 1,000 UM alumni and friends have joined the book club.
- Alumni Relations hosted a St. Patrick’s Day Trivia Night on March 17.

- The online election period for the 2022 Alumni Representative Board of Governors election will be held from mid-April to mid-May.
- The dates for this year's Homecoming have been confirmed for September 21 – 24 and will include the 2022 Distinguished Alumni Awards Celebration of Excellence Gala.

Other Significant Activities:

- The Distinguished Alumni 2021 Celebration of Excellence Awards were celebrated in February via video and print. The Nominations for the 2022 Distinguished Alumni Awards are open until March 28.
- The legacy RedDot website content management system was officially retired at the end of January. This marked the successful completion of the Next Generation Website Experience (NGWE) project that started in 2018.
- The UM Intranet project continues to be on track to conclude in June 2022 with 13 UM Intranet departmental sites launching in the first quarter of 2022.
- From December 23, 2021, through February 23, 2022, External Relations worked with 70 reporters on stories relating to UM. During this time, there were 9,530 news stories in media mentioning UM. Of note, Professor Gordon Giesbrecht was featured as an expert during extreme weather events, and he shared his insights on surviving physiological extremes with outlets including the New York Times. The release of the first Canadian Reconciliation Barometer report, which measures progress toward reconciliation and led by Professor Katherine Starzyk, ran in 215 stories across the country.

Robert Chernomas UMFA Assessor

Following like-minded provincial governments in Ontario and Alberta, the government of Manitoba has announced its intention to move funding for post-secondary education to a 'performance-based' system. Such systems are used in a large number of jurisdictions across the world with the nominal goal of achieving greater efficiency within the post-secondary education sector; and improving student outcomes by increasing student retention and degree output. The Manitoba government has also indicated that it will use the 'Tennessee model' as a template for Manitoba. Tennessee was the first American state to embrace performance-based funding (PBF), and there is now four decades of experience with it providing the opportunity to review their performance.

The results of this work, examined in greater detail below, find that the performance of performance-based funding in higher education wantingⁱ. A large body of research on the impact of performance-based funding, especially at American universities and colleges, shows that performance-based funding fails to achieve the stated policy goals, either having no or minimal effect on student retention and graduationⁱⁱ. Moreover, that same body of work shows that performance-based funding for universities comes with large and sometimes unintended costs that are difficult to resolve, including unfairly restricting access to post-secondary education to marginalized students; gaming of the system by administrators to artificially improve performance metrics; pitting different institutions against each other in competition for limited and often shrinking resources; and adding an extra level of bureaucracy to gather the performance data needed for the performance metrics that do not improve outcomes. The review of the impact of performance based metrics below examines what they would mean for Manitoba's public universities.

Performance-based funding reduces access for marginalized students

Perhaps the greatest flaw with performance-based metrics is that they disadvantage already marginalized students, such as students from ethnic or racial minorities and from students from low-income backgrounds. Tying funding to graduation rates creates incentives for administrators to make admission criteria more selective to favour students with a higher probability of graduating on time. This results in what is known as 'creaming'ⁱⁱⁱ. That is, restricting admission to those students who have the very best prospects for success based upon entry criteria such as grade-point average or standardized test scores on entrance exams^{iv}. Abundant evidence shows that 'creaming' disproportionately harms historically marginalized students including those from low-income backgrounds and/ or minority groups^v. Interestingly, the first evidence of 'creaming' was found in Tennessee and Florida, early adopters of performance-based funding^{vi}.

Failure is not an option: performance-based funding erodes educational quality

Improving graduation rates of poorly performing students is a resource-intensive exercise. It requires close monitoring of the academic progress of each student, and the provision of extra resources such as counselling, one-on-one tutoring, and direct funding to students so they don't need part-time work to support themselves. Where performance-based metrics are imposed without the provision of funding to cover such costs, the American experience with performance-based metrics suggests that colleges and universities take a different approach: lower academic standards, something not routinely included in the performance funding metrics.

Performance-based funding exaggerates inequalities among universities

A large body of research on the experience of performance-based funding in American state systems shows that over time such metrics increase the disparity in funding among institutions.

In Manitoba there are clear disparities among the four public universities, with the smaller universities having less financial flexibility than the one large university, the University of Manitoba. With a lower fiscal capacity at the outset, performance-based funding clearly has the potential to do great harm to the three smaller universities.

Performance based funding does more harm than good

Researchers^{vii} note that the preponderance of evidence shows that performance-funding policies have failed to improve postsecondary outcomes, which begs the question: why bother? If there are no benefits and large costs, a straightforward cost-benefit analysis suggests one should not proceed. But governments across the world, including a majority of American states, have proceeded with performance-based funding. Why?

Performance-based funding is associated with neo-liberal (right wing) governments: in the United States, the introduction of PBF at the state level was associated with Republican-dominated legislatures^{viii}. In Canada it was and is associated with Conservative governments, also embracing a neo-liberal agenda^{ix}. It was pioneered in Ontario by the Conservative government of Premier Mike Harris while he was implementing the 'Common Sense Revolution' framed upon reducing government expenditures and lowering taxes. In short, performance-based funding was a tool to reduce higher education funding^x.

In many cases the real intent is not to enhance student outcomes, but rather to use performance-based funding as a tool to defund post-secondary education. In many cases, performance-based funding is used to withdraw public funding from public education, and shift the burden to students by raising tuition fees^{xi}.

Australia where another Conservative government has implemented PBF has cut hundreds of courses and majors at their universities in fields as wide ranging as science, information technology, mechanical engineering, gender studies, music, theatre, mathematics, religious studies and economics. At Macquarie University in Australia 31 degrees or combined degrees in

the faculty of science and engineering were on the chopping block , along with 30 out of the current 56 offered majors in the faculty of arts.

Manitoba

There is every reason to think that Manitoba's experience with PBF will have the same inequitable consequences that it has had in Tennessee, Australia and elsewhere. As the Manitoba government interferes directly with university budgets and tuition levels, as well as emphasizing labour market alignment over quality education (see Horizon Manitoba and the aptly named Government of Manitoba's Skills, Talent and Knowledge Strategy document) we can expect similar consequences here.

Changes to the Advanced Education Administration Act (Bill 33) allows the Minister of Advanced Education, Skills and Immigration the authority to set guidelines for tuition charged by universities. Performance based funding means the PC government can use the provincial grant to cut programmes not deemed to be contributing to the labour market as they define them, while reducing the provincial grants to Manitoba's universities.

Manitoba universities follow and contribute to the standards established by the national and international university community and professional certifying organizations so that their students can enter graduate programs and qualify for jobs around the world. Manitoba universities already train the vast majority of the province's professionals in health sciences, agriculture, engineering, science, social work, social sciences, humanities business and education.

Bill 33 represents a further attempt by the PC government to interfere in the internal governance and academic programming of our universities. What are they trying to fix, based on what information or expertise? The effect of Bill 33 is a politicization of academic programming at university and allows the minister to pick and choose which programs are politically acceptable. This intrusion of government into the internal affairs of university undermines the very concept of university, as the courts have ruled, and the essential principle of both academic freedom and university autonomy.

ⁱOrtagus JC, Kelchen R, Rosinger K, Voorhees N. 2020. Performance-based funding in American higher education: A systematic synthesis of the intended and unintended consequences. *Educational Evaluation and Policy Analysis* 42(4): p.0162373720953128.

ⁱⁱOrtagus JC, Kelchen R, Rosinger K, Voorhees N. 2020. Performance-based funding in American higher education: A systematic synthesis of the intended and unintended consequences. *Educational Evaluation and Policy Analysis* 42(4): p.0162373720953128.

ⁱⁱⁱ Dougherty KJ, Reddy V. (Eds.). 2013. Performance funding for higher education: What are the mechanisms? What are the impacts? ASHE Higher Education Report, Vol. 39, No. 2. Hoboken, NJ: John Wiley.

^{iv} Umbricht MR, Fernandez F, Ortagus JC. 2017. An examination of the (un) intended consequences of performance funding in higher education. *Educational Policy* 31: 643-673.

^v Pascarella ET, Terenzini PT. 2005. *How College Affects Students: A Third Decade of Research*. Volume 2. Jossey-Bass, An Imprint of Wiley. 10475 Crosspoint Blvd, Indianapolis, IN 46256; Dougherty KJ, Jones SM, Lahr H, Natow RS, Pheatt L, Reddy V. 2016. *Performance Funding for Higher Education*. Baltimore, MD: Johns Hopkins University Press; Kelchen R, Stedrak LJ. 2016. Does performance-based funding affect colleges' financial priorities? *Journal of Education Finance* 41: 302–321; Umbricht MR, Fernandez F, Ortagus JC. 2017. An examination of the (un)intended consequences of performance funding in higher education. *Educational Policy* 31: 643–673.

^{vi} Banta TW, Rudolph LB, Van Duyke J, Fisher HS. 1996. Performance funding comes of age in Tennessee. *The Journal of Higher Education* 67: 23-45; Colbeck CL. 2002. State policies to improve undergraduate teaching: Administrator and faculty responses. *The Journal of Higher Education* 73: 3-25; Dougherty KJ, Reddy V (eds). 2013. *Performance funding for higher education: What are the mechanisms. What are the impacts?* ASHE Higher Education Report Vol. 39, No. 2. Hoboken, NJ: John Wiley.

^{vii} Hillman NW, Hicklin Fryar A, Crespín-Trujillo V. 2018. Evaluating the impact of performance funding in Ohio and Tennessee. *American Educational Research Journal* 55: 144-170; Ortagus et al. 2020. *op cit*.

^{viii} Dougherty KJ, Natow, R. 2015. *The politics of performance funding*. Baltimore, MD: Johns Hopkins University Press, pp. 64-66; Li AY. 2017. Covet thy neighbor or “reverse policy diffusion? State adoption of performance funding 2.0. *Research in Higher Education*, 58: 746-771; McLendon MK, Hearn JC, Deaton R. 2006. Called to account: Analyzing the origins and spread of state performance-accountability policies for higher education. *Educational Evaluation and Policy Analysis* 28: 1–24.

^{ix} Dougherty KJ, Natow R. 2019. *Analysing neoliberalism in theory and practice: The case of performance-based funding for higher education*. Centre for Global Higher Education Working Paper No. 44 (March 2019).

^x Jones GA. 2004. Ontario higher education reform, 1995–2003: From modest modifications to policy reform. *Canadian Journal of Higher Education/Revue Canadienne d'Enseignement Supérieure* 34: 39–54.

^{xi} CAUT Bulletin: The rise of performance-based funding; April 20, 2020:
<https://www.caut.ca/bulletin/2020/04/rise-performance-based-funding>

March 23, 2022

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 Robert Biscontri will be the Speaker for the Executive Committee for the April 2022 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. Diane Hiebert-Murphy, Acting Chair
Senate Executive Committee

[Terms of Reference:](#)

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 a new program: Master of Applied Human Nutrition (MAHN). With the addition of the MAHN program, students graduating from the B.Sc. (Human Nutritional Sciences) program will have the opportunity to continue their academic training at the University of Manitoba. The internship opportunity has historically been offered through the Winnipeg Regional Health Authority via the Manitoba Partnership Dietetic Education Program. However, this program will cease to exist in 2022. The MAHN program will ensure that students seeking to become Registered Dietitians within the Province of Manitoba have a pathway to complete their training and acquire both academic and practice-based competencies. Students who successfully graduate from the MAHN program will be able to sit the Canadian Dietetic Registration Examination.

Please refer to the full MAHN program proposal, external reviewers' report, and departmental response to the review. The external review of the proposal yielded a very positive response.

The key program elements for the one-year MAHN program will include **30** credit hours of 7000-level courses designed to address both the professional competencies required by the Partnership for Dietetic Education and Practice (PDEP), and to provide advanced education to students in areas related to:

- **Applied human research techniques (3 CH)** including a group research project. This course will be modelled after the undergraduate course that fulfills the research competency elements of the PDEP-accredited internship program (HNSC 7760);
- **Three graduate level courses (9 CH) in Advanced Applied Human Nutrition** covering essential skills and current knowledge pertaining to the practice of dietetics (HNSC 7730, HNSC 7740, and HNSC 7750); and
- **Practicum placements for dietetic interns (18 CH)** to meet the minimum 1250 contact hours (HNSC 7700, HNSC 7710, and HNSC 7720).

The Dept. of Food & Human Nutritional Sciences is not requesting any new funding to offer the program.

Course Introductions

HNSC 7700 Applied Human Nutrition Practicum 1

+6

Practicum placement, in approved, dietetics-related settings in partial fulfillment of the Integrated Competencies for Dietetic Education and Practice. Restricted to students in the MAHN Program. Course graded pass/fail.

HNSC 7710 Applied Human Nutrition Practicum 2	+6
Practicum placement, in approved, dietetics-related settings in partial fulfillment of the Integrated Competencies for Dietetic Education and Practice. Restricted to students in the MAHN Program. Pre-requisite: HNSC 7700. Course graded pass/fail.	
HNSC 7720 Applied Human Nutrition Practicum 3	+6
Practicum placement, in approved, dietetics-related settings in partial fulfillment of the Integrated Competencies for Dietetic Education and Practice. Restricted to students in the MAHN Program. Pre-requisite: HNSC 7710. Course graded pass/fail.	
HNSC 7730 Advanced Applied Human Nutrition 1	+3
Lectures and critical reviews in topics related to the dietetics profession, embedded in nutrition care, food provision and population health promotion. Emphasis will be placed on addressing issues impacting nutritional health of Indigenous communities. Restricted to students in the MAHN program. Co-requisite with HNSC 7700.	
HNSC 7740 Advanced Applied Human Nutrition 2	+3
Lectures and critical reviews in topics related to the dietetics profession, embedded in nutrition care, food provision and population health promotion. Emphasis will be placed on knowledge related to sustainable food systems and linkage to nutritional health. This course will develop from concepts positioned in HNSC 7730. Restricted to students in the MAHN program. Pre-requisite HNSC 7730; Co-requisite with HNSC 7710.	
HNSC 7750 Advanced Applied Human Nutrition 3	+3
Lectures and critical reviews in topics related to the dietetics profession, embedded in nutrition care, food provision and population health promotion. Emphasis will be placed on the development of leadership and advocacy skills. This course will develop from concepts positioned in HNSC 7740. Restricted to students in the MAHN program. Pre-requisite HNSC 7740; Co-requisite with HNSC 7720.	
HNSC 7760 Practice-Based Dietetics Research	+3
A practice-based research project relevant to dietetic practice, conducted within a collaborative model. Prerequisite: Restricted to students in the MAHN program.	
NET CREDIT HOUR CHANGE	+30

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.

Report of the Senate Planning and Priorities Committee on a Proposal for a Master of Applied Human Nutrition, Department of Food and Human Nutritional Sciences

Preamble:

1. The [terms of reference](#) of the Senate Planning and Priorities Committee (SPPC), which are found on the University Governance website, charge SPPC with making recommendations to Senate regarding proposed academic programs.
2. At its meetings on January 31 and February 28, 2022, the SPPC considered a proposal from the Department of Food and Human Nutritional Sciences, Faculty of Agricultural and Food Sciences, to establish a Master of Applied Human Nutrition (M.A.H.N.).
3. The proposal was endorsed by the Faculty Council of the Faculty of Graduate Studies at its meeting on October 28, 2021, and by the Faculty Council of the Faculty of Agricultural and Food Sciences at its meeting on February 26, 2021. The latter body endorsed a revised proposal, with changes to the financial statement to reflect costs associated with the accreditation process, at its meeting on February 10, 2022.

Observations:

1. The proposed Master of Applied Human Nutrition will be one-year program that will require 30 credit hours of coursework at the 7000- level. The curriculum, which will meet the accreditation requirements of the Partnership for Dietetic Education and Practice (PDEP), will include three courses (9 credit hours) in advanced applied human nutrition that will cover essential skills and knowledge pertaining to dietetics, a practice-based group research project (3 credit hours), and three practicums (18 credit hours; 1250 contact hours). Practicums will include placements in northern and rural communities and placements focussed on newcomer and Indigenous populations, to address the unique health needs of the province.
2. Two spaces will be allocated for Indigenous applicants and up to fifteen conditional Early Admission spaces will be reserved for applicants enrolled in the Bachelor of Science in Human Nutritional Sciences at the University of Manitoba who meet the Early Admission requirements set out in the proposal.
3. The objective for the program, for which the Faculty will seek accreditation by the PDEP, is to provide the practical training, including through a practicum/internship experience, required to become a Registered Dietician. In Manitoba, the Winnipeg Regional Health Authority (WRHA) has offered a dietetic internship through the Manitoba Partnership Dietetic Education Program. The WRHA will discontinue the internship in 2022. The Department is requesting that the proposed M.A.H.N. program be approved and implemented for the Fall 2023, to ensure there is no interruption to training opportunities for new Registered Dieticians in the province.
4. Graduates of the M.A.H.N. will be eligible to sit the Canadian Dietetic Registration Examination, successful completion of which is required to become a Registered Dietician.
5. Introduction of the program will require that the Department introduce seven new graduate courses totalling 30 credit hours, as detailed in the proposal. This will require one new faculty appointment in the Department, to teach 9 of the 12 credit hours of

advanced applied human nutrition courses. The remaining 3 credit hours will be assigned to existing faculty members based on their teaching load in any given year. Five faculty members in the Department are Registered Dietitians who can teach in the program. The Associate Head will serve as the instructor of record for practicum courses (18 credit hours), which will be taught by dietitian preceptors provided through the WRHA as an in-kind contribution.

6. The program will result in incremental graduate enrolment. Projected enrolment for the first intake is twenty (20) students. The maximum seat capacity would be twenty-four (24) students.
7. The total cost of delivering the program would be \$1,821,112, in Year 4. No new resources would be required to offer the program. Revenue to support the program would be derived from the following sources (as of Year 4):
 - operating grant revenue (\$621,695);
 - program based tuition (\$292,415) and student fees (\$7,296), which would generate the amounts indicated based on enrolment of 24 students;
 - existing resources in the Faculty (\$899,706).
8. Revenues identified in observation 7 would be allocated to the items indicated below (figures are for Year 4):
 - salary and benefits for:
 - 1.67 FTE new academic positions (\$163,647), including 1.00 FTE Associate/Assistant Professor/Senior Instructor, 0.42 FTE Lecturer/Instructor/Sessional, and 0.25 FTE Teaching Assistants;
 - 5.00 FTE existing academic positions (\$833,183), including 3.00 FTE Professors, 1.00 FTE Associate/Assistant Professor/Senior Instructor, and 1.00 FTE Lecturer/Instructor/Sessional;
 - 3.04 FTE new Professional and Support Staff positions (\$250,610), including 1.00 FTE EMAPS, 1.79 FTE AESES Support Staff, and 0.25 FTE CUPE TA/GM positions, for accreditation support;
 - 1.86 FTE new Indirect AESES Support Staff (\$115,871);
 - 1.00 FTE existing indirect AESES Support Staff (\$66,523);
 - operating expenses (\$199,782); and
 - tax on grant and tuition revenue (\$162,255);
 - administrative overhead (\$29,242).
9. The Faculty of Agricultural and Food Sciences will be responsible for any start-up costs, including, prior to the start of Year 1, salaries and benefits for the new faculty position and the Program Coordinator.
10. The University of Manitoba Libraries indicated current collections can support the proposed program.
11. On the basis of the SPPC's criteria for assigning priority to new programs / initiatives,¹ the Committee recommended that a high priority level be assigned to the proposal for a Master of Applied Human Nutrition. The proposal is consistent with the five strategic priorities of the University.² The SPPC commented on the strength and importance of

¹ http://umanitoba.ca/admin/governance/media/SPPC_Assigning_Priorities_to_New_Programs-Initiatives.pdf

² *Taking Our Place: University of Manitoba Strategic Plan, 2015 – 2020.*

the proposal both in terms of the quality of the submission and given the imperative of ensuring there continues to be a pathway for the training of Registered Dieticians in the province.

Recommendation:

The Senate Planning and Priorities Committee recommends:

THAT Senate recommend to the Board of Governors that it approve a proposal to establish a Master of Applied Human Nutrition, in the Department of Food and Human Nutritional Sciences, Faculty of Agricultural and Food Sciences. The Senate Committee on Planning and Priorities recommends that the Provost and Vice-President (Academic) not implement the program until satisfied that there would be sufficient space and sufficient funding to support the ongoing operation of the program.

Respectfully submitted,

Professor David Watt, Chair
Senate Planning and Priorities Committee

February 11, 2021

Dr. Kelley Main
Acting Dean, Faculty of Graduate Studies
500 UMSU University Centre
65 Chancellors Circle
University of Manitoba

Dear Dr. Main,

Enclosed, please find a proposal to establish a new Master of Applied Human Nutrition (MAHN) in the Department of Food and Human Nutritional Sciences, Faculty of Agricultural and Food Sciences. This program extends our commitment to fostering a greater understanding of the role that our agri-food system plays in promoting the health of individuals within our communities. Specifically, the MAHN program will ensure that students seeking to become Registered Dietitians within the Province of Manitoba have a pathway to complete their training, and acquire both academic and practice-based competencies.

The one-year Master of Applied Human Nutrition will provide the requisite practicum placements to allow Dietetic Interns to demonstrate proficiency in the required competency elements for the profession in an accredited internship program. Students who successfully graduate from the MAHN program will be able to sit the Canadian Dietetic Registration Examination. Upon successful completion of the latter, students will become Registered Dietitians and thus be able to practise within the Province of Manitoba and elsewhere in Canada. With the addition of the MAHN program, students graduating from the B.Sc. (Human Nutritional Sciences) program will have the opportunity to continue their academic training at the University of Manitoba. The internship opportunity has historically been offered through the Winnipeg Regional Health Authority via the Manitoba Partnership Dietetic Education Program (MPP). However, this program will cease to exist in 2022. Therefore, the MAHN program is absolutely essential in order to offer a critical pathway for dietitians in the province of Manitoba. With the MAHN program, we can ensure that new Registered Dietitians will continue to be trained within the province and so provide the expertise to promote the health of our population through evidence-based nutrition counseling and clinical dietetics service. Despite the closure of the MPP program, the WRHA has indicated a commitment to work with the Department in facilitating access to preceptors in urban, rural and northern locations, including those in First Nations communities.

The MAHN program is concurrently seeking candidacy status from the dietetics accrediting body, the Partnership for Dietetic Education and Practice (PDEP). The Faculty is supporting this process by providing the initial funds to hire a program coordinator in advance of the projected first intake of students, as required by the accrediting body. Additionally, the Department of Food and Human Nutritional Sciences is introducing 7 new graduate courses, including 3 courses that will provide the practicum experience components with preceptors, and an additional 4 courses that will provide advanced knowledge and training in the area of applied human nutrition, including research methodology, nutrition care, food provision and population health. The program will be unique in Canada, with respect to dietetics training, through the integration of Indigenous perspectives throughout the curriculum, as fostered through a recent successful Indigenous Initiatives Fund grant secured through the University. The Department of Food and Human Nutritional Sciences has the necessary complement of academics, including 5 Registered Dietitians, as well an Indigenous Associate who is coordinating the community engagement and program development components.

The MAHN program is designed to be self-funding, with tuition rates established that are competitive to other professional dietetics-focused graduate programs in Canada. The funds generated will ensure the required human resources are in place to ensure the successful implementation of the program, as well as meet the required and stringent documentation necessary for accreditation.

It is critical that the University support this MAHN program. Not only will the program meet the needs of students wishing to become registered dietitians, but it will ensure that registered dietitians acquire the advanced training that they need to be part of the province's health system. The Faculty of Agricultural and Food Sciences is fully committed to the education and training of students in multiple areas that link the environment through food systems to human health. The MAHN program is one component of this critical education and research mission for the Faculty.

Yours sincerely,



Martin Scanlon, C&G, Ph.D.
Dean
Faculty of Agricultural and Food Sciences



UM | Faculty of Agricultural
and Food Sciences

Office of the Dean
256 Agriculture Building
Winnipeg, Manitoba
Canada R3T 2N2
T: 204 474 6026

Date: March 1, 2021
To: **Dr. K. Main, Acting Dean, Faculty of Graduate Studies**
From: Dr. M. Scanlon, Dean, Faculty of Agricultural and Food Sciences
Cc: Dr. Joyce Slater, Acting Department Head, FHNS
Subject: **Proposal for new Master of Applied Human Nutrition (MAHN)**

On Friday, February 26th, 2021, the Faculty of Agricultural and Food Sciences Council approved the Department of Food and Human Nutritional Sciences Council's recommendation to submit to the Faculty of Graduate Studies, their proposal to establish a Master of Applied Human Nutrition (MAHN) program in the Department of Food and Human Nutritional Sciences, Faculty of Agricultural and Food Sciences.

The Faculty of Agricultural and Food Sciences is therefore supportive of the Master of Applied Human Nutrition (MAHN) program and recommends its approval by the Faculty of Graduate Studies.

NEW PROGRAM OF STUDY

Under The Advanced Education Administration Act

Universities and colleges requesting approval for a **new** 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:
**University
of Manitoba**

1. Following unit approval* please submit the complete proposal electronically (.pdf single file) to both the Office of the Provost & Vice-President (Academic) and, for:
 - Undergraduate Programs:** Office of the University Secretary (for Senate submission deadlines visit <http://umanitoba.ca/admin/governance/meetings/index.html>. Please also submit a **hard copy** version to the Office of the Secretary to their office as well.
 - Graduate Programs:** Faculty of Graduate Studies (for timelines visit http://umanitoba.ca/faculties/graduate_studies/admin/program_approval_timeline.html.
 - ALL Programs:** as preparation for submission to MET, please submit a .docx file of the proposal, an .xlsx file of the Financial Support Form and a .pdf file of all other supporting documents (letters of support, external reviews, etc.). Please date stamp these files for ease of tracking should any changes result from the Senate approval process and submit directly to the Provost's Office.
2. Along with the information requested in the proposal template, please **append** details on the following:
 - a) **MEDT /SPPC Financial Support Form** [available through the Office of the Provost & Vice-President (Academic)]
 This form requires the signature of the Financial Planning Office. Please contact Giselle Martel, Executive Director, Financial Planning and Budgeting, for direction on completion of the form. Approval of the financial support form does not signify approval of any funding requests, either internally or from the province. Confirmation of resource availability and allocation of any new funds will be determined by the Provost at time of implementation.
 - b) **Admission and/or transfer criteria** for the proposed program.
 - c) **Course details** for required coursework, including title, course number, credit hours and calendar description. Highlight any proposed new courses and attach:
 - Undergraduate Programs:* for SCCCC Program and Course Change forms, as applicable, visit <http://umanitoba.ca/admin/governance/forms/index.html>
 - Graduate Programs:* for course change forms visit http://umanitoba.ca/faculties/graduate_studies/admin/course_changes.html
 - d) Any **new academic regulations** for the program that are not currently addressed in existing faculty/college/school requirements.
 - e) **Letters of support** from internal units that may be impacted by the proposed new program and any external letters of support as outlined below.
 - f) **Library statement** of support.
 - g) Where applicable, a **transition plan** for current students entering the new program.
3. Please direct questions to Cassandra Davidson, Academic Programs Specialist, at Cassandra.Davidson@umanitoba.ca in the Office of the Provost and Vice-President (Academic).

*Note: the complete proposal, including all appendices, and associated program and course forms, should be submitted to departmental (as appropriate) and faculty/college/school approving bodies for review and approval, prior to submission to the Office of the University Secretary.

Revised December 2019.

SECTION A – PROPOSAL DETAILS

Institution: **UNIVERSITY OF MANITOBA**

Applicable faculties/department with responsibility for the program:

Department of Food and Human Nutritional Sciences, Faculty of Agricultural and Food Sciences

If program is a joint program, list all participating institutions and the roles of each in delivering the proposed program:
Not applicable

Program name: **Master of Applied Human Nutrition (MAHN)**

Credential awarded: **MAHN**

Funding request: **\$0**

Office Use Only

One-time funding: _____

On-going funding: _____

Proposed start date: **September 1, 2023**

List any critical issues that may impact the start date of the program:

Start date of the program will be contingent upon concurrent granting of candidacy status for the program from the Partnership for Dietetic Education and Practice. The program will have the available space and human resources in place to ensure its successful implementation.

UM INTERNAL REQUIREMENT: Name of Person(s) responsible for the Program internally (please include contact information):

Head, Department of Food and Human Nutritional Sciences,
209 Human Ecology
University of Manitoba
Winnipeg, MB, R3T 2N2
Tel: 204 474-6411
Email: fhnsdepartmenthead@umanitoba.ca

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

The Department of Food and Human Nutritional Sciences, Faculty of Agricultural and Food Sciences, University of Manitoba, seeks to establish a “Master of Applied Human Nutrition (MAHN)” program. This one-year Master’s program would be accredited by the Partnership for Dietetic Education and Practice (PDEP), and provide the practicum/internship program needed for students to become Registered Dietitians (RD) in Canada.

Background:

In order to become an RD in Canada, students must complete the following:

1. An undergraduate degree from a human nutritional sciences program that is accredited by PDEP. The B.Sc. Human Nutritional Sciences program at the University of Manitoba (UM) meets this criterion (2018-2025 accreditation).
2. A practicum component within a program accredited by PDEP, whereby students demonstrate the ability to perform the professional tasks within a workplace under the supervision of a preceptor.
3. The Canadian Dietetics Registration Examination (CDRE).

In Manitoba, the practicum component (Item #2) is currently not managed by the University of Manitoba. The practicum placements are coordinated and offered through the Manitoba Partnership Dietetic Education Program (MPP), resourced through the Winnipeg Regional Health Authority. Currently, UM students are pre-selected for one of 20 practicum placements, with applications submitted as students enter their 3rd year of study within the human nutrition sciences program. Interns enter the 42 week practicum program following completion of their undergraduate degree. While the program has been successful in allowing individuals to progress to RD status, the following limitations/threats are noted:

- Individuals within the MPP program are classified as unpaid interns. Recent passing of Bill 148 and 47 in Ontario, with articles related to “Equal Pay for Equal Work” have forced changes in internship models in Ontario, including dietetics practicum placements. Practicum placements must now either be paid, or be under an academic model to meet these changes. Concern was expressed by MPP that the introduction of a similar bill in Manitoba would effectively lead to the immediate suspension of the program, due to the fact that funding was not secured paid internship placements. This is a threat to the MPP program in Manitoba as the resources are not available to pay interns. If the practicum placements were managed as an academic program, this would not be the case.
- In the United States, entry to practice for RDs now requires a Master’s degree. The same is being considered in Quebec.
- Individuals within the MPP program are not “students”, and thus:
 - Must start to repay student loans.
 - Have limited opportunities for Interprofessional Education with students in other health care disciplines.

In order to both address the above threats, and position new opportunities for students seeking to become RDs in Manitoba, we are proposing to introduce a one year Master of Applied Human Nutrition (MAHN), modelled after a program implemented at the University of Guelph, but with unique elements reflective of the training ecosystem in Manitoba. The need for this program is critical in that the MPP program has decided to finish as of 2022. This decision has been communicated publicly (<https://professionals.wrha.mb.ca/old/extranet/nutrition/MPP.php>). The proposed MAHN program will thus fill the gap left by the MPP program closure. Without the MAHN program, post-2022, there would be no pathway within Manitoba to provide an accredited internship for students seeking to become registered dietitians.

Curriculum Design:

The key program elements for the MAHN program will include 30 Credit Hours of graduate courses designed to address both the professional competencies required by PDEP, and to provide advanced education to students in areas related to:

- 1) **Applied human research techniques**, including a group research project. This course will be modelled after course HNSC 4600 that fulfills the research competency elements of the PDEP-accredited internship program.

- 2) **3 graduate level courses in Advanced Applied Human Nutrition**, covering essential skills and current knowledge pertaining to the practice of dietetics
- 3) **Practicum placements for dietetic interns**

Specifically, the 30 Credit Hours will be structured to be completed over a 1 yr period as follows,:

- **18 CH of Practicum Placement to meet the minimum 1250 contact hours**

The Partnership for Dietetic Education and Practice (PDEP) requires that all programs containing internship/practicum components have a minimum of 1250 hours of supervised practice-based learning to meet the PDEP Accreditation Standards (see: <https://www.pdep.ca/library/Accreditation-Policies-and-Standards/PDEP-Accreditation-Standards-for-Dietetic-Education.aspx>). The learning standards are competency-based and must meet the Integrated Competencies for Dietetic Education and Practice (ICDEP) (see: <https://www.pdep.ca/library/PDEP-Policies/Integrated-Competencies-For-Dietetic-Education-And.aspx>). The foundation of the ICDEPs are the 7 interrelated domains of competence: 1) Food and Nutrition Expertise; 2) Professionalism and Ethics; 3) Communication and Collaboration; 4) Management and Leadership; 5) Nutrition Care; 6) Population Health Promotion; and 7) Food Provision. To meet the ICDEPs, each MAHN student will participate in 42 weeks of practicum-based training in dietetic work environments (eg. acute care hospitals, personal care homes, community health services, food services in hospitals and/or food distribution centres). **Each of the 3 (6 CH) courses** will be structured to provide 420 contact hours per term (F,W,S) to achieve the required minimum 1250 hours of supervised practice-based learning.

- **12 CH of graduate courses**

In addition to the 18 CH of practicum courses, each MAHN student will be required to complete four 3 CH courses at the 7000 level. The courses will be designed for blended delivery to accommodate students that completing rural and northern practicum placements. In person sessions will be planned to occur during an orientation session, at select times throughout the term, and during a concentrated period at the end of each academic term. Full details of the course design are included in the proposed new course forms (**Appendix B**).

The overall structure of the MAHN program will be as depicted below:

Course # & Title	CH	Term
HNSC 7730 – Advanced Applied Human Nutrition 1	3	Fall
HNSC 7700 – Applied Human Nutrition Practicum 1	6	Fall
HNSC 7740 – Advanced Applied Human Nutrition 2	3	Winter
HNSC 7710– Applied Human Nutrition Practicum 2	6	Winter
HNSC 7750 – Advanced Applied Human Nutrition 3	3	Summer
HNSC 7720 – Applied Human Nutrition Practicum 3	6	Summer
HNSC 7760 – Practice-Based Dietetics Research	3	Fall/Winter/Summer
	30	

As detailed in **Appendix C**, there will be distinct program learning outcomes that will be addressed via assignments conducted in the required Advanced Applied Human Nutrition courses, including the positioning of a human ethics submission complete with research methodology (for ultimate presentation in HNSC 7760), and the development of a group-based business plan in relation to the dietetics profession, to enhance entrepreneurial skills. The staging of assignments is designed to provide sufficient lead time to address all learning outcomes by the end of the 1 yr program.

Distinctive Attributes:

The undergraduate program in Human Nutritional Sciences (Nutrition Option – Dietetics Preparation; Second Degree Program) is accredited by PDEP, thus graduates from these options/programs are eligible to apply for a dietetics internship position. In 2022 and beyond, due to the sunseting of existing programs, the Department of Food and Human Nutritional Sciences will provide the only pathway in Manitoba for the academic and practical training of dietitians, once the MAHN program is instituted. The program will provide an early admission process to secure a minimum of 15 spots to students enrolled in the B.Sc. (Human Nutritional Sciences) program at the University of

Manitoba, plus 2 spots secured for Indigenous students. The positions beyond those secured will be available for application by qualified students from the University of Manitoba, programs elsewhere in Canada, and international students. The program will provide the opportunity for Dietetic Interns to practice and show competencies in key Domains of Competence for the dietetic profession, including:

- Food and nutrition expertise
- Professionalism and ethics
- Communication and collaboration
- Management and leadership
- Nutrition care
- Population health promotion
- Food provision

While these competencies are addressed in internship programs in other provinces, due to their integrated nature (integrated undergraduate programs) and absence of post-graduate internship opportunities in Western Canada, the MAHN program will provide a critical pathway forward for Manitoba students to become registered dietitians. The internship placements will include rural and northern placements and placements focused on newcomer and Indigenous populations to address the unique health needs of the province. Furthermore, the graduate courses that have been developed for the MAHN program will provide a unique training platform to position future RDs with advanced knowledge in clinical nutrition, nutrition counseling and behavior change, and the role of nutrition in population health, in a program where Indigenous perspectives form a core focal point. The latter is being facilitated by funding received through the UM Indigenous Initiatives Fund to facilitate the incorporation of Indigenous communities and perspectives in the MAHN program.

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 designed for delivery in 3 consecutive semesters (Fall, Winter and Summer), allowing for the average of 420 practicum contact hours per term to meet the required 1250 contact hours required by the accrediting council (Partnership for Dietetic Education and Practice). The practicum placements will be coordinated to allow students to take the additional required courses within the MAHN program, via a blended delivery model. A total of 30 credit hours over 7 courses will be required for completion of the program.

B-3 Intended outcomes of the program:

B-3.1 Describe how this program serves and advances the academic, cultural, social and economic needs and interests of students and the province:

The MAHN program will directly serve the needs of students by providing a pathway to become a registered dietitian. The internship placements afforded by the 3 practicum placement courses will ensure that prospective RDs acquire the requisite 1250 contact hours with preceptors, across the required competency domains. Students enrolled in the accredited undergraduate B.Sc Human Nutritional Sciences program (Nutrition Option-Dietetics Preparation) are keenly interested in the role that all components of our food system play in contributing to the health of individuals and communities. With the MPP program (soon to be discontinued), 20 students were pre-selected for post-graduate placements as dietetic interns, with pre-section typically occurring during the 3rd year of the undergraduate program. This process allowed students interested in dietetics the opportunity to have clarity re: career progression, by having a guaranteed internship placement pending successful completion of the undergraduate program. The MAHN program will retain this component by providing a pathway for early conditional admission (see **Appendix D** for Proposed Admissions Process), with ultimate admission contingent upon the attainment of entry requirements for the MAHN program.

With respect to the needs of the Province of Manitoba, the MAHN program will ensure that RDs are trained in Manitoba and that they acquire advanced training in areas of critical importance to the health system, Indigenous communities, newcomer and other under-served populations. For example, a recent report by the Manitoba Centre for Health Policy (Ruth et al., 2020. Type 2 Diabetes in Manitoba. Winnipeg, MB. Manitoba Centre for Health Policy; available:

<http://mchp-appserv.cpe.umanitoba.ca/deliverablesList.html>) indicates that the incidence of Type 2 Diabetes is increasing by up to 3%, on an annual basis, depending on the age category in question, and disproportionately affects Indigenous peoples.

Nutrition is intimately linked to the risk of Type 2 Diabetes, and the report concludes that, among other factors, access to dietitians and the reinforcement of appropriate dietary strategies is critical for allowing individuals to maintain healthy blood glucose control. Using a diabetes incidence prediction model, Bilandzic & Rosella ([Health Promot Chronic Dis Prev Can](#). 2017 Feb; 37(2): 49–53.) estimated that the direct health costs due to diabetes would increase by \$15.4 Billion in Canada, between 2011 and 2021. Their modeling also suggested that population-based strategies to induce a 5% weight loss in individuals would decrease the burden by \$2Billion. Culturally sensitive strategies and approaches that can yield changes in body mass are integrated within the MAHN program, both in the practicum placements and in the advanced graduate level courses.

The impact of the RDs is and will continue to be felt in Manitoba via their service within the Regional Health Authorities (Clinical and community-based dietitians), in government and non-government agencies and departments (nutrition policy; regulatory affairs), industry (scientific and regulatory affairs) and in private practice as consulting dietitians, including service within wellness teams.

B-3.2 Describe the existing and anticipated post-secondary learning needs of students in Manitoba that this program addresses and responds to:

The MAHN Program will provide a dedicated pathway for the training of RDs in Manitoba. Students graduating from an B.Sc. program in Human Nutritional Sciences that is accredited by PDEP will be eligible to apply to the MAHN program. With respect to the training of RDs, the MAHN program will provide the requisite practicum placements to allow Dietetic Interns to demonstrate proficiency in the required competency elements for the profession, in an accredited internship program. As such, students who successfully graduate from the MAHN program will be able to sit the Canadian Dietetic Registration Examination. Upon successful completion of the latter, students will become Registered Dietitians and thus be able to practice within the Province of Manitoba, and elsewhere in Canada. The admission model adapted by the MAHN program will provide up to 15 early conditional admission positions for students within the B.Sc. (Human Nutritional Sciences) program, with two positions prioritized for Indigenous persons. Remaining positions (total of 24 at maturity) will be filled via a standard (regular) admission process (see **Appendix D**).

Beyond the internship competencies, the MAHN program will provide 12 credit hours of graduate level courses in advanced nutrition, designed to provide students an opportunity to critically evaluate and analyze current knowledge related to nutrition care, food provision and population health promotion. The sequence of the courses has been designed to allow major projects to progress across the program, particularly in relation to a major group research study, including the submission of required human ethics forms, as well as the opportunity to position a business plan in relation to dietetics practice. The courses will be designed to permit blended learning to accommodate the intensity of the internship placements, including those that are in northern and rural locales. The courses will enhance both academic and professional skills via lectures, assigned readings, and oral and written presentations.

B-4 Mode of Delivery

B-4.1 Provide the total program length through one of the following measures:

30 Total credit hours

Total contact hours

Total courses

B-4.2 What proportion of the total program length (as indicated above) can be completed through the two following modes of delivery? *(Note that one or both selections can be offered up to the total program length.)*

80% In-person sessions will comprise approximately 80% of the time, including practicum placements and in class sessions

20% Online remote instruction will be used for the remaining 20% of the time to accommodate students in practicum placements.

B-5 Provide an overview of the suggested progression of courses on a year-by-year basis for the program from start to maturity. *(Course level detail is not necessary, however, please include credit hours/contract hours, proportion of upper level courses, clinical placements or practicums, or subject area requirements where applicable)*

The MAHN program is designed to be delivered over 3 consecutive terms (Fall, Winter, Summer), allowing for the completion of 30 CH and 1250 practicum placement contact hours (as required by PDEP).

UM INTERNAL REQUIREMENT: please complete the chart below to provide an overview of suggested progression through the program (indicate pre-requisites and related credit hours). Outline options for specializations within this program [minor(s) and/or concentration(s)].

YEAR 1
HNSC 7700 – Term 1 (F) – Restricted to students in the MAHN program
HNSC 7730 – Term 1 (F) – Restricted to students in the MAHN program
HNSC 7710 – Term 2 (W) – Restricted to students in the MAHN program
HNSC 7740 – Term 2 (W) – Restricted to students in the MAHN program
HNSC 7720 – Term 3 (S) – Restricted to students in the MAHN program
HNSC 7750 – Term 3 (S) – Restricted to students in the MAHN program
HNSC 7760 – Term 3 (S) – Restricted to students in the MAHN program
There are no electives indicated for this program
TOTAL CR. HRS: 30

The MAHN program is specifically designed to provide advanced graduate level training in human nutrition while meeting the integrated competency requirements for PDEP with respect to practicum placements. As such, no specializations are planned within the current structure.

B-6 Will the program be available for part-time study?

The program is designed for full-time delivery in order to coordinate practicum placements for students.

B-7 Indicate if this program will have a cooperative education, work placement, internship or practicum component and provide any relevant details:

The MAHN program will meet the PDEP Accreditation Standards for Dietetic Education Programs in Canada for “Internship/Practicum Programs”. (PDEP Accreditation Standards for Dietetic Education Programs in Canada; <https://www.pdep.ca/library/Accreditation-Policies-and-Standards/PDEP-Accreditation-Standards-for-Dietetic-Educatio.aspx>). The Accreditation Standards contain the following 6 standards:

- Standard 1 – Program Governance and Structure
- Standard 2 – Program Administration: Students/Interns
- Standard 3 – Program Administration: Curriculum
- Standard 4 – Program Administration: Academic and Professional Staff
- Standard 5 – Program Administration: Resources
- Standard 6 - Program Evaluation

Highlights of key requirements for Internship/Practicum Programs (MAHN Program) within the standards are:

- 1) Course outlines/outcomes and practicum/internship rotations/placements show a link to the PDEP competencies (ICDEPs; <https://www.pdep.ca/library/PDEP-Policies/Integrated-Competencies-For-Dietetic-Education-And.aspx>).
- 2) Internship/practicum meets the requirements for a minimum of 1250 hours of supervised practice-based learning.
- 3) Learning activities demonstrate a relationship to the ICDEPs.
- 4) Curriculum includes progressive learning.
- 5) Curriculum includes the building of analytical and critical thinking skills.
- 6) Curriculum includes the building of professional practice skills.
- 7) Curriculum includes the building of interprofessional practice skills.
- 8) Preceptors are academically and experientially qualified for their roles to assist students in achieving the ICDEPs.
- 9) Practicum/Internship Program Coordinator has a post-graduate degree, is registered/or is eligible to register with the College of Dietitians of Manitoba, a member of Dietitians of Canada, and has a minimum of three years of work experience prior to appointment.
- 10) A documented plan outlining internal/external partner agreements and resources for student/intern learning experiences.

B-8 Intake Information

B-8.1 Projected enrolment for the first intake: **20 students**

B-8.2 Maximum seat capacity (*Defined as first-year enrolment capacity*): **24 students**

B-8.3 Anticipated date of maturity: **We anticipate reaching maturity by 2024, as per the financial projections**

UM INTERNAL REQUIREMENT: please indicate the projected enrolment and graduates for the first 5 years of the program.

	Year 1	Year 2	Year 3	Year 4	Year 5
Enrolments	20	22	24	24	24
Graduates	20	22	24	24	24

Details on the admission processes are provided in **Appendix D**.

SECTION C – INFORMATION REGARDING PROGRAM DEVELOPMENT PHASE

C-1 Describe how this new program aligns with the strategic plans of your institution:

The UM's Strategic Plan (2015-2020) identifies 5 strategic priorities: 1) Inspiring minds; 2) Driving Discovery and Insight; 3) Creating Pathways; 4) Building Community; and 5) Forging Connections. The MAHN program is completely aligned with all of these priorities, as evident through the following examples.

1. *Inspiring Minds*: The MAHN program will provide flexible learning opportunities, a key goal for this priority, for the students through blended models of delivery. Furthermore, with an imbedded experiential component at its core, via the practicum placements, the program will ensure that RDs are fully prepared for the profession with enhanced skills and knowledge needed to address the nutrition-related challenges of Manitoba and Canada.
2. *Driving Discovery and Insight*: One of the goals for this priority includes the provision of education and training opportunities for graduate students that recognize their diverse career paths. The MAHN program will provide critical practical and foundational knowledge that will allow future dietitians to be successful in all realms of dietetic services, from clinical positions to community-based health advocacy.
3. *Creating Pathways*: The UM has made Indigenous Achievement a primary goal within its strategic plan, and the MAHN program is well positioned to support this goal. The program is being designed in consultation with the Indigenous community, through funding received from the UM's Indigenous Initiative Fund, and these activities will ensure that practicum placements are designed and supported within Indigenous communities to address critical nutrition-related health issues. Additionally, the MAHN program will retain dedicated admission positions (2) for Indigenous students.
4. *Building Community*: Developing a "culture of leadership and teamwork among our students" will be a primary objective of the MAHN program, as professional development opportunities and interprofessional education (IPE) will be integrated within the course objectives. Planning is underway to facilitate IPE opportunities with other units engaged in health training and education.
5. *Forging Connections*: The MAHN program will "enhance engagement with Indigenous communities in urban, rural and northern settings", by virtue of the practicum placements and graduate courses that are being designed in collaboration with Indigenous partners.

The above examples highlight the linkage of the MAHN program with the UM's strategic priorities. Additionally, they reflect the commitment of the Department of FHNS and the Faculty of Agricultural and Food Sciences (FAFS) to the education and training of students in the diverse areas that link food systems to human health.

C-2 Outline the internal approval process (i.e. committees, governing bodies) for approving this new 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: Please note date(s) of Faculty/College/School Approval. Approval dates through the governing bodies will be inserted by the Provost's Office prior to submission to government.

UM Undergraduate Programs:

<u>Decision-Making Body</u>	<u>Date of Approval</u>
Faculty/College/School	_____
SCCCC	_____
SPPC	_____
SCADM (<i>if applicable</i>)	_____
SCIE (<i>if applicable</i>)	_____
Senate Executive	_____
Senate	_____
Board of Governors	_____

UM Graduate Programs:

<u>Decision-Making Body</u>	<u>Date of Approval</u>
APC (<i>preliminary review</i>)	_____
External Review	_____
APC	_____
FGS Executive	_____
FGS Faculty Council	_____
SPPC	_____
Senate Executive	_____
Senate	_____
Board of Governors	_____

C-3 Responsibility to consult

C-3.1 If this program subject to mandatory review or approval by organizations external to the institution (*such as regulatory bodies, Apprenticeship Manitoba, etc.*), please describe any consultation processes and provide copies of reports or letter from these organizations providing support:

With respect to consultation processes, the following organizations were consulted, and letters of support are appended (**Appendix F**)

- September 13, 2019: Meeting with Winnipeg Regional Health Authority (WRHA) Manitoba Partnership Program Coordinator and WRHA Nutrition and Food Services Manager
- November 28, 2019: Meeting with Dietitians of Canada and College of Dietitians of Manitoba representatives
- March 11, 2020: Meeting with UM Office of InterprofessionalCollaboration
- February – May 2020: Consultation with the the Program Manager of the PDEP Dietetics Education Accreditation regarding a timeline for accreditation preparation and approvals for the MAHN Program (PDEP Timelines; **Appendix G**)
- From January to July 2020 several online surveys and focused discussions were organized and implemented with current HNS students, current and past MPP dietetic interns, MPP program preceptors, and FHNS faculty:

Survey Group	Method	Data Collection Dates (all in 2020)		Population Size	Number of Respondents	Percent Responding	Number of Questions
		Start	End				
FHNS Student Survey	Online survey via Survey Monkey®	February 13	March 15	244	40	16.4	5 open-ended questions
Student Focus Group	Online Focus Group via UMLearn	April 6	May 15	244	23 participants	9.4	5 open-ended discussion questions
Interns/ Past Interns	Online Survey via Survey Monkey®	May 5	May 30	unknown	92	unknown	5 open-ended questions
FHNS Faculty	Online Focus Group via UMLearn	April 28	May 31	22	6 participants	27.3	6 open-ended discussion questions
Preceptors	Online Survey via Survey Monkey®	June 9	July 6	unknown	39	unknown	6 open-ended questions

c-3.2 What agencies, groups, or institutions have been consulted regarding the development of this program?

Note: this includes any consultation with internal UM units, academic or otherwise.

During consultation, we interacted with several agencies and groups listed below through a series of meetings and online surveys. The feedback generated during this consultation is being integrated into the MAHN program design.

- Winnipeg Regional Health Authority (WRHA) Manitoba Partnership Program – Program Coordinator and WRHA Nutrition and Chief Nutrition and Food Services Officer
- Dietitians of Canada - Senior Director, Education Policy and Programs
- College of Dietitians of Manitoba - Registrar
- Partnership for Dietetic Registration and Practice (PDEP) - Program Manager, Dietetics Education Accreditation
- UM Faculty of Graduate Studies
- UM Office of Interprofessional Collaboration - Vice-Dean, Education, Rady Faculty of Health Sciences, Director and CoRS Lead, Office of Interprofessional Collaboration, Interprofessional Practice Coordinator
- UM Food and Human Nutritional Sciences (FHNS) Faculty
- UM FHNS students
- Master in Applied Nutrition Program, Guelph University – Program Coordinator
- Current preceptors within the WRHA Manitoba Partnership Program
- Past dietetic interns from the WRHA Manitoba Partnership Program
- National Indigenous Diabetes Association- Executive Director
- First Nations and Inuit Health Branch – Registered Dietitians
- Southeast Resource Develop Corp - Tribal Diabetes Coordinator

c-3.3 How have students and faculty been informed of the intent to establish this program?

FHNS students were informed of the intent to establish this program via an in-person presentation on January 29, 2020. The presentation slides and a Q&A sheet based on questions received at the presentation were posted onto the FHNS website on February 12, 2020. Students received an email at the end of November 2020 with an update on the progress of the MAHN Program development. FHNS faculty received a verbal introduction to the MAHN Program through

monthly Department Council meetings beginning in October 2019, with a formal presentation about the MAHN Program on March 4, 2020.

From January to July 2020 several online surveys and online focus groups were organized and implemented with current HNS students, current and past MPP dietetic interns, MPP program preceptors, and FHNS faculty. A full summary of the findings was presented to the MAHN Program Development Committee at the end of August 2020. These findings are guiding the development of the MAHN program

C-4 List any similar programs offered in Manitoba: *(Provide such information as institution, programs, and credentials offered in addition to any impacts on these programs, explain rationale for duplication.)*

Note: this includes any programs currently offered at UM.

Starting in 2022, there will be no similar programs offered in Manitoba, as the MPP program, offered via the WRHA, will be sunsetted. Additionally, advanced courses in human nutrition that will be integrated within the MAHN program are not currently available within the current course offerings in the Department of Food and Human Nutritional Sciences, or other academic departments.

C-4.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Manitoba.

There will be no articulation or specific laddering options for this program. Students that demonstrate prior learning and/or course work could request to have it assessed on a case by case basis. A review of prior learning (practicums, work experience, etc.) may reduce the number of hours of practicum required for a student in a particular area of practice.

C-5 List any similar programs offered in Canada: *(Provide such information as institution, programs, and credentials offered in addition to any impacts on these programs, explain rationale for duplication.)*

The rationale for duplication is to provide students in Manitoba with an option for pursuing a Dietetic Practicum without having to leave the province. By developing a program in Manitoba, we will stay competitive with other Universities in Canada. This will also ensure that the capacity for dietetics training is maintained within Canada, to replace the spaces that were offered through the WRHA Manitoba Partnership Program. A review of other programs offered in Canada revealed the following:

1. University of Guelph – Master of Applied Nutrition (MAN) program. Course based Master degree and dietetic practicum.
2. Ryerson University – Nutrition Communication (MHSc). Course based Master degree and dietetic practicum.
3. Brescia University College - Master of Science Foods & Nutrition: Practicum Stream (Option 2) MScFN. Course based Master degree and dietetic practicum.
4. Mount Saint Vincent University - Master of Science Applied Human Nutrition (MScAHN) with Practicum Education Program (IEP). Thesis-based Master degree and dietetic practicum.
5. Memorial University - Master of Public Health – Nutrition/Dietetics Stream. Course based Master degree and dietetic practicum.
6. University of Toronto Dalla Lana School of Public Health - Master of Public Health (MPH) in the field of Nutrition and Dietetics. Course based Master degree and dietetic practicum.
7. McGill University - Master of Science, Applied (M.Sc.A); Human Nutrition (Non-Thesis) – Dietetics Credentialing. Course based Master degree and dietetic practicum.

C-5.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Canada.

There will be no articulation or specific laddering options for this program. Students that demonstrate prior learning and/or course work could request to have it assessed on a case by case basis. A review of prior learning (practicums, work experience, etc.) may reduce the number of hours of practicum required for a student in a particular

area of practice. Prior course work would require a course outline submission and would be assessed for equivalencies. We expect transfer credit will be rare unless a student has partially completed another PDEP accredited program and then applies for our program.

C-6 Describe the current and projected labour market demands in Manitoba for graduates of this Program:

(Provide such information as probable employment destinations or further educational opportunities available to graduates of this new program of study. Attach any formal reports such as those from Associations, Statistics Canada, Sector Councils, Industry or Regulators.)

The training of dietitians in Manitoba has, for over a decade, been facilitated by the activities of the University of Manitoba (accredited academic program), the Manitoba Partnership Dietetics Education Program (MPP; accredited post-degree practicum program) and the College of Dietitians of Manitoba (Professional Regulatory Body; CDRE). Via the pre-selected program, MPP secured a minimum of 20 spots for UM students for practicum placements. These numbers were traditionally established based on workforce demands. The Canadian Occupational Projection System (COPS) has established an outlook for Dietitians in the Canadian workforce (<http://professions.edsc.gc.ca/sppc-cops/occupationsummarydetail.jsp?&tid=110>). In 2018, an estimate 12,700 dietitians (average age 39.8) were in the workforce. The COPS analysis projected that, between 2018 and 2028, there will be a relative balance between job seekers (4900) and job openings (4900). Given the stability of the profession, the proposed MAHN program is needed in order to ensure that Manitoba can continue to supply Registered Dietitians with the skills and understanding of the unique nutrition-related challenges within the province. Graduates from the MAHN program will be well positioned with advanced skills needed to replace those positions lost due to retirements.

C-7 If copies of any internal or peer evaluations with respect to this new program of study are being provided with this proposal, please indicated how any issues identified by these evaluations have been addressed and attach any relevant documents as available:

A virtual external site review of the MAHN program took place June 2-4 , 2021. The virtual site review included:

- meetings with internal MAHN stakeholders including University of Manitoba administration, and faculty and staff from FHNS, FAFS, and the Faculty of Graduate Studies (FGS) and prospective students of the MAHN program.
- A virtual tour of the facilities available to the MAHN program.
- Meetings with external stakeholders including the Manitoba Partnership Dietetic Education Program (MPP), the College of Dietitians of Manitoba and Dietitians of Canada (DC).

The Site review report concluded that the MAHN program:

- Will satisfy a need for a training pathway for registered dietitians in Manitoba.
- Is unique in Canada with its integration of Indigenous perspectives in its curriculum.
- Aligns with University of Manitoba strategic priorities.

Is highly supported by internal and external stakeholders.

While the majority of feedback was positive, the MAHN program is incorporating all site review recommendations within program planning. The following addition was made to the program proposal in response to the site review recommendations:

- Inclusion of advanced training in working with Indigenous and newcomer populations to ensure MAHN graduates are well equipped to address the unique needs of Manitobans (B-1, p.5)

SECTION D – REQUIRED RESOURCES AND FINANCIAL IMPLICATIONS

D-1 If one-time or pilot funding are being requested to support this new program of study, please identify the amount of funding being requested:

No one-time or pilot funding is being requested. Any start-up costs will be covered by the Department of Food and Human Nutritional Sciences and the Faculty of Agricultural and Food Sciences.

D-2 If ongoing funding being requested to support this new program of study, please identify the amount of funding being requested:

The MAHN program will not seek new ongoing funding for this program. Additional sources of funding are discussed in section D-3.

D-3 If new funding is not being requested, how will the program be funded?

The MAHN program will be funded via tuition revenue generated via program fees and from the faculty's share of the UM operating grant specific to tuition. The instruction of the graduate level courses will be provided via existing Faculty and one new UMFA Academic. The new UMFA Academic plus additional TA/GM and sessional support will ensure that FHNS has a full complement of academics needed to offer two accredited programs (undergraduate and graduate) dedicated to the dietetics profession and instruction in the Food and Human Nutritional Sciences. Teaching loads will be adjusted to reflect the standards established within FAFS. Additional support for infrastructure will be provided via the Faculty of Agricultural and Food Sciences unit budgets.

D-4 List any external sources of funding that will be used to support the implementation or delivery of this new program of study: *(Provide such information as agreements for funding from industry or external grants and indicate the anticipated length of time for each agreement.)*

This program is reliant upon access to preceptors for the practicum placements. As such, in-kind contribution of dietitian time for practicum placements represents an external source of support for this program. This level of support has been historically provided within the current WRHA-funded model of dietetics training, and the MAHN program will be reliant on the continuation of this support (see letter of support attached; **Appendix F**)

D-5 What are the resource implications to the institution (budget, IT, library, laboratory, computer, space, practicum liability insurance, student services, etc) in delivering this new program of study?

The MAHN program, at maturation, will see 24 new graduate students and 3 new staff members, and they will require access to IT services, space, remote library access, and additional centralized services common to all employees and students of the UM. With respect to space, space for the UMFA Academic, Program Coordinator and Office Assistant will be accommodated with the room allocation currently occupied by FHNS within the Human Ecology Building (primarily 209 Human Ecology and the 4th floor of Human Ecology). Space for the students in the MAHN program will be available in Room 109A, with alternative arrangements made to ensure adequate study space for undergraduate students within the B.Sc. (HNS) program.

With respect to liability insurance, all dietetic interns will be required to register with Dietitians of Canada, and secure practicum liability insurance via this agency (current model for the MPP program).

D-6 Please describe new and existing staffing resources needed to provide this new program of study. *Include reallocation of existing faculty, hiring of new faculty, administrative and support services and any other considerations.*

Faculty:

For the MAHN program proper, one new UMFA Academic will be hired for the MAHN program. The teaching responsibilities for the 30 CH of new courses will be managed via re-allocation of teaching loads to the new UMFA Academic and existing academics with the Department of FHNS, in accordance with the teaching load guidelines for the Faculty of Agricultural and Food Sciences (as approved by UMFA members). This position will be filled by an individual holding a PhD, with an initial salary positioned to \$85,000 (plus benefits, with annual increments).

Administration and Support:

A Program Coordinator will be hired (minimum of one year ahead of program implementation as required by the accrediting body PDEP) to manage and coordinate the program, liaise with dietetic preceptors, manage all aspects of the practicum placements, as well as coordinate admissions and selection processes. This position will be filled by an individual holding RD status as well as a minimum of a Master's degree, as required by PDEP, with an initial salary positioned to \$85,000 (plus benefits, with annual increments). Funding for this position will initially come from the FAFS and FHNS budgets prior to the generation of tuition revenue. Additionally, the program will hire an Office Assistant 3 (\$50,000 per annum plus benefits at year 1) to assist with managing the application processes, interviews, student correspondence, and practicum documentation. Dedicated email addresses will be established to ensure seamless communications within the program. Details on the financials related to these new hires are included on the attached spreadsheet. To address on-going accreditation requirements, an .5 FTE Office Assistant 4 (\$27,000 per annum plus benefits, with annual increments) and 10 hours per week of a professional Registered Dietitian (\$22,930 per annum plus benefits, with annual increments) will be supported by the program. Initial year funding will come from FAFS.

D-7 Provide a program implementation plan for the new program of study by academic year (start to maturity) that includes any elements to be phased in (e.g., new faculty hires, distribution of existing faculty and support staff) from launch to maturity:

Year 1 (5.67 FTE)

- A program coordinator (1 FTE) will have been hired in advance of program initiation and will be in place before Year 1.
- An UMFA Academic position (1 FTE) will be hired in advance of program initiation to provide academic instructor (either directly for the MAHN program or to offset teaching load allocated to an existing academic).
- Instructor/sessional support (.42 FTE) and TA/GM support of (.46 FTE) will assist in the delivery of the program.
- An Office Assistant 3 (1 FTE) will be hired and in place by the initiation of Year 1.
- Course assignments to existing faculty will be in place
- To address Accreditation requirements, (0.5 FTE) of an OA4 and (0.29 FTE) for 10 hours per week of professional support (Registered Dietitian) will be in place by Year 1.
- Indirect support (support staff/tech support) equivalent to (1 FTE) will assist with the program.

Year 2 (6.10 FTE)

All elements will have been phased in by Year 1, as required by PDEP.

- Indirect support (support staff/tech support) may increase by (.43 FTE) from year 1 to accommodate additional student intake.

Year 3 (6.57 FTE)

- TA/GM support increased by (.04 FTE) to accommodate additional students is the only change from the prior year.

Year 4 & 5 (6.57 FTE) – no additional changes from year 3.

D-8 Please describe the effect of this new program on existing capital infrastructure and equipment:

Physical Space:

The MAHN program will be offered at the Human Ecology Building, in spaces currently occupied by the Department of FHNS. The latter include administrative support spaces (209 Human Ecology) and MAHN student spaces (109A Human Ecology). Classroom space will be accessed via the Ad Astra centralized room booking services, with potential spaces including University College, Duff Roblin, and Human Ecology.

Equipment:

No additional equipment beyond those currently afforded to students in all programs (access to AV equipment in shared classrooms; Access to wi-fi and internet services; Printing and copying services via FHNS) are anticipated for the MAHN program.

D-9 If capital funding is being requested to support additional specialized program materials such as infrastructure or equipment required to provide this new program of study, please provide a detailed description of the use of this capital:

Within the budget template, funds are requested to support the office set up for the new UMFA academic, the Program Coordinator and an office assistant (laptop; new office desk and chair). No other capital funds are requested.

SECTION E–TUITION
E-1 What are the proposed tuition fees?

The proposed tuition (and continuing fees) for the MAHN program is \$10,410 for the full year program for domestic students, calculated as \$5,205 for both Term 1 and Term 2, plus a continuing fee of \$518.75 for Term 3. This is the 2021-2022 rate and upon program approval, the continuing fee will be the rate applicable at the time. The current financial projections are based on domestic students only. International student tuition will be based on the domestic student program tuition plus the standard international differential as established by the Board of Governors. We anticipate that the majority of students in years 1-5 will be domestic students, with the potential for 10-15% (2-3 students) to be international students. As the program matures, greater emphasis may be placed on international recruitment (while protecting the allocation of 17 spots for HNS and Indigenous students) to enhance diversity in the program and provide financial resources to offset potential shifts in the unit's share of the operating grant revenue.

E-2 Please provide a rationale for the tuition fee proposed. *(For example, are these tuition fees comparable to tuition for existing programs within the academic unit or to tuition for similar programs offered at other institutions?)*

In comparison to other graduate programs that include an integrated internship, the following tuition rates are positioned:

Institution	Program	Program Duration	Total Tuition + Internship Fees (2019-2020)
University of Guelph	Master of Applied Nutrition	3 terms; 12 months	\$11,990.87
Brescia College, Western University	MSc Foods and Nutrition	5 terms	\$18,128.35
Brescia College, Western University	Diploma in Dietetic Education and Practice (Internship only)	3 terms	\$11,932.59
Ryerson University	Master of Health Science in Nutrition Communication	4 terms	\$18,993.50

There are no comparable programs in Western Canada.

The proposed tuition was determined in order to allow the graduate program to be self-financing through a combination of tuition revenue and the share of the operating grant revenue. Costs associated with program operations include student recruitment, application and interview processing, and document management associated with accreditation processes. We have included FTE to account for the additional administrative and academic needs to support 20-24 new graduate students and 30 CH of new course instruction, including new instruction capacity (UMFA position; TA and sessional support), a program coordinator (to manage the practicum placements), and 2 FTE for AESSES position (1 FTE for direct program support; 1 FTE to account for marketing, promotions, IT support, etc.).

E-3 Please describe any additional fees that would apply to a student in this program?

In addition to the MAHN program fees, students will be responsible for ancillary fees required for all FGS students, including endowment fees, graduate student organization fees, technology service fees, registration fees, library fees, student service fees, and sport and recreation fees. For 2020-21, these fees amount to approximately \$341.26 for Fall and Winter terms. Additional health and dental insurance is available with an opt-out clause for those individuals covered by other plans (\$345 for the academic year). The program will provide resources to cover costs associated with internship placements, either directly or via working with

partner organizations (in-kind contributions), as well as costs associated with other required program elements, including inoculations and background checks.

UM INTERNAL REQUIREMENTS: Please note any new course-fees proposed in support of this program. Please provide a rationale for any new fees. Are these fees comparable to fees for existing programs within the academic unit or for similar programs offered at other institutions?

E-4 Please describe any specific supports to encourage affordability and accessibility to the program:

The program tuition has been structured with affordability and accessibility in mind, in relation to programs offered in Eastern Canada. There are no comparable Western Canadian programs. The MAHN program will provide resources to offset travel, accommodation and ancillary costs associated with the practicum placements. Additionally, we will work with external stakeholders and donors to establish bursaries and scholarships in support of student accessibility. University of Manitoba Student Accessibility Services will provide support for those students who have accessibility needs to ensure equitable accessibility to the program.

SECTION F –SIGNATURES

(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

☐

Program of Study Financial Form

☐

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



**Post-Secondary Education and Labour Market Outcomes
Program Proposal Financial Form**

Form Instructions:

1. When proposing a new program *Current Fiscal Year* (the first column) should be left blank, with the first year of the program starting in year 1.
2. When proposing a new program expansion *Current Fiscal* should be entered in the first column.
3. If a program reaches maturity prior to *Fiscal Year 4*, remaining fiscal year columns must still be completed so that *Ongoing Program Funding* can be calculated.
4. Fill in line items for revenue, expenditure, and capital as these pertain to the program. Examples are correspondently listed to the right of the table.
5. Ensure that line items account for overhead. For example, include the amount of tuition that the program will receive after administrative overhead.
6. Only fill out areas shaded in green, using cash accounting. The increment, on-going and total will self-populate accordingly.

Overview										
Institution:										
Program Name:										
Contact Information:										
Date:										

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr. 1	(change from current year to year 1)	Budget Yr. 2	(change from year 1 to year 2)	Budget Yr. 3	(change from year 2 to year 3)	Budget Yr. 4	(change from year 3 to year 4)	
REVENUE INFORMATION										
Contribution from Institution (Grant, Strategic Alloc)		\$ 475,595	\$ 475,595	\$ 537,947	\$ 62,352	\$ 603,684	\$ 65,737	\$ 621,695	\$ 18,011	\$ 621,695
Tuition (incl. graduate continuing fees)		\$ 208,200	\$ 208,200	\$ 249,021	\$ 40,821	\$ 281,846	\$ 32,825	\$ 292,415	\$ 10,569	\$ 292,415
Student Fees		\$ 6,080	\$ 6,080	\$ 6,688	\$ 608	\$ 7,296	\$ 608	\$ 7,296	\$ -	\$ 7,296
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution from Unit (Existing Resources)		\$ 811,483	\$ 811,483	\$ 839,885	\$ 28,402	\$ 869,281	\$ 29,396	\$ 899,706	\$ 30,425	\$ 899,706
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Revenue (A)	\$ -	\$ 1,501,358	\$ 1,501,358	\$ 1,633,541	\$ 132,183	\$ 1,762,107	\$ 128,566	\$ 1,821,112	\$ 59,005	\$ 1,821,112

MEDT Form

Institution:	
Program Name:	
Contact Information:	
Date:	

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr. 1	(change from current year to year 1)	Budget Yr. 2	(change from year 1 to year 2)	Budget Yr. 3	(change from year 2 to year 3)	Budget Yr. 4	(change from year 3 to year 4)	
EXPENDITURE INFORMATION										
New Academic Salaries - Direct		\$ 147,600	\$ 147,600	\$ 152,766	\$ 5,166	\$ 158,113	\$ 5,347	\$ 163,647	\$ 5,534	\$ 163,647
Existing Academic Salaries - Direct		\$ 751,483	\$ 751,483	\$ 777,785	\$ 26,302	\$ 805,008	\$ 27,222	\$ 833,183	\$ 28,175	\$ 833,183
New Professional/Support Salaries - Direct		\$ 224,916	\$ 224,916	\$ 232,788	\$ 7,872	\$ 242,136	\$ 9,348	\$ 250,610	\$ 8,475	\$ 250,610
Existing Professional/Support Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses		\$ 111,165	\$ 111,165	\$ 158,013	\$ 46,848	\$ 195,258	\$ 37,246	\$ 199,782	\$ 4,523	\$ 199,782
Student Support		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Salary Expenses		\$ 120,000	\$ 120,000	\$ 147,600	\$ 27,600	\$ 176,227	\$ 28,627	\$ 182,395	\$ 6,168	\$ 182,395
Administrative Overhead		\$ 142,194	\$ 142,194	\$ 164,589	\$ 22,395	\$ 185,366	\$ 20,777	\$ 191,496	\$ 6,130	\$ 191,496
			\$ -		\$ -		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
Total Expenditures (B)	\$ -	\$ 1,497,358	\$ 1,497,358	\$ 1,633,541	\$ 136,183	\$ 1,762,107	\$ 128,566	\$ 1,821,112	\$ 59,005	\$ 1,821,112

MEDT Form

Institution:										
Program Name:										
Contact Information:										
Date:										
	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr. 1	(change from current year to year 1)	Budget Yr. 2	(change from year 1 to year 2)	Budget Yr. 3	(change from year 2 to year 3)	Budget Yr. 4	(change from year 3 to year 4)	
CAPITAL INFORMATON										
Major Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renovations		\$ 2,000	\$ 2,000	\$ -	\$ (2,000)	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture		\$ 2,000	\$ 2,000	\$ -	\$ (2,000)	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Total Capital (C)	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ (4,000)	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue less Expenditures and Capital (A-(B+C))	\$ -	\$ 0	\$ 0	\$ -	\$ (0)	\$ -	\$ -	\$ -	\$ 0	\$ -
Funding Request		\$ -		\$ -		\$ -		\$ -		

SENATE PLANNING AND PRIORITY COMMITTEE (SPPC)
New Program Approval - Financial Form

FACULTY / SCHOOL Faculty of Agricultural and Food Sciences
PROGRAM Masters of Applied Human Nutrition

1. STAFFING REQUIREMENTS (FTE)	Year 1	Year 2	Year 3	Year 4	Year 5
New Academic Positions (FTE) (Appendix A)	1.67	1.67	1.67	1.67	1.67
New Professional and Support Positions (FTE) (Appendix A)	3.00	3.00	3.04	3.04	3.04
New Indirect Staff (FTE) (Appendix A)	1.00	1.43	1.86	1.86	1.86
Subtotal Staffing Requirements (FTE)	5.67	6.10	6.57	6.57	6.57

2. PROGRAM COSTS

Direct Program Costs

New Academic Salaries (incl bpl) (Appendix A)	\$ 147,600	\$ 152,766	\$ 158,113	\$ 163,647	\$ 169,374
Existing Academic Salaries (incl bpl) (Appendix A)	751,483	777,785	805,008	833,183	862,344
New Professional/Support Salaries (incl bpl) (Appendix A)	224,916	232,788	242,136	250,610	259,382
Existing Professional/Support Salaries (incl bpl) (Appendix A)	-	-	-	-	-
Operating Expenses (Appendix B)	111,165	158,013	195,258	199,782	204,489
Student (Graduate/Undergraduate) Support (Appendix C)	-	-	-	-	-
Major Equipment (Appendix D)	-	-	-	-	-
Vehicles (Appendix D)	-	-	-	-	-
Renovations (Appendix D)	2,000	-	-	-	-
Furniture (Appendix D)	2,000	-	-	-	-
Other Capital (Appendix D)	-	-	-	-	-
Subtotal Direct Program Costs	\$ 1,239,164	\$ 1,321,352	\$ 1,400,514	\$ 1,447,222	\$ 1,495,590

Indirect Program Costs

New Indirect Salary Expenses (incl bpl) (Appendix A)	\$ 60,000	\$ 85,500	\$ 111,953	\$ 115,871	\$ 119,927
Existing Indirect Salary Expenses (incl bpl) (Appendix A)	60,000	62,100	64,274	66,523	68,851
Tax on Grant and Tuition Revenue	121,374	139,687	157,182	162,255	167,511
Administrative Overhead	20,820	24,902	28,185	29,242	30,338
Subtotal Indirect Program Costs	\$ 262,194	\$ 312,189	\$ 361,593	\$ 373,891	\$ 386,628

Total Program Costs (Direct & Indirect)	\$ 1,501,358	\$ 1,633,541	\$ 1,762,107	\$ 1,821,112	\$ 1,882,218
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3. ENROLMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Expected Enrolment (headcount)	40	44	48	48	48
Expected Enrolment (credit hours)	-	-	-	-	-

4. PROGRAM REVENUE ALLOCATED TO FACULTY/SCHOOL

Operating Grant Revenue (see note)	\$ 475,595	\$ 537,947	\$ 603,684	\$ 621,695	\$ 640,345
Tuition Revenue (Appendix B)					
• Credit Hour Based					
Undergraduate	-	-	-	-	-
Graduate	-	-	-	-	-
• Program Based	208,200	249,021	281,846	292,415	303,381
• Program/Course Specific Fees	-	-	-	-	-
• Other Compulsory Student Fees	6,080	6,688	7,296	7,296	7,296
Other revenue	-	-	-	-	-
Total Program Revenue	\$ 689,875	\$ 793,656	\$ 892,826	\$ 921,406	\$ 951,022

5. EXISTING RESOURCES

From Operations:					
Academic Salaries (Appendix A)	\$ 751,483	\$ 777,785	\$ 805,008	\$ 833,183	\$ 862,344
Professional and Support Salaries (Appendix A)	-	-	-	-	-
Indirect Salaries (Appendix A)	60,000	62,100	64,274	66,523	68,851
Current/prior years surplus (carryover)					
From Other Sources:					
Subtotal Existing Resources	\$ 811,483	\$ 839,885	\$ 869,281	\$ 899,706	\$ 931,196

6. Program shortfall (surplus) (Program Costs - Program Revenue - Existing Resources)	\$ (0)	\$ -	\$ -	\$ -	\$ -
Internal Funds Requested through Strategic Allocation					
Funds Requested of the Provincial Government					
Balance (should be zero)	\$ (0)	\$ -	\$ -	\$ -	\$ -

Harminder Dhanjal Digitally signed by Harminder Dhanjal
Date: 2022.01.07 10:56:51 -0500

Submitted by Faculty/School Budget Officer (signature)

Date

Reviewed by Graduate Studies Business Manager

Date

Chester Wojciechowski

Reviewed by University Budget Officer (signature)

Date

Appendix A - Salary Expenses

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

NEW	Year 1		Year 2		Year 3		Year 4		Year 5	
	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary
Academic										
Excluded Academic Admin	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professor	-	-	-	-	-	-	-	-	-	-
Assoc/Asst Professor or Senior Instructor	1.00	85,000	1.00	87,975	1.00	91,054	1.00	94,241	1.00	97,539
Lecturer/Instructor/Sessionals	0.42	28,000	0.42	28,980	0.42	29,994	0.42	31,044	0.42	32,131
Librarians	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	0.25	10,000	0.25	10,350	0.25	10,712	0.25	11,087	0.25	11,475
Subtotal New Academic Salaries	1.67	123,000	1.67	127,305	1.67	131,761	1.67	136,372	1.67	141,145
Benefits and Pay Levy		24,600		25,461		26,352		27,274		28,229
Total New Academic Salaries (including BPL)	1.67	\$ 147,600	1.67	\$ 152,766	1.67	\$ 158,113	1.67	\$ 163,647	1.67	\$ 169,374
Professional and Support Staff										
EMAPS	1.00	\$ 85,000	1.00	\$ 87,975	1.00	\$ 91,054	1.00	\$ 94,241	1.00	\$ 97,539
AESES (Support, .79FTE Accreditation support)	1.79	99,930	1.79	103,428	1.79	107,048	1.79	110,794	1.79	114,672
CUPE TA's/GM	0.21	2,500	0.21	2,588	0.25	3,678	0.25	3,807	0.25	3,940
Subtotal New Professional and Support Staff	3.00	187,430	3.00	193,990	3.04	201,780	3.04	208,842	3.04	216,151
Benefits and Pay Levy		37,486		38,798		40,356		41,768		43,230
Total New Professional and Support Staff (incl. BPL)	3.00	\$ 224,916	3.00	\$ 232,788	3.04	\$ 242,136	3.04	\$ 250,610	3.04	\$ 259,382
Indirect Staff (Within your faculty/school)										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES (support staff/tech support)	1.00	\$ 50,000	1.43	71,250	1.86	93,294	1.86	96,560	1.86	99,939
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal New Indirect Staff	1.00	50,000	1.43	71,250	1.86	93,294	1.86	96,560	1.86	99,939
Benefits and Pay Levy		10,000		14,250		18,659		19,312		19,988
Total New Indirect Staff (including BPL)	1.00	\$ 60,000	1.43	\$ 85,500	1.86	\$ 111,953	1.86	\$ 115,871	1.86	\$ 119,927
Total New Staff		\$ 432,516		\$ 471,054		\$ 512,202		\$ 530,129		\$ 548,683

EXISTING (Within your faculty/school)	Year 1		Year 2		Year 3		Year 4		Year 5	
	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary
Academic										
Excluded Academic Admin	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professor	3.00	421,956	3.00	436,724	3.00	452,010	3.00	467,830	3.00	484,204
Assoc/Asst Professor or Senior Instructor	1.00	122,470	1.00	126,756	1.00	131,193	1.00	135,785	1.00	140,537
Lecturer/Instructor/Sessionals	1.00	81,810	1.00	84,673	1.00	87,637	1.00	90,704	1.00	93,879
Librarians	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Academic Salaries	5.00	626,236	5.00	648,154	5.00	670,840	5.00	694,319	5.00	718,620
Benefits and Pay Levy		125,247		129,631		134,168		138,864		143,724
Total Existing Academic Salaries (including BPL)	5.00	\$ 751,483	5.00	\$ 777,785	5.00	\$ 805,008	5.00	\$ 833,183	5.00	\$ 862,344
Professional and Support Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	-	-	-	-	-	-	-	-	-	-
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Professional and Support Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy		-		-		-		-		-
Total Existing Professional and Support Staff (incl. BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Indirect Staff										
EMAPS	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES	1.00	50,000	1.00	51,750	1.00	53,561	1.00	55,436	1.00	57,376
CUPE TA's	-	-	-	-	-	-	-	-	-	-
Subtotal Existing Indirect Staff	1.00	50,000	1.00	51,750	1.00	53,561	1.00	55,436	1.00	57,376
Benefits and Pay Levy		10,000		10,350		10,712		11,087		11,475
Total Existing Indirect Staff (including BPL)	1.00	\$ 60,000	1.00	\$ 62,100	1.00	\$ 64,274	1.00	\$ 66,523	1.00	\$ 68,851
Total Existing Staff		\$ 811,483		\$ 839,885		\$ 869,281		\$ 899,706		\$ 931,196
GRAND TOTAL		\$ 1,243,999		\$ 1,310,939		\$ 1,381,483		\$ 1,429,835		\$ 1,479,879

App B - Operating Exp.

Appendix B - Operating Expenses

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

	<u>Direct Expenses</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
700BGT	Travel - Budget (includes visiting speakers, orientation, research day)	\$ 5,000	\$ 15,000	\$ 20,000	\$ 25,000	\$ 25,000
701BGT	Hospitality - Budget	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
704BGT	Printing and Duplicating - Budget	\$ 2,000	\$ 2,200	\$ 2,400	\$ 2,600	\$ 2,800
706BGT	Consumable Materials/Supplies Budget (includes computers incl software)	\$ 12,500	\$ 15,000	\$ 17,000	\$ 19,000	\$ 21,000
708BGT	Telecommunications - Budget	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
710BGT	Other Expenses (Nonconsumable) Budget	\$ 29,382	\$ 52,530	\$ 72,075	\$ 63,899	\$ 60,906
713BGT	Insurance - Budget	\$ -	\$ -	\$ -	\$ -	\$ -
	Externally Contracted Serv - Budget					
716BGT	(marketing/recruitment/promo/Accreditation & PDEP fees)	\$ 44,283	\$ 44,283	\$ 54,283	\$ 59,283	\$ 64,283
718BGT	Professional Fees - Budget (including speaker fees)	\$ 15,000	\$ 26,000	\$ 26,500	\$ 27,000	\$ 27,500
740BGT	Repairs and Maintenance - Budget					
Subtotal Direct Operating		\$ 111,165	\$ 158,013	\$ 195,258	\$ 199,782	\$ 204,489

Appendix C - Student Support

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

<u>Graduate / Undergraduate Support Expense</u>		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
7700	Scholarships	\$ -	\$ -	\$ -	\$ -	\$ -
7710	Bursaries	\$ -	\$ -	\$ -	\$ -	\$ -
7720	Awards					
Subtotal Operating		\$ -	\$ -	\$ -	\$ -	\$ -

Appendix D - Capital Costs

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

Capital Item	Year 1			Year 2			Year 3			Year 4			Year 5		
	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total
Major Equipment	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Vehicles	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Renovations	1.00	\$ 2,000	\$ 2,000	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Furniture	1.00	\$ 2,000	\$ 2,000	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Other (<i>list</i>)			-			-			-			-			-
...															
Subtotal Operating		\$ 4,000			\$ -			\$ -			\$ -			\$ -	

Appendix E - Tuition

Fee Increase

3.8%

**SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS**

1. EXPECTED ENROLMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Headcount					
Undergraduate	-	-	-	-	-
Graduate	20	22	24	24	24
Graduate (continuing only)	20	22	24	24	24
Credit Hours					
Undergraduate	-	-	-	-	-
Graduate					

2. TUITION REVENUE GENERATED BY THE PROGRAM					
• Credit Hour Based - (enter credit hour rate in yr 1)	\$ -	\$ -	\$ -	\$ -	\$ -
Undergraduate	-	-	-	-	-
Graduate	-	-	-	-	-
• Program Based - (enter annual program fee in yr 1)	\$ 10,410	\$ 10,800	\$ 11,205	\$ 11,626	\$ 12,062
Undergraduate	-	-	-	-	-
Graduate	208,200	237,608	268,929	279,014	289,477
Total Tuition Fees	\$ 208,200	\$ 249,021	\$ 281,846	\$ 292,415	\$ 303,381
• Continuing Fee - (enter annual continuing fee in yr 2)	\$ -	\$ 519	\$ 538	\$ 558	\$ 579
Graduate	-	11,413	12,917	13,401	13,904
• Program/Course Specific Fees					
Lab Fees - (enter amount in applicable years)					
Field Trip Fees - (enter amount in applicable years)					
(Fee description/rate)					
..... (add as required)...					
..... (add as required)...					
Total Program/Course Specific Fees	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL TUITION AND FEES GENERATED BY THE PROGRAM	\$ 208,200	\$ 249,021	\$ 281,846	\$ 292,415	\$ 303,381
--	-------------------	-------------------	-------------------	-------------------	-------------------

3. TUITION REVENUE ALLOCATED TO THE FACULTY					
• Credit Hour Based - Undergraduate (enter amount)					
• Credit Hour Based - Graduate	-	-	-	-	-
• Program Based	208,200	249,021	281,846	292,415	303,381
• Program/Course Specific Fees	-	-	-	-	-
• Other Compulsory Student Fees (enter amount)	6,080	6,688	7,296	7,296	7,296
TOTAL TUITION REVENUE ALLOCATED TO THE FACULTY	\$ 214,280	\$ 255,709	\$ 289,142	\$ 299,711	\$ 310,677

Operating Worksheet

Acct	Expense	Year 1	Year 2	Year 3	Year 4	Year 5
700BGT	Travel and Conferences	\$ -	\$ -	\$ -	\$ -	\$ -
7001	Travel Academic					
7002	Travel Administration					
7003	Relocation					
7004	Staff Recruitment					
7005	Field Trips					
7006	Team Travel					
7007	Local Travel					
7009	Student Recruitment					
7010	Student Travel					
7130	Airfare					
7131	Accommodation					
7132	Meals (Per Diem-No receipts)					
7133	Meals (with receipts)					
7134	Mileage (Km's)					
7135	Parking					
7136	Car Rental					
7137	Conference Registration					
7138	Taxis					
7139	Misc Travel/Incidentals					
7676	Hospitality					
704BGT	Printing and Duplicating - Budget	\$ -	\$ -	\$ -	\$ -	\$ -
7040	Printing					
7041	Copying					
706BGT	Consumable Materials/Supplies Budgt	\$ -	\$ -	\$ -	\$ -	\$ -
7060	Office Supplies					
7061	Lab Supplies					
7062	Audio Visual Supplies					
7063	Agricultural Supplies					
7064	Safety Supplies					
7065	Sports and Athletic Supplies					
7066	Books and Subscriptions					
7067	Other Supplies					
7068	Computing Supplies					
7069	Maintenance and Cleaning Supplies					
7070	Dental Supplies					
7071	Equipment Foreign Operations					
7072	Supplies Foreign Operations					
708BGT	Telecommunications - Budget	\$ -	\$ -	\$ -	\$ -	\$ -
7080	IST Telecommunications					
7082	Physical Plant Postage					
7085	Departmental Communications					

Operating Worksheet

Acct	Expense	Year 1	Year 2	Year 3	Year 4	Year 5
710BGT	Other Expenses (Nonconsumable) Budget	\$ -	\$ -	\$ -	\$ -	\$ -
7100	Affiliated Personnel Costs					
7101	Professional Development					
7102	Professional Memberships					
7103	Conferences/Events Hosted by U of M					
7104	Other Services					
7106	Bad Debts					
7107	Advertising and Promotion					
7108	Licenses and Permits					
7109	Software Maintenance					
7110	Staff Benefits					
7111	Other Non-Consumable Expenses					
7114	Internal Financing Expense					
7116	Internal Services Expense					
718BGT	Professional and External Services	\$ -	\$ -	\$ -	\$ -	\$ -
7160	Externally Contracted Services					
7180	Professional Fees					
7185	Investment Management Expenses					
740BGT	Repairs and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
7400	Equipment Repairs & Maintenance					
7401	Building Repairs & Maintenance					
7402	Equipment Rental					
7403	Grounds Maintenance					

Appendix C

MAHN Program Elements Mapped to Course Progression

MAHN Program Elements and Course Progression			
Key Elements of Program	Fall Term	Winter Term	Spring/Summer Term
Practicum placements - ICDEP	HNSC 7700	HNSC 7710	HNSC 7720
Integration of Indigenous perspectives/EDI	All courses	All courses	All courses
Advanced Applied Human Nutrition Knowledge			
Critical analysis of current topics in human nutrition	HNSC 7730	HNSC 7740	HNSC 7750
Sustainable Food Systems		HNSC 7740	
Leadership and advocacy			HNSC 7750
Research Methods			
Research integrity and human ethics	HNSC 7730	HNSC 7740	
Survey Design		HNSC 7740	HNSC 7760
Data collection			HNSC 7760
Data management			HNSC 7760
Data analysis			HNSC 7760
Presentation of research findings			HNSC 7760
Business Development Plan			
Background	HNSC 7730		
Development		HNSC 7740	
Presentation			HNSC 7750
Communication skills			
Oral communication	All courses	All courses	All courses
Written communication skills	All courses	All courses	All courses
Inteprofessional engagement	HNSC 7730	HNSC 7740	HNSC 7750

Appendix D

Proposed Admission Process for the Master of Applied Human Nutrition (MAHN) Program

Appendix D: MAHN Admissions Requirements and Processes.

ADMISSION REQUIREMENTS

Both pathways (regular and early admission [note: early admission to start in 2025 for Fall 2026 admission]):

- A minimum GPA of 3.0 in the last 60 credit hours (or equivalent to 2 years) of University level course work taken (all levels considered) is required for FGS admission. It is strongly recommended that applicants have a minimum grade of B or equivalent in all upper level 3000/4000 Nutrition courses taken within an accredited PDEP undergraduate program.

OR

- A 'B' or higher is required in all courses taken to meet the academic upgrading as required by CDM.

Early Admission: Candidates who wish to participate in the Early Admission process must be registered in the University of Manitoba's Human Nutritional Sciences degree program and have one of the following academic profiles:

- A. Registered in the Nutrition Option, following dietetics preparation courses of the 4-year degree program for Bachelor of Science (B.Sc. Human Nutritional Sciences) and:
 - A minimum Degree GPA (DGPA) of 3.0
 - Have a minimum of 69 degree credit hours passed and a minimum of 24 credit hours of required courses remaining to complete the program at the time of application in January.
 - Will graduate before Spring of the following academic session (Ex. Applicants accepted during the January 2021 process will need to graduate by Spring 2022 to start in Fall 2022).
- B. Registered in the Dietetics Option concentration of the Second-Degree program for Bachelor of Science (B.Sc. Human Nutritional Sciences) and have:
 - A minimum Degree GPA (DGPA) of 3.0
 - Have a minimum 36 degree credit hours passed and a minimum of 24 credit hours of required courses remaining to complete the program at the time of application.
 - Will graduate before Spring of the following academic session (Ex. Applications accepted for January 2021, students will need to graduate by Spring 2022 to start in Fall 2022).

ADMISSION PATHWAYS

Early Admission: This category of admission will only be available to students currently registered in the B.Sc. Human Nutritional Science degree program at the University of Manitoba. Students can apply in the 3rd year of their program. Applicants apply a year and half before their start date while in their 3rd year of the HNS program.

Regular Admission: Students with an accredited PDEP undergraduate degree or applicants that have completed required upgrading as assessed by the College of Dietitians of Manitoba may apply under this category. Preference will be given to graduates of the B.Sc. (HNS) from the University of Manitoba. Students applying Regular Admission are applying in January for the same year start date in September. Applicants must be graduated or will be graduating in Spring Convocation of that year.

Positions available: There will be a maximum of 24 positions available each year combined for early and regular admission. The MAHN program reserves the right to offer fewer positions.

There will be a maximum of 15 students that may be offered conditional acceptance, per year through the Early Admission process. Please note the MAHN program may select up to 15 students for Early Admission; however, depending on the applicant pool may choose to extend fewer than 15 offers. Students applying for Early Admission are applying for a start date in September of the following year. For example, a student applying in January 2022 is applying for a start date in September 2023. Any remaining spaces not offered to Early Admission applicants will be available through the Regular Admission pathway.

Two (2) positions are prioritized for Indigenous persons who have submitted the Indigenous Voluntary Self Declaration Form and meet minimum selection requirements. If there are more than 2 applicants who have Self-declared as Indigenous, the top scoring 2 applicants will be awarded the two positions. The remainder will be ranked amongst all other applicants. *In the event there are no applications who self-declare as Indigenous, all applicants will be competitively ranked for the available positions.

ADMISSION PROCESS

Application: Application packages must include:

- Letter of Application
- Resume
- Reference Reports
- Transcripts (No transcript required during the Early Admission process. Unofficial transcript required for Regular Admission process. ALL applicants are required to submit official transcripts with application to the Faculty of Graduate Studies).

Assessment process:

Applicants that apply to the MAHN program (Early and Regular Admission) pathways will be:

1. Notified if they have met requirements to be considered for admission.
2. Ranked by the MAHN admission committee based on Academics, Letter of Application, References and Resume.
3. Notified if they will move onto the interview portion of the admission process or not.
4. Interviews will take place mid-February, applicants total score with interview rating will be finalized.
5. Notifications regarding admission will be sent to applicants that are selected and not selected in mid-March.

Ranking:

Applicants are scored in a consistent manner according to established ratings and criteria by the MAHN Admission Selection Committee. Applications will be scored out of a total of 100 points. Points will be awarded according to the following criteria:

Academic rating – 20
Letter of Application - 20
Reference reports - 20
Resume – 20
Interviews – 20

Appendix F

Letters of Support



Winnipeg Regional
Health Authority

Caring for Health

Nutrition & Food
Services

Office régional de la
santé de Winnipeg

À l'écoute de notre santé

Services de diététique
et d'alimentation

**Manitoba Partnership Dietetic
Education Program**



345 DeBaets Street
Winnipeg, Manitoba
R2J 3V6 CANADA
TEL: 204-654-5100
FAX: 204-943-6278

345, rue DeBaets
Winnipeg (Manitoba)
R2J 3V6 CANADA
TÉL: 204-654-5100
TÉLÉC: 204-943-6278

February 10, 2021

Christina Lengyel, PhD, RD
Associate Professor
Director of the Dietetics Program
Department of Food and Human Nutritional Sciences
Faculty of Agriculture and Food Sciences
University of Manitoba
405 Human Ecology Building
Winnipeg, Manitoba
R3T 2N2

Dear Christina,

The Manitoba Partnership Dietetic Education Program (MPP), a program within Winnipeg Regional Health Authority (WRHA) Nutrition and Food Services, has provided Dietetic Interns with post graduate practicum training since 2004. The MPP has been a very successful post graduate internship program in Manitoba and has graduated 338 dietetic interns to date.

WRHA Nutrition and Food Services has been in discussion with the Department of Food and Human Nutritional Sciences regarding a university-based integrated dietetic practicum program for some time. We are very supportive and excited with the development of the Masters in Applied Human Nutrition (MAHN) program. This university-based program provides many benefits to students, to the dietetic profession and community and to the University of Manitoba.

WRHA Nutrition and Food Services looks forward to the MAHN program launch in the Fall of 2022 and will continue to collaborate with the MAHN Committee as a stakeholder.

Sincerely,

Kathleen Richardson
Chief Nutrition and Food Services Officer

c. Alison Cummins

February 12, 2021

Dr. Joyce Slater, MSc, PhD, RD
Professor
Acting Department Head
Department of Food and Human Nutritional Sciences
Faculty of Agricultural and Food Sciences
409 Human Ecology Building
University of Manitoba
Winnipeg, Manitoba R3T 2N2
Sent via email: joyce.slater@umanitoba.ca

Dear Dr. Slater,

On behalf of Dietitians of Canada (DC), I am writing this letter in support of the proposed Masters of Applied Human Nutrition (MAHN) graduate degree program in the Faculty of Agricultural and Food Sciences, Department of Food and Human Nutritional Sciences at the University of Manitoba, which aims to meet entry-to-practice requirements for Registered Dietitians in Manitoba.

DC is the national professional association for Canadian Registered Dietitians. We represent a passionate community of thought leaders who are sought after for their expertise across all areas of food, nutrition and health. As an association, our focus is on advocacy, professional development, and building a diverse and inclusive professional community. DC also champions excellence in dietetic education and practice to support career-long leadership and growth and to ensure a strong dietetic workforce. We support current and prospective dietetic students across the country to enter and succeed within the profession. We are also an active member of the Partnership for Dietetic Education and Practice (PDEP), together with the Alliance of Canadian Dietetic Regulatory Bodies and dietetic educators from academic and practicum programs across Canada, to work together on priority issues to advance education and practice.

DC welcomes the MAHN program as a new route to credential Registered Dietitians in Manitoba. With the closing of the Winnipeg Regional Health Authority's Manitoba Partnership for Dietetic Education Program after the 2021-22 cohort, the new MAHN program will fill a critical void for dietetic practicum in Manitoba. We appreciate the numerous consultations the MAHN Program Committee has undertaken to ensure the new program meets the needs of all stakeholders involved in the training of new dietitian

Dietitians of Canada / Les diététistes du Canada

99 Yorkville Avenue, Second Floor

Toronto, Ontario, Canada M5R 1C1

TEL: 416.596.0857

FAX: 416.596.0603

EMAIL: centralinfo@dietitians.ca

www.dietitians.ca | www.dietetistes.ca

professionals. DC commends the MAHN program's focus on equity, diversity and inclusion including the focus on Indigenous applicants and Indigenous practical learning experiences, and the commitment to ensure the Integrated Competencies for Dietetic Education and Practice will be successfully met. We also recognize the benefits Masters-trained Registered Dietitians will offer to the workforce across the various sectors dietitians' work.

Dietetics is a growing and evolving profession. Having an innovative 48-week Master's-level credentialing program will enhance dietetic practice in Manitoba and ensure new dietitian professionals have the knowledge and skills to provide safe, ethical and competent nutrition care to the clients, patients and communities they serve.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Wojcik". The script is cursive and fluid.

Jennifer Wojcik, MSc RD
Senior Director, Member and Stakeholder Engagement
Dietitians of Canada
P: 204-451-4316
E: jennifer.wojcik@dietitians.ca



**COLLEGE OF
DIETITIANS OF MANITOBA**
Registered Dietitians. Promoting Standards

Dr James House
Department of Food and Human Nutritional Sciences
Faculty of Agricultural and Food Sciences
208A Human Ecology Building,
35 Chancellor's Circle,
University of Manitoba,
Winnipeg, MB,
R3T 2N2

February 16, 2021

Re: University of Manitoba Master in Applied Human Nutrition Program

Dear Jim,

I am writing this letter to strongly support the proposed Master in Applied Human Nutrition Program (MAHN) to be offered by the University of Manitoba.

The College of Dietitians of Manitoba regulates the practice of dietitians in Manitoba in accordance with *The Registered Dietitians Act* and *Regulations*. The mandate of the College is to protect the public by ensuring that dietitians registered in Manitoba meet the education standards, are competent and practice in the public interest. Under the *Regulations*, registered dietitians must have successfully completed an accredited dietetic practicum program in addition to a baccalaureate degree in human nutritional sciences.

The presence of an accredited dietetic practicum program in Manitoba is paramount to having registered dietitians who are prepared and competent to meet the diverse needs of patients in Manitoba. The College has relied on the excellent practicum training that has been provided by the Manitoba Partnership for Dietetic Education Program (MPP). The MPP provided not only practicum training for domestically educated students but also assessment and training of internationally trained applicants. Most dietitians trained in Manitoba have remained in the province. The proposed MAHN program will build upon the MPP and offer additional opportunities for advanced training through the integration of graduate level academic education in dietetics.

I look forward to collaborating with the Food and Human Nutrition Sciences department as the MAHN program continues to be developed and am excited for the future.

Sincerely,

Shaunda Durance-Tod, MSc, RD
Executive Director and Registrar

Appendix G

Timeline for PDEP Candidacy Status Process

May 15, 2020

Christina O. Lengyel, PhD, RD
Associate Professor
Director of the Dietetics Program
Department of Food and Human Nutritional Sciences
University of Manitoba
405 Human Ecology Building
Winnipeg, MB R3T 2N2

Dear Dr. Lengyel,

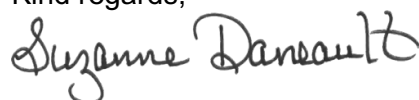
As per Policy 4.3.3 and based on the admission of students for the new University of Manitoba practicum program in September 2022 and graduation in June/July 2023, the following timeline will apply:

- Following formal approval of program by parent institution, submission of letter of intent to participate in the accreditation process: by September 2021
- Prior to admission of students (September 2022), submission of self-study report (SSR) for paper review: February/March 2022
- Prior to admission of students (September 2022), candidacy status decision by Council: May/June 2022
- Onsite visit: February/March 2023 (with submission of updated SSR two months before)
- Accreditation award decision before graduation of first cohort: by May/June 2023

This timeline has been approved by the Accreditation Council Chair, Dr. Shawna Berenbaum.

If you have any questions, please contact me at suzanne.daneault@dietitians.ca or 613-979-6146.

Kind regards,



Suzanne Daneault, MSc, RD
Program Manager, Dietetics Education Accreditation

Appendix H

Statement from Libraries

Statement for New Program

Faculty	Faculty of Agricultural and Food Sciences
Department	Food and Human Nutritional Sciences
Program	Masters of Applied Human Nutrition (MAHN)

The Libraries' collection can support this new program, as it was described in the documents provided.

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.

The most recent Graduate Program Review for Human Nutritional Sciences (2015) indicated that the Libraries' journal and monograph collections were able to meet the program's needs. Although some subscriptions have changed since 2015, the journal collection remains more than capable of supporting graduate level research and study. The Libraries' Document Delivery service is available to fill any gaps.

This analysis was based on the information provided about the following proposed courses:

- HNSC 7700: Applied Human Nutrition Practicum 1
- HNSC 7710: Applied Human Nutrition Practicum 2
- HNSC 7720: Applied Human Nutrition Practicum 3
- HNSC 7730: Advanced Applied Human Nutrition 1
- HNSC 7740: Advanced Applied Human Nutrition 2
- HNSC 7750: Advanced Applied Human Nutrition 3
- HNSC 7760: Practice-Based Dietetics Research

Please advise the liaison librarian about any future changes to the topics discussed in the proposed current topics courses (7730, 7740, 7750) so that they have an opportunity to assess the collection's coverage of new topics.

As some of the proposed courses are practicums, it is important to note that UM Libraries resources and services can be used for course work, but not for work done for another party (a business, law firm, non-profit, etc.) during the placement.

Ryan Schultz
Liaison Librarian, Agriculture and Food
Sciences

Vickie Albrecht
Acting Head, Sciences Division



Kristen Kruse
Coordinator, Collections Management



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

February 12, 2021

Date

Appendix I Supplementary Regulations

Supplementary Regulations Faculty of Graduate Studies (FGS)

Name of Unit/Program: Food and Human Nutritional Sciences/Masters of Applied Human Nutrition (MAHN) program

FGS Academic Guide Regulation 2020/21	Supplementary Regulation
<p>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.</p> <p>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/units 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.</p> <p>For those programs that are administered through a Faculty (as opposed to a Department) the term "Department" should be substituted by "Unit" within this document (i.e. Department Head becomes Unit Head.)</p> <p>PREFACE</p> <p>The Faculty of Graduate Studies is a pan-University faculty charged with the oversight of the administration of all graduate programs at the University. Therefore these regulations apply to all graduate students in all programs in all academic units. Individual units may require specific requirements above and beyond those in the following document, and students should consult unit supplementary regulations for these specific regulations. All unit supplementary regulations require approval of the Faculty of Graduate Studies.</p> <p>Definitions</p> <p>The "Dean, Faculty of Graduate Studies" shall be taken to mean the Dean, Faculty of Graduate Studies or designate.</p> <p>"Unit" shall be taken to mean the academic unit where the graduate student is pursuing his/her studies. Generally, this is the department. For Faculty-based programs, the Dean is the <i>de facto</i> Head of the unit. The term "unit" shall also include Schools of Faculties within the University. The Dean of the Faculty of Graduate Studies is the <i>de facto</i> Head of interdisciplinary programs administered by the Faculty of Graduate Studies. The Head of any unit may designate any of his/her responsibilities in this policy to another member of the unit, such as the Graduate Chair.</p>	<p>The Masters of Applied Human Nutrition program (hereafter referred to as the MAHN program) is offered through the Department of Food and Human Nutritional Sciences (hereafter referred to as the FHNS Department).</p> <p>The MAHN Committee (membership TBD) in association with the FHNS Graduate Program Committee will be responsible to oversee the MAHN program and students.</p>
<p>1.1 Application and Admission Procedures</p> <p>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 of that department/unit. Contact information for each unit can be</p>	<p>Department of Food and Human Nutritional Sciences 209 Human Ecology Building Faculty of Agricultural and Food Sciences University of Manitoba Winnipeg, MB, Canada</p>

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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>R3T 2N2 Tel: TBD Email - TBD (MAHN email)</p> <p>The MAHN degree is a professional program accredited by the Partnership for Dietetic Education and Practice (PDEP). Graduates of this program will be eligible to write the Canadian Dietetic Registration Exam (CDRE) to become a Registered Dietitian (RD).</p> <p>Applicants must graduate from a PDEP accredited undergraduate degree to be considered for this program. Preference is given to students from the University of Manitoba's B.Sc. Human Nutritional Sciences program.</p> <p>There are two application pathways to secure a recommendation for entrance into the MAHN program:</p> <p>1. Early Admission 2. Regular Admission</p> <p>Please refer to the FHNS website (URL TBD) to review the MAHN Application Guide for a complete overview of academic requirements and documentation required to apply.</p> <p>The application process and selection (see section 4.3) is conducted by the MAHN Committee who makes recommendations to the FHNS Department Head.</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: <u>These are not application deadlines.</u> 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: [link to specific program page from http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html]</p>
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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>																	

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<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 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%) 	

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<ul style="list-style-type: none"> 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 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>2 Reference Reports are required in the application submitted for consideration to the MAHN program. Refer to MAHN applicant guide for details. URL TBD.</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>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>1. Completion of a PDEP accredited undergraduate degree program within the last 3 years of the program's start date OR an academic assessment by the College of Dietitians of Manitoba demonstrating equivalency and/or upgrading requirements (if any) have been met.</p> <p>2. Have been accepted to the MAHN program via internal application processes: Early Admission or Regular Admission. Refer to MAHN applicant guide on FHNS website for more details (URL TBD)</p> <p>3. Successful applicants will be required to obtain:</p>

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	<ul style="list-style-type: none"> - Dietitians of Canada student membership - Criminal record check - Vulnerable sector search - Child abuse registry check - Adult abuse registry check - Up to date immunization record - Accident Insurance - Liability/Malpractice insurance - Registration with the College of Dietitians of Manitoba <p>Note that the above listed documentation and registrations must be completed and submitted by July 1. No student will be allowed to start the MAHN program without this documentation. Failure to provide this will result in withdrawal of the admission offer.</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> <p>1.2.1 Registration</p> <p>Pre-Master's students are not normally allowed to register in 7000-level courses or above, with the exception of GRAD 7500, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate.</p> <p>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.</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <ul style="list-style-type: none"> • No more than 50% of the coursework required in a graduate program may be imported. 	

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<ul style="list-style-type: none"> • 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 4.7.2 Lapse of Credit of Courses). <p>All graduate students must initially register in the term specified in their letter of acceptance as specified in the Academic Schedule of the Graduate Calendar. Any student not registering by the registration deadline for the term specified in their letter of offer will be required to re-apply for admission. In exceptional circumstances and with prior approval from the department/unit, a 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.</p> <p>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.</p> <p>The approval or denial of admission and registration to two (2) programs rests with the Dean of the Faculty of Graduate Studies in consultation with the department/unit concerned. The approval/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).</p> <p>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.</p>	
<p>1.2.2 Re-Registration</p> <p>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).</p> <p>The notation 'Discontinued Graduate Program' will be placed on the academic record of any graduate student who has failed to maintain continuous registration.</p>	
<p>1.2.3 Registration Revisions</p>	

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<p>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.</p> <p>Note: Graduate students are not permitted to withdraw from courses without written permission from their Department/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.</p>	
<p>1.2.4 Advisor Student Guidelines (ASG)</p> <p>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.</p>	
<p>1.2.5 Western Deans' Agreement</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>1.2.5.4 Students will qualify for the fee waiver if they:</p> <ul style="list-style-type: none"> a) present the "Authorization Form: Western Deans' Agreement" signed by the Dean or designate and the department/unit Head or advisor/co-advisor of a participating Western institution at least one (1) month prior to the start of term, specifying the courses to be taken for credit toward a graduate degree program at their home institution; b) are in good standing in a graduate program at the home institution; c) do not owe tuition and/or fees at the home institution. 	<p>The MAHN program does not accept visiting students.</p>

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<p>1.2.5.5 Students must meet all requirements as prescribed by the host university's regulations, deadlines, class capacities, and course prerequisites.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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 in total.</p> <p>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/</p>	
<p>1.3 Course Classifications</p> <p>1.3.1 General Classifications</p> <p>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.</p> <p>"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.</p>	

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<p>"A" Audit course: Course is not taken for credit. No grade is recorded. Additional fees will be assessed.</p> <p>"O" Occasional course: Course is not a requirement of the program. Additional fees will be assessed.</p> <p>*Note:</p> <ul style="list-style-type: none"> 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 Revision section of this Guide) or after the deadline dates for course changes as indicated in the Academic Schedule of the <i>Calendar</i>. 	
<p>1.3.2 Continuing Courses (CO)</p> <p>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).</p> <p>In the absence of an assigned mark of CO, the student may receive a mark of F in that term.</p> <p>Note:</p> <p>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.</p>	
<p>1.3.3 Incomplete Courses</p> <p>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.</p> <p>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.</p> <p>Normally, the following maximum extensions are allowed:</p> <p>August 1st for courses terminated in April</p> <p>December 1st for courses terminated in August</p>	

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<p>April 1st for courses terminated in December</p> <p>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.</p>	
<p>1.3.4 Cross-Listed Courses</p> <p>Cross-listed courses are defined as courses taught at the same time and in the same location.</p> <p>The regulations below place limits on the extent to which cross-listed courses may be used to meet graduate program requirements.</p> <ol style="list-style-type: none"> 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. 	
<p>1.4 Student Status/Categories of Students</p> <p>1.4.1 Full-Time and Part-Time Students</p> <p>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.</p> <p>Student status should be determined by the student and advisor/co-advisor, and changes must be requested on the "Part-Time Status" 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.</p> <p>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.</p> <p>For every full year (12 months) 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) 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. For every two (2) years (24 months) a Ph.D. student is declared as part time they will receive an additional</p>	<p>The MAHN program permits full-time study only. Part-time is not available.</p>

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<p>four (4) months in time to complete their program. Retroactive status changes will not be made.</p>	
<p>1.4.2 Pre-Master's Or Qualifying Students</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. 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.</p>	<p>The MAHN program does not accept pre-master's or qualifying students.</p>
<p>1.4.3 Occasional Students</p> <p>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.</p> <p>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.</p> <p>Note:</p> <ol style="list-style-type: none"> 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" 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. 	<p>The MAHN program does not accept occasional students.</p>
<p>1.4.4 Joint Masters (With the University of Winnipeg)</p> <p>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.</p>	

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<p>1.4.5 Visiting Students</p> <p>Visiting students are students who are registered at another institution 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.</p> <p>Note:</p> <ol style="list-style-type: none"> 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. 	<p>The MAHN program does not accept visiting students.</p>
<p>1.5. Student Accessibility</p> <p>See Student Accessibility Procedure: http://umanitoba.ca/admin/governance/governing_documents/students/accessibility.html</p>	
<p>SECTION 2: Academic Performance - General</p> <p>2.1 General Note</p> <p>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.</p> <p>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:</p> <p>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).</p>	<p>Decisions regarding student status and/or progress in the graduate program are made by the MAHN Committee reporting to the FHNS Graduate Program Committee.</p> <p>The Chair of the MAHN Committee will forward the recommendation to the FHNS Graduate Program Committee, to submit to the Faculty of Agricultural and Food Sciences, to submit to the Dean of the Faculty of Graduate Studies.</p> <p>Any failure to meet coursework or practicum performance requirements will be reviewed by MAHN Committee, action(s) may include, but are not necessarily limited to, recommending to the Faculty of Graduate Studies that the student complete remedial action(s), complete additional practicum placements, or be required to withdraw from the program.</p>

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

MAHN maintains additional BFAR. See http://umanitoba.ca/faculties/graduate_studies/admin/bfar.html.

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Student in 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".			The MAHN Program Coordinator will review performance of all students at the end of each term within the MAHN program and provide reports to the MAHN Committee. Students that did not meet minimum requirements will be required to meet with the Coordinator to review their progress. These reviews are intended to ensure that any performance concerns are dealt with appropriately, and that both the program and student are provided with all supports available to assist them.
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			All students must receive a PASS in the practicum courses HNSC 7700, HNSC 7710, and HNSC 7720. A minimum grade of B or higher is required in HNSC 7760. Recommendations regarding student status and/or progress in the MAHN program are made by the MAHN Committee. The Chair of the MAHN Committee will forward any recommendation of standing to the FHNS Graduate Program Committee, who will submit to the Faculty of Agricultural and Food Sciences, to the Dean of the Faculty of Graduate Studies. Failure to meet coursework performance requirements will be reviewed by the MAHN Committee, action(s) may include, but are not

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<p>coursework are normally required to withdraw, unless otherwise stated in the department/unit's supplementary regulations.</p> <p>Graduate students are not permitted to repeat a previously passed course.</p> <p>Note:</p> <p>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.</p> <p>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.</p> <p>A summary of all actions taken administratively are to be reported, in summary form, to the Faculty of Graduate Studies Executive Committee.</p>	<p>necessarily limited to, recommending to the Faculty of Graduate Studies that the student complete remedial action(s), recommending additional practicum placements, or be required to withdraw from the program.</p>
<p>2.5 Mandatory Academic Integrity Course</p> <p>All students, including those in a Pre-Master's program, are required to register for 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.</p> <p>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.</p> <p>Notes:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Visiting and Occasional students are not expected to complete GRAD 7500. For further information see GRAD 7500 FAQ: http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html.</p>	
<p>2.6 Mandatory Research Integrity Online Course</p> <p>All students, including those in a Pre-Master's program, are required to complete GRAD 7300 Research Integrity Online Course (0 credit hours) prior to applying to any ethics boards which are appropriate to the student's research or within the student's first year, whichever comes first.</p>	

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<p>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.</p> <p>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.</p> <p>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.</p> <p>Visiting and Occasional students are not expected to complete GRAD 7300. For further information see http://umanitoba.ca/research/integrity/research_integrity.html.</p>	
<p>2.7 Graduate Focus on Aging Concentration</p> <p>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. Masters 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.</p> <p>The Graduate Focus on Aging Concentration requirements include:</p> <ol style="list-style-type: none"> 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. <p>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.</p> <p>Graduate students who are not in a thesis/practicum will be considered on a case-by-case basis.</p> <p>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.</p>	
<p>SECTION 3: General Regulations: Pre-Master's</p>	<p>There is no pre-master's program for the MAHN program.</p>

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<p>3.1 Admission and Program Requirements</p> <p>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. <u>Admission to a Pre-Master's program does not guarantee future admission to a Master's program.</u> As the Pre-Master's program of study is intended to bring a student's background up to the equivalent of the required four (4)-year degree, 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. Pre-Master's students are not normally allowed to register in 7000-level courses or above, with the exception of GRAD 7500, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate.</p>	
<p>3.2 Academic Performance</p> <p>3.2.1. The department/unit Head is responsible for assigning the courses and monitoring the progress of each student.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The degree GPA is cumulative in a Pre-Master's program if more than one (1) year is required to complete the course requirements.</p> <p>A summary of all action taken administratively is to be reported to the Faculty of Graduate Studies Executive Committee.</p>	

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<p>SECTION 4: General Regulations: Master's</p> <p>4.1 General</p> <p>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:</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.</p>	<p>The MAHN Program Committee shall act as the Selection Committee and is responsible for ranking applications, conducting and ranking interviews and selection. An annual quota of up to 24 students may be accepted each year. A maximum of 15 positions (of the 24) may be offered to applicants that apply via the Early Admission pathway. The remainder of the positions will be offered to Regular Admission candidates. 2 positions of 24 will be prioritized for persons who have self-declared as Indigenous and meet the admission criteria.</p> <p>Eligibility requirements for all applicants:</p> <p>1. Have completed/will complete an accredited PDEP undergraduate degree program before June 30 of the intake year and within the last 3 years OR have an academic assessment by the College of Dietitians of Manitoba (CDM) demonstrating equivalency and/or upgrading requirements (if any) have been met.</p> <p>2. a) It is strongly recommended that applicants have a minimum grade of B or equivalent in all upper level 3000/4000 (3rd or 4th year) Nutrition courses (HNSC for UM students) taken within an accredited PDEP undergraduate program. OR b) A B or higher is required in all courses taken to meet the academic upgrading, if required by CDM.</p>

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<p>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><u>Additional requirements to apply for Early Admission to the FHNS Department:</u></p> <p>a. Students registered in the 4-year B.Sc. HNS (Dietetics Preparation stream) may apply pending they have a minimum DGPA of 3.0, a minimum of 69 credit hours passed and a minimum of 24 credit hours of required courses remaining to complete at the time of application.</p> <p>b. Students registered in the 2nd degree B.Sc. HNS (dietetics concentration) may apply pending they have a minimum DGPA of 3.0, a minimum of 36 credit hours passed and a minimum of 24 credit hours of required courses remaining to complete at the time of application.</p> <p>Applications will be due in January each year to the FHNS Department. It is essential applicants review the MAHN Admissions Guide (URL TBD) on the FHNS website for complete documentation details. All applicants applying Early Admission (1.5 year in advance) or Regular Admission (in their graduating year or within 3 years post graduation) will:</p> <ol style="list-style-type: none"> 1. Apply directly to the FHNS Department that includes: a letter of application, resume, and 2 reference reports. 2. Applicants will be ranked and notified if they will proceed to interview or not. 3. Interviews will take place mid-February. 4. Notifications of acceptance will be sent mid-March. 5. Accepted applicants will need to apply to FGS (due to timelines international applicants applying regular admission will need to submit an application to FGS prior to obtaining the results from the MAHN program).
<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>	

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<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>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>The MAHN program is comprised of 30 credit hours. 18 credit hours consist of practicum courses, designed for students must meet the minimum 1250 contact hours of practical placements, as per PDEP accreditation standards.</p> <p>Fall – Term 1 HNSC 7700 (6 credit hours) Applied Human Nutrition Practicum 1 HNSC 7730 (3 credit hours) Advanced Applied Human Nutrition 1</p> <p>Winter – Term 2 HNSC 7710 (6 credit hours) Applied Human Nutrition Practicum 2 HNSC 7740 (3 credit hours) Advanced Applied Human Nutrition 2</p> <p>Spring – Term 3 HNSC 7720 (6 credit hours) Applied Human Nutrition Practicum 3 HNSC 7750 (3 credit hours) Advanced Applied Human Nutrition 3 HNSC 7760 (3 credit hours) Practice-Based Dietetics Research</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>Students who have previously attended another accredited practicum program or have applicable</p>

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<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>practical experience may request advance credit for courses.</p> <p>A decision on advance credit cannot be determined until official transcript, complete course descriptions and a summary and documentation of the practical experience have been reviewed.</p> <p>Assessment of credit and time lapse will involve consultation with the College of Dietitians of Manitoba to ensure currency is met.</p>
<p>4.4.6 Transfer Credit</p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>	<p>Students who have previously attended another accredited practicum program may request transfer credit for courses.</p> <p>A decision on advance credit cannot be determined until official transcripts and complete course descriptions have been reviewed.</p> <p>Assessment of credit and time lapse will involve consultation with the College of Dietitians of Manitoba to ensure currency is met.</p>
<p>4.4.7 Time in Program</p> <p>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.</p> <p>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.</p> <p>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</p>	<p>The MAHN program is full time and 3 terms. Students who do not meet the minimum performance required may be required to extend their program and complete additional practicum placements to obtain competency in a practice area.</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>Students do not have an advisor for the MAHN program. The MAHN Coordinator in conjunction with the MAHN Committee will be responsible for assisting students with registration in courses and organizing practicum placements.</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; 	

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<ul style="list-style-type: none"> • 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 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.</p> <p>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.</p> <p>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; however, both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.</p>	
<p>4.5.3 Student's Advisor/Co-advisor</p> <p>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.</p> <p>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.</p> <p>Should, during the student's program, the relationship between the student and advisor/co-advisor significantly deteriorate, the matter should be referred to the department/unit Head, Graduate Chair, or the Dean of the Faculty of Graduate Studies. It is the responsibility of the unit offering the program in which the student is studying to arrange an alternate advisor if this is appropriate and necessary.</p> <p>All students should consult department/unit supplementary regulations for specific details regarding advisor/co-advisor requirements.</p>	
<p>4.6 Advisory Committee</p> <p>4.6.1 Thesis/Practicum Route</p>	

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<p>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) 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>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</p>	

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<p>policy: https://umanitoba.ca/admin/governance/governing_documents/community/248.html.</p>	
<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>Requests for exception will be considered on a case-by-case basis, in consultation with the College of Dietitians of Manitoba.</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>See Section 2.1</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</p>	<p>Students must obtain a PASS in HNSC 7700, HNSC 7710 and HNSC 7720. A minimum grade of B or higher in HNSC 7760 is required.</p>

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<p>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>4.7.5 Performance not related to Coursework</p> <p>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.</p>	<p>Students are required to comply with Standards, Legislation, Regulations, By-laws, Code of Ethics and Policies governed by the College of Dietitians of Manitoba.</p> <p>Unprofessional conduct, unethical behavior and unexcused absences may result in suspension.</p> <p>Students must demonstrate the capacity to engage with diverse populations as defined by language, country of origin and Indigenous knowledges and territory, age, gender, culture, sexual orientation, ability, health status, religion and ethnicity.</p>
<p>4.8 Academic Requirements 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.</p>	<p>In order to graduate students must complete the following 30 credit hours and obtain:</p> <p>A PASS in:</p> <p>HNSC 7700 (6 credit hours) Applied Human Nutrition Practicum 1 HNSC 7710 (6 credit hours) Applied Human Nutrition Practicum 2 HNSC 7720 (6 credit hours) Applied Human Nutrition Practicum 3</p> <p>A minimum grade of C+ or higher in:</p> <p>HNSC 7730 (3 credit hours) Advanced Applied Human Nutrition 1 HNSC 7740 (3 credit hours) Advanced Applied Human Nutrition 2 HNSC 7750 (3 credit hours) Advanced Applied Human Nutrition 3</p> <p>A minimum grade of B or higher in:</p> <p>HNSC 7760 (3 credit hours) Practice-Based Dietetics Research</p>
<p>4.8.1 Thesis/Practicum Route</p> <p>4.8.1.1 Thesis vs. Practicum</p> <p>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.</p> <p>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</p>	

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<p>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.</p> <p>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.</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>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. 	

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<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 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>4.8.1.4 Failure</p>	

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<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>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>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>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>	

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<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 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.</p> <p>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.</p> <p>Notes:</p> <p>Patents –Refer to section 6 “Policy of Withholding Theses Pending Patent Applications” in this Guide.</p> <p>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 so restricted.</p> <p>Library and Archives Canada – Library and Archives Canada obtains a copy of the thesis via the University's MSpace repository.</p>	
<p>4.12 Final Requirements and Deadlines for Graduation</p> <p>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 culminating exercise (thesis/practicum/comprehensive examination/M.Eng. project/Design thesis), 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.</p>	
<p>SECTION 5: Doctor of Philosophy General Regulations</p>	<p>There is no Ph.D. offered through the MAHN program.</p>

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<p>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.</p> <p>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.</p>	
<p>5.1 Admission</p> <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>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>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</p>	

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<p>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>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</p>	

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.

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<p>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; however, both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.</p>	
<p>5.2.3 Student's Advisor/Co-advisor</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>All students should consult department/unit supplementary regulations for specific details regarding advisor/co-advisor requirements.</p>	
<p>5.2.4 Advisory Committee</p> <p>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) members, all of whom must be members of the Faculty of Graduate Studies (http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html). Advisory committees may, in addition, 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>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. Graduate students, Post-Doctoral Fellows, and Research Assistants or Associates may not serve on graduate student advisory committees. A student who also holds an appointment at the University of Manitoba at the rank of Assistant</p>	

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<p>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).</p> <p>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>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>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 	

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<p>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> <p>*Unless professional accreditation requirements and/or the department/unit's supplementary regulations indicate otherwise.</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>5.4.2 Advance Credit</p> <p>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).</p> <ul style="list-style-type: none"> • Application for advance credit must be made within the first year of the program (see section 5.4.4 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 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. 	
<p>5.4.3 Transfer Credit</p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at the University of Manitoba. All such courses:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>	

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<p>5.4.4 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.</p> <p>A Department or 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>5.5 Time Limits</p> <p>5.5.1 Minimum Time Limit</p> <p>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.</p> <p>5.5.2 Maximum Time Limit</p> <p>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.</p> <p>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.</p> <p>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".</p>	
<p>5.6 Academic Performance</p>	

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<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>5.6.1 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>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>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>	

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<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 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>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>5.10 Thesis</p>	

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<p>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 approved by the department/unit and Faculty of Graduate Studies.</p> <p>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).</p> <p>The final version of the thesis must be submitted by the candidate to the Faculty of Graduate Studies following the guidelines found at: http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html</p>	
<p>5.11 Thesis Examination Procedures</p> <p>The final examination for the Ph.D. degree proceeds in two (2) stages:</p> <ol style="list-style-type: none"> 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. 	
<p>5.11.1 Formation of the Examining Committee - University of Manitoba (Internal Examiners)</p> <p>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.</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>5.11.2 Formation of the Examining Committee - External Examiner</p> <p>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 to the Dean (or designate) of the Faculty of Graduate Studies for approval</p>	

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<p>via the Ph.D. Thesis Submission Portal on JUMP. The recommendations must include a brief CV of each of the prospective external examiners and a short statement detailing the rationale behind the recommendations, the prospective external examiners' qualifications, including a current list of their scholarly publications and research activities and, importantly, their experience with graduate student supervision/examination. Advisors and/or units may make contact with 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.</p> <p>The external examiner must:</p> <ul style="list-style-type: none"> • 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. <p>The external examiner must not:</p> <ul style="list-style-type: none"> • 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 <i>etc.</i>); or • be associated with the candidate's advisor/co-advisor in any of the following ways: <ul style="list-style-type: none"> ○ 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. <p>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 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.</p>	
<p>5.11.3 Changes in the Examining Committee</p> <p>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.</p>	
<p>5.11.4 Distribution of the Thesis for Examination</p>	

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<p>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.</p> <p>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.</p>	
<p>5.11.5 Responsibilities of the Examiners</p> <p>In general, the examiners are responsible for:</p> <ul style="list-style-type: none"> 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. <p>Notes:</p> <ol style="list-style-type: none"> Any potential breach of academic integrity should be reported to the Dean of the Faculty of Graduate Studies for investigation by the Vice President (Research and International). 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. 	
<p>5.11.6 Process</p> <p>Examination of the Written Thesis</p> <p>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:</p> <ul style="list-style-type: none"> 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 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

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<p>department/unit Head will describe, in writing, to the advisor/co-advisor, the candidate, and the Dean of the Faculty of Graduate Studies.</p> <p>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.</p> <p>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".</p> <p>Reports</p> <p>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.</p>	
<p>5.12 Oral Examination</p> <p>5.12.1 Scheduling</p> <p>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.</p>	
<p>5.12.2 Attendance</p> <p>The Dean of the Faculty of Graduate Studies or designate shall act as Chair of the examination committee.</p> <p>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.</p> <p>All internal members of the examining committee are required to be present 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 member may participate electronically. Consequently, no more than one (1) internal member and the external examiner may participate electronically.</p>	

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<p>The candidate and advisor/co-advisor must be present in person for the examination.</p> <p>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.</p> <p>Regardless of open or closed status, no recording devices will be permitted.</p>	
<p>5.12.3 Format of the Examination</p> <p>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 a guest member (if applicable) of the examining committee and then members of the audience.</p>	
<p>5.12.4 Procedures for the Conduct of the Examination</p> <p>The Chair should discuss the examination procedures with the examiners prior to the beginning of the formal examination.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
<p>5.12.5 Decision of the Committee</p> <p>Following completion of the formal examination, the candidate, guest 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.</p>	

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, 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 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. In normal circumstances this 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.

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, a corrected copy of the electronic version of the thesis submitted to MSpace, Copyright Declaration License and final approval, and providing all other degree requirements have been satisfied.

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<p>Patents –Refer to section 6 “Policy of Withholding Theses Pending Patent Applications” in this Guide.</p> <p>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.</p> <p>Library and Archives Canada – Library and Archives Canada obtains a copy of the thesis via the University’s MSpace repository.</p>	
<p>5.14 Student Withdrawal</p> <p>A student will be required to withdraw when the Ph.D. thesis has been rejected twice at the stage where:</p> <ul style="list-style-type: none"> 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. 	
<p>SECTION 6: Policy of Withholding Thesis Pending Patent Applications Content or Manuscript Submission</p> <p>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</p> <p>This situation may arise in the two (2) circumstances defined below, both of which are governed by the same set of regulations:</p> <ol style="list-style-type: none"> 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. <p>Regulations Concerning Release of a Thesis during Application and Negotiation for Patents</p>	

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<p>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.</p> <p>Regulations Concerning Release of Thesis Pending Manuscript Submission</p> <p>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.</p> <p>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 so restricted.</p>	
<p>SECTION 7: Extension of Time to Complete Program of Study Content</p> <p>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" 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.</p> <p>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.</p> <p>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 approved for all extensions will not normally exceed one (1) year.</p>	<p>The MAHN program is a 1 year, 3 term professional accredited program. Requests for extensions to the 1 year will be considered on a case by case basis and should be submitted through the MAHN Committee.</p>
<p>Section 8: Leaves of Absence</p> <p>For International Graduate Students:</p> <p>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.</p> <p>8.1 Regular Leave</p> <p>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</p>	

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<p>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.</p> <p>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.</p> <p>*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.</p>	
<p>8.2 Exceptional Leave</p> <p>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.</p> <p>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.</p>	
<p>8.2.1 Fees</p> <p>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.</p>	
<p>8.3 Parental Leave</p> <p>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.</p>	

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<p>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.</p>	
<p>8.3.1 Fees</p> <p>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.</p> <p>All applications for Leaves of Absence must be submitted on the "Leave of Absence" form available at: http://umanitoba.ca/faculties/graduate_studies/forms/index.html.</p>	
<p>8.4 Awards and Leave of Absence</p> <p>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.</p> <p>Note: Other awards will be paid according to the conditions established by the donor or granting agency.</p>	
<p>8.5 Graduate Student Vacation Entitlement</p> <p>Students are entitled to 21 calendar days of vacation over a twelve (12) month period.</p> <ul style="list-style-type: none"> 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. 	
<p>SECTION 9: Appeals – Procedures and Guidelines</p> <p>9.1 General</p> <p>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.</p> <p>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</p>	<p>Appeals will be considered by the MAHN Committee. Any further appeals will proceed in order of the following levels: FHNS Department Head FAFS Associate Dean (Graduate Studies) The Faculty of Graduate Studies</p>

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<p>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.</p> <p>Students are referred to the appeals section of the University of Manitoba Governing Documents (http://umanitoba.ca/admin/governance/governing_documents/index.html) for further details.</p> <p>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 for University of Manitoba students in regular programs (not Joint Programs). This process is outlined in the Joint Master's Program Governing Documents available at http://umanitoba.ca/faculties/graduate_studies/media/JMP_Regulations2017.pdf.</p>	
<p>9.2 Definitions</p> <ul style="list-style-type: none"> • “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. 	
<p>9.3 Types of Appeal</p> <p>Several areas of appeal are available to appellants:</p> <ul style="list-style-type: none"> • admission; • academic; • discipline; • administration (e.g. fee appeals). <p>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.</p>	

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<p>A flow chart of the University of Manitoba Appeals Processes is available at: http://umanitoba.ca/appeal-procedures-for-students.pdf</p>	
<p>9.4 Admission Appeals</p> <p>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</p>	
<p>9.5 Academic Appeals</p> <p>Academic Appeals are appeals concerning academic decisions made by the department/unit and/or the Faculty of Graduate Studies.</p> <p>9.5.1 Appeal Considerations</p> <p>The Faculty of Graduate Studies will consider appeals:</p> <ul style="list-style-type: none"> 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. <p>In all cases, appeals should be addressed to the Dean of the Faculty of Graduate Studies.</p> <p>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).</p>	
<p>9.5.2 Composition of an Appeal Panel</p> <p>Faculty members or students are disqualified from participating on an Appeal Panel if they:</p> <ul style="list-style-type: none"> 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. <p>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</p>	

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<p>more than one (1) member is not present at the commencement or cannot continue, the Appeal Panel must adjourn the proceedings.</p>	
<p>9.5.3 Grounds for an Academic Appeal</p> <p>It shall be the responsibility of the appellant to indicate clearly and specifically the grounds warranting consideration of the appeal.</p> <p>The Appeal Panel shall only consider an appeal if there is evidence that:</p> <ul style="list-style-type: none"> • 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. 	
<p>9.5.4 Academic Appeal Deadlines</p> <p>9.5.4.1 Appeal of a Faculty of Graduate Studies Decision:</p> <p>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.</p>	
<p>9.5.4.2 Appeals to Senate:</p> <p>As per the University of Manitoba Governing Documents: Students: Policy: Appeals Procedures (http://umanitoba.ca/admin/governance/media/Senate_Committee_on_Appeals_Procedures_-_2014_11_05_RF.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.</p>	
<p>9.5.5 Faculty of Graduate Studies Academic Appeals Process</p> <p>9.5.5.1 Submission of Appeal Package</p> <p>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.</p>	

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<p>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.</p> <p>9.5.5.2 Faculty of Graduate Studies Appeals Committee</p> <p>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.</p> <p>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.</p> <p>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.</p>	
<p>9.5.5.3 Hearing Procedures</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>	

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<p>may postpone the hearing and allow no more than ten (10) working days for the other party to respond to the new materials.</p> <p>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.</p> <p>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.</p> <p>The order of proceedings is as follows:</p> <ul style="list-style-type: none"> • 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 <i>in camera</i> (i.e. closed session). <p>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.</p>	
<p>9.5.5.4 Disposition</p> <p>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.</p>	
<p>9.6 Discipline Appeals</p> <p>The specific jurisdiction of each of the Disciplinary Authorities is outlined in:</p> <p>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</p>	

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<p>(http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html)</p> <p>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.")</p> <p>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.</p>	
<p>9.6.1 Discipline Appeal Deadlines</p> <p>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.</p>	
<p>9.6.2 Appeal of Disciplinary Action</p> <p>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)</p> <p>The student shall clearly indicate in the notice of appeal whether they are appealing the decision on:</p> <ul style="list-style-type: none"> (a) the finding of facts; (b) the disposition determined by the disciplinary authority; or (c) both (a) and (b). 	
<p>9.7 Fee Appeals</p> <p>Please refer to the Registrar's Office webpage on fee appeals: http://umanitoba.ca/student/records/fees/830.htm. To initiate the Fee Appeal procedure, the student completes a Fee Appeal form, available online or in the Registrar's Office, 400 University Centre.</p>	
<p>9.8 Term Work Appeals</p> <p>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</p>	

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<p>a decision within fifteen (15) working days. Please refer to http://umanitoba.ca/student/records/grades/690.html.</p>	
<p>9.9 Final Grade Appeals</p> <p>Please refer to the Registrar's Office webpage on grade appeals: http://umanitoba.ca/student/records/exams_grades_hub.html. To initiate the Grade Appeal procedure, the student completes a Grade Appeal form, available online or in the Registrar's Office, 400 University Centre.</p>	
<p>9.10 Assistance with Appeals</p> <p>The Office of Student Advocacy, 520 University Centre, 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 to assist them with any appeal they are considering.</p>	
<p>APPENDIX 1: Thesis/Practicum Types</p> <p>A student/candidate may present a thesis/practicum in one of two acceptable formats:</p> <ul style="list-style-type: none"> • Regular style • Manuscript/grouped manuscript style <p>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.</p> <p>1.0 Regular Style</p> <p><u>1.1 Prefatory Pages</u></p> <p>1.1.1 Title Page</p> <p>The title page should contain the following information:</p> <ul style="list-style-type: none"> • 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 © <p>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.</p>	

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<p>1.1.2 Abstract</p> <p>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.</p>	
<p>1.1.3 Acknowledgements</p> <p>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.</p>	
<p>1.1.4 Dedication</p> <p>A single page pertaining to a dedication is allowed.</p>	
<p>1.1.5 Table of Contents</p> <p>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.</p>	
<p>1.1.6 List of Tables</p> <p>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.</p>	
<p>1.1.7 List of Figures</p> <p>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.</p>	
<p>1.1.8 List of Copyrighted Material</p> <p>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: http://umanitoba.ca/faculties/graduate_studies/thesis/copyright_permission.html.</p>	
<p>1.2 Format</p> <p>1.2.1 Styles</p>	

FGS Academic Guide Regulation 2020/21	Supplementary Regulation
<p>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:</p> <ul style="list-style-type: none"> • 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 <p>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.</p>	
<p>1.2.2 Spelling</p> <p>Canadian, British or American spelling is acceptable, but one style must be used consistently throughout the document.</p>	
<p>1.2.3 Format</p> <p>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.</p>	<p><i>New for 2020/21: text spacing now 1.5 (formerly 2.0)</i></p>
<p>1.2.4 Margins</p> <p>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.</p>	
<p>1.2.5 Page Numbers</p> <p>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.</p>	
<p><u>1.3 Footnotes, References and Appendices</u></p> <p>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.</p>	

FGS Academic Guide Regulation 2020/21	Supplementary Regulation
<p><u>1.4 Figures, Illustrations, Photographs and Design Drawings</u></p> <p>1.4.1 Illustrative Material</p> <p>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.</p> <p>1.4.2 Layout of Tables and Figures</p> <p>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.</p>	
<p><u>1.5 Additional Materials</u></p> <p>1.5.1 Consent and Access to Information Forms</p> <p>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.</p> <p>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.</p>	
<p>1.5.2 Use of Copyrighted Material</p> <p>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).</p> <p>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.</p> <p>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.</p> <p>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</p>	

FGS Academic Guide Regulation 2020/21	Supplementary Regulation
<p>situations, the text or image may have to be omitted from the thesis/practicum.</p> <p>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.</p> <p>For further information on copyright see: http://umanitoba.ca/admin/vp_admin/ofp/copyright/index.html</p>	
<p>2.0 Manuscript/Grouped Manuscript Style</p> <p>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.</p> <p>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>i.e.</i> does not guarantee that the thesis/practicum will be found acceptable). Examiners may specify revisions regardless of the publication status.</p> <p>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.</p> <p>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.</p> <p>The thesis/practicum must contain connecting text between the different chapters providing logical links to allow the integration of the information. <u>These connecting sections are mandatory.</u> Not including these sections may compromise the ability of the examiners to evaluate the thesis/practicum and accordingly, there may be subsequent consequences.</p> <p>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.</p> <p>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.</p>	

Appendix J

MAHN BFAR Statement

BFAR Statement for the Master of Applied Human Nutrition
(Draft: Approval Pending)

The Department of Food and Human Nutritional Sciences, University of Manitoba, is introducing a new Master of Applied Human Nutrition (MAHN). The one-year program will provide 30 CH of instruction consisting of a total of 1250 contact hours within practicum placements supervised by Registered Dietitians and delivered over 18 CH (three 6CH practicum courses: HNSC 7700, HNSC 7710, and HNSC 7720)). Additionally, all students must complete an additional 12 CH of course work (HNSC 7730, HNSC 7740, HNSC 7750 and HNSC 7760) to complete the degree requirements.

The MAHN program will adopt the BFAR statements as positioned in the Faculty of Graduate Studies Core Academic Requirements, as restated in the table below.

Overall Rationale

Graduates from the Master of Applied Human Nutrition program must demonstrate the ability to perform or apply skills at a level expected of a dietitian at entry-to-practice across 6 specific domains, including: 1) Professionalism and Ethics; 2) Communication and Collaboration; 3) Management and Leadership; 4) Nutrition Care; 5) Population Health Promotion; and 6) Food Provision. The latter skills and abilities will be assessed according to the Partnership for Dietetic Education and Practice (PDEP) Integrated Competencies for Dietetic Education and Practice (ICDEP).

Domain	BFAR Statements (Competency)	Courses Taught and Assessed
Professionalism and Ethics	<ul style="list-style-type: none">• Practice within the context of Canadian diversity• Act ethically and with integrity• Practice in a manner that promotes cultural safety• Employ a client-centred approach• Practice according to legislative, regulatory and organizational requirements• Ensure appropriate and secure documentation• Use risk management approaches• Manage time and workload• Employ an evidence-informed approach to practice• Engage in reflective practice• Practice within limits of current personal level of professional knowledge and skills• Maintain comprehensive and current knowledge relevant to practice• Use information management technologies to support practice	HNSC 7700 HNSC 7710 HNSC 7720 HNSC 7760

Communication and Collaboration	<ul style="list-style-type: none"> • Use appropriate communication approaches • Use effective written communication skills • Use effective oral communication skills • Use effective electronic communication skills • Use effective interpersonal skills • Engage in teamwork • Participate in collaborative practice 	HNSC 7700 HNSC 7710 HNSC 7720 HNSC 7760
Management and Leadership	<ul style="list-style-type: none"> • Manage programs and projects • Assess and enhance approaches to practice • Participate in practice-based research activities • Undertake knowledge translation • Advocate for ongoing improvement of nutritional health and care • Foster learning in others • Foster development of food literacy in others • Foster development of food skills in others 	HNSC 7700 HNSC 7710 HNSC 7720 HNSC 7760
Nutrition Care	<ul style="list-style-type: none"> • Conduct nutrition assessment • Determine nutrition diagnosis • Plan nutrition intervention(s) • Implement nutrition intervention(s) • Monitor nutrition intervention(s) and evaluate achievement of nutrition goals 	HNSC 7700 HNSC 7710 HNSC 7720 HNSC 7760
Population Health Promotion	<ul style="list-style-type: none"> • Assess food- and nutrition-related situation of communities and populations • Determine food- and nutrition-related issues of communities and populations • Develop food- and nutrition-related community / population health plan • Implement food- and nutrition-related community / population health plan • Monitor and evaluate food- and nutrition-related community / population health plan 	HNSC 7700 HNSC 7710 HNSC 7720 HNSC 7760
Food Provision	<ul style="list-style-type: none"> • Determine food provision requirements of a group / organization • Plan food provision • Manage food provision • Monitor and evaluate food provision 	HNSC 7700 HNSC 7710 HNSC 7720 HNSC 7760

Additional BFAR Statements		
Academic Integrity¹	<ul style="list-style-type: none"> Student must demonstrate knowledge of the University of Manitoba's policy on academic integrity, plagiarism, and cheating. 	GRAD 7500
Research Integrity¹	<ul style="list-style-type: none"> 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
Program course requirements¹	<ul style="list-style-type: none"> Student must complete coursework as required by their program 	HNSC 7700 HNSC 7710 HNSC 7720 HNSC7730 HNSC 7740 HNSC 7750 HNSC 7760
Equity, Diversity and Inclusion²	<ul style="list-style-type: none"> Students must demonstrate the capacity to engage with diverse populations as defined by language, country of origin and Indigenous knowledges and territory, age, gender, culture, sexual orientation, ability, health status, religion and ethnicity 	HNSC 7700 HNSC 7710 HNSC 7720 HNSC7730 HNSC 7740 HNSC 7750 HNSC 7760

¹ Faculty of Graduate Studies BFAR requirements for all graduate programs

² Adopted from the BFAR for Master of Social Work

External Reviewer Report

**Master of Applied Human Nutrition Program
Department of Human Nutritional Sciences
Faculty of Agricultural and Food Sciences**

**Submitted to
The Faculty of Graduate Studies
University of Manitoba**

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June 28, 2021

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1. Introduction

This document reports on the external review process of the proposed Master of Applied Human Nutrition (MAHN) program at the University of Manitoba. This review was informed by a proposal for the MAHN program submitted by the Department of Food and Human Nutritional Sciences (FHNS) in the Faculty of Agricultural and Food Sciences (FAFS) at the University of Manitoba and by a virtual site visit that occurred on June 2-4, 2021.

This external review report is organized into sections that include a brief summary of the MAHN program, an overview of the site visit, a comparison of the MAHN program with related programs, the current need for the MAHN program, the breadth and depth of the MAHN curriculum, the demand for graduates with the proposed credential from the MAHN program, the excellence of the faculty and breadth of expertise, the adequacy of facilities, space and other resources to serve the MAHN program, and the strengths and weaknesses of the MAHN program.

This external review report includes recommendations within each section that are also summarized in the final section of the report.

2. Brief Summary of the MAHN Program

The MAHN program is a 3-semester combination of academic courses and practice-based experience that provides students with an educational and practiced-based training pathway to become a Registered Dietitian (RD) in Canada. The program will be administered through FHNS at the University of Manitoba and will consist of 7 courses that include a total of 30 credit hours (CH) (Table 1). There will be 4 graduate courses (12 CH) that will cover advanced knowledge and training in the many areas related to applied human nutrition, including but not limited to nutrition counselling and behaviour change, functional foods, research methodology, and population health, all with a strong focus on Indigenous perspectives. There will also be 3 graduate courses (18 CH) that will provide the practicum placements that are designed to meet the minimum 1250 contact hours requirement of the Partnership for Dietetic Education and Practice (PDEP) accrediting council. The MAHN program will also be accredited by the PDEP. Overall, the MAHN program will serve a well-established need in Manitoba for an educational and practice-based training pathway for students to become an RD.

Table 1: Summary of courses in the MAHN program

Course Code	Course Title	Credit Hours	Term Offered
HNSC 7730	Advanced Applied Human Nutrition 1	3	Fall
HNSC 7700	Applied Human Nutrition Practicum 1	6	Fall
HNSC 7740	Advanced Applied Human Nutrition 2	3	Winter
HNSC 7710	Applied Human Nutrition Practicum 2	6	Winter
HNSC 7750	Advanced Applied Human Nutrition 3	3	Summer
HNSC 7720	Applied Human Nutrition Practicum 3	6	Summer
HNSC 7760	Practice-Based Dietetics Research	3	Fall/Winter/Summer

3. Site Visit Overview

The external reviewers participated in a virtual site visit on Wednesday June 2, 2021, Thursday June 3, 2021, and Friday June 4, 2021. The virtual site visit included several meetings with stakeholders of the MAHN program (Table 2). Meetings were held with University of Manitoba administration, and with faculty and staff from FHNS, FAFS, and the Faculty of Graduate Studies (FGS). A virtual tour of the facilities available to the MAHN program was also included. There were also meetings with external stakeholders including the Manitoba Partnership Dietetic Education Program (MPP), the College of Dietitians of Manitoba and Dietitians of Canada (DC). Finally, a meeting with prospective students of the MAHN program was included. Overall, the virtual site visit was informative, resourceful and enabled a comprehensive review of the MAHN program.

Table 2: Summary of virtual site visit

Date and Time	Meeting
Wed. June 2, 2021 at 3pm	Associate Dean, FGS (Stephen Kirkland)
Wed. June 2, 2021 at 3:45pm	Acting FHNS Head (Joyce Slater), FHNS Graduate Chair (Harold Aukema), FHNS Professor (Jim House)
Wed. June 2, 2021 at 4:30pm	FAFS Dean (Martin Scanlon) and FAFS Associate Dean (Jitendra Paliwal)
Thurs. June 3, 2021 at 10:30am	Virtual Tour of Facilities with Joyce Slater (Acting FHNS Head) and James House (FHNS Professor)
Thurs. June 3, 2021 at 11:15am	FHNS Faculty Members (Miyong Suh, Semone Myrie, Kristin Hildahl-Shawn, Snehil Dua, Christina Lengyel, Joyce Slater, Mineka Malalgoda, Natalie Riediger, Rotimi Aluko)
Thurs. June 3, 2021 at 2:45pm	MAHN Program Support Staff (Taylor Friesen, Emily Gregorchuk, Carola Lange, Helena Marak, Jessica Rutherford)
Thurs. June 3, 2021 at 3:30pm	College of Dietitians of Manitoba (Shaunda Durance-Tod)
Thurs. June 3, 2021 at 4:15pm	Dietitians of Canada (DC) (Jennifer Wojcik)
Thurs. June 3, 2021 at 5pm	Manitoba Partnership Dietetic Education Program (MPP) (Alison Cummins, Kathleen Richardson)
Fri. June 4, 2021 at 10:30am	University of Manitoba Science and Technology Libraries (Ryan Schultz and Vickie Albrecht) and IT support (John Schoffner)
Fri. June 4, 2021 at 11:15am	Prospective MAHN students (Tara Frykas, Chantal Perchotte, Bhanu Pilli, Eliana Hotz, Pearl Pasanna, Stephen Badenhorst)
Fri. June 4, 2021 at 3:45pm	Acting Dean, FGS (Kelley Main), Associate Dean, FGS (Stephen Kirkland), Acting FHNS Head (Joyce Slater), FHNS Professor (James House)

4. Comparison of MAHN with Related Programs

The MAHN program offers students in Manitoba the opportunity to pursue a Dietetic Practicum within the province. The program is designed to be competitive with other Universities in Canada. This ensures that the capacity for dietetics training is maintained within Canada, the number of spaces previously offered through the Winnipeg Regional Health Authority (WRHA) Manitoba Partnership Program is maintained. The program aligns well with similar programs being offered across Canada. These include: (1) University of Guelph – Master of Applied Nutrition (MAN) program. Course-based Master degree and dietetic practicum, (2) Ryerson University – Nutrition Communication (MHSc). Course based master’s degree and dietetic practicum. (3) Brescia University College - Master of Science Foods and Nutrition: Practicum Stream (Option 2) MScFN. Course based Master degree and dietetic practicum, (4) Mount Saint Vincent University - Master of Science Applied Human Nutrition (MScAHN) with Practicum Education Program (IEP). In addition, thesis-based Master degree and dietetic practicum, (5) Memorial University - Master of Public Health – Nutrition/Dietetics Stream. Course based master’s degree and dietetic practicum, (6) University of Toronto Dalla Lana School of Public Health - Master of Public Health (MPH) in the field of Nutrition and Dietetics. Course based master’s degree and dietetic practicum, and (7) McGill University - Master of Science, Applied (M.Sc.A), Human Nutrition (Non-Thesis) – Dietetics Credentialing. Course based master’s degree and dietetic practicum. Currently, University of Manitoba students are pre-selected for one of 20 practicum placements, with applications submitted as students enter their 3rd year of study within the Human Nutrition Sciences program.

5. Current Need for the MAHN Program

The training of dietitians in Manitoba has, for over a decade, been facilitated by the activities of the University of Manitoba (accredited academic program), the Manitoba Partnership Dietetics Education Program (MPP; accredited post-degree practicum program) and the College of Dietitians of Manitoba (Professional Regulatory Body; CDRE). Via the pre-selected program, MPP secured a minimum of 20 spots for UM students for practicum placements. These numbers were traditionally established based on workforce demands. The Canadian Occupational Projection System (COPS) has established an outlook for Dietitians in the Canadian workforce (http://professions.edsc.gc.ca/sppc_cops/occupationsummarydetail.jsp?&tid=110). In 2018, an estimate 12,700 dietitians (average age 39.8) were in the workforce. The COPS analysis projected that, between 2018 and 2028, there will be a relative balance between job seekers (4900) and job openings (4900). Given the stability of the profession, the proposed MAHN program is needed in order to ensure that Manitoba can continue to supply RDs with the skills and understanding of the unique nutrition-related challenges within the province. Graduates from the MAHN program will be well positioned with advanced skills needed to replace those positions lost due to retirements.

The internship opportunity has historically been offered through the WRHA via the MPP; however, this program will cease to exist in 2022. Therefore, the MAHN program is essential in order to offer a critical pathway for the training of RDs in the province of Manitoba. Additionally, advanced courses in human nutrition that will be integrated within the MAHN program are not currently available within the current course offerings in the Department of Food and Human Nutritional Sciences, or other academic departments

During the virtual site visit, interactions with external stakeholders reinforced that there is a strong need for the MAHN program, as it will provide a route to practicum, and thus dietetic licensure within the province. The route to advanced training will also help to effectively address Canada's leading health care delivery needs.

Recommendation: There is heightened discussion around equity, diversion and inclusion (EDI) in the RD profession and in related academic circles trying to understand the barriers to entry to practice and how diversity can be increased. The MAHN proposal is strong in the Indigenous content, learning, and placements. It is recommended that the program continue to explore ways to address placement opportunities for under-represented groups in the MAHN program.

In sum, the MAHN program is particularly important and timely since as of 2022, it is the only current pathway to achieve the training to become an RD in Manitoba as the MPP program will no longer be available. Therefore, the MAHN program will be the only pathway for students to achieve this credential.

6. Breadth and Depth of the MAHN Curriculum

The MAHN curriculum is strong. The breadth of key program elements will include 30 CH of graduate courses designed to address both the professional competencies required by PDEP, and to provide advanced education to students in areas related to applied human research techniques, including a group research project. There is a strong research component- modeled after HNSC 4600 that fulfills the research competency elements of the PDEP-accredited internship program. The MAHN program is specifically designed to provide advanced graduate level training in human nutrition while meeting the integrated competency requirements for PDEP with respect to practicum placements. As such, no specializations are planned within the current structure. An outline of the curriculum is as follows:

Year 1
HNSC 7700 – Term 1 (F) – Restricted to students in the MAHN program
HNSC 7730 – Term 1 (F) – Restricted to students in the MAHN program
HNSC 7710 – Term 2 (W) – Restricted to students in the MAHN program
HNSC 7740 – Term 2 (W) – Restricted to students in the MAHN program
HNSC 7720 – Term 3 (S) – Restricted to students in the MAHN program
HNSC 7750 – Term 3 (S) – Restricted to students in the MAHN program
HNSC 7760 – Term 3 (S) – Restricted to students in the MAHN program
There are no electives indicated for this program
TOTAL CH: 30

The MAHN program is designed to meet the PDEP Accreditation Standards for Dietetic Education Programs in Canada for “Internship/Practicum Programs”. The Accreditation Standards contain the following 6 standards:

- Standard 1 – Program Governance and Structure
- Standard 2 – Program Administration: Students/Interns
- Standard 3 – Program Administration: Curriculum
- Standard 4 – Program Administration: Academic and Professional Staff
- Standard 5 – Program Administration: Resources
- Standard 6 - Program Evaluation

During the virtual site visit, faculty, staff and students viewed the structure of the curriculum design positively as it builds upon the undergraduate program in Human Nutritional Sciences while seeking to solve problems related to food, nutrition, and human health in Manitoba. The inclusion of the Indigenous perspectives through the program is critical to meeting the EDI needs.

Recommendation: Continue to encourage the engagement and role of stakeholders in helping to shape the curriculum. This will help ensure that the curriculum remains dynamic, adapting to student needs as well as the ever-changing needs of the Manitoba population (e.g. addressing under-represented groups, and the need to transition to further studies (e.g. doctoral studies)).

7. Demand for Graduates with the Proposed Credential

Graduates of the MAHN program will hold the credential of Masters of Applied Nutrition (MAN). In addition, since the MAHN program includes the requisite practical experience to satisfy the required competency elements for the dietetic profession, graduates will also be eligible to write the Canadian Dietetic Registration Examination (CDRE). It is noted that the MAHN program is currently seeking candidacy status from the dietetics accrediting body, the PDEP, and this process is supported by the Departments hiring of a program coordinator.

Upon successful completion of the CDRE exam, graduates of the MAHN program will hold the RD credential and be able to practice in Canada as long as they maintain registration and compliance with the regulations of their provincial dietetic college. In between graduating from the MAHN program and completing the CDRE exam, MAHN graduates can apply to the College of Dietitians of Manitoba for Graduate Dietitian status (<https://www.collegeofdietitiansmb.ca/registration/categories-process/graduate-dietitian/>) which will allow them to practice (with restrictions) and use the RD credential until they are able to write and pass the CDRE exam.

There is a strong demand for MAHN program graduates who will have the credentials of MAN, RD (once the CDRE exam is passed). There is a clear and consistent need for RDs in Manitoba and across Canada to serve the food, nutrition and health needs of multiple stakeholder sectors. These sectors include but are not limited to health care, industry, government and private practice. As summarized in the MAHN proposal, data from the Canadian Occupational Projection System reported an estimated 12,700 dietitians in the Canadian workforce in 2018 and projected that, between 2018 and 2028, there will be a relative balance between job seekers (4900) and job openings (4900). Therefore, the MAHN program is needed to sustain the stability of the dietetic profession.

During the virtual site visit, interactions with external stakeholders revealed that there is indeed an availability of jobs for RDs in Manitoba and across Canada. In particular, there are numerous contract positions available (e.g., to cover a maternity leave) and these positions can provide an opportunity for experience and a stepping stone to a permanent full-time position.

The MAHN program is particularly important and timely since as of 2022, the only current pathway to achieve the training to become a RD in Manitoba through the MPP program will no longer be available. Therefore, the MAHN program will be the only pathway for students to achieve this credential.

There is also a need for RDs with a graduate-level education which the MAHN program will provide. Graduates of the MAHN program will not only have the practical training required to be a RD, but they will also have the higher-level critical thinking skills and independent learning ability that comes from a graduate education. These skills will poise these graduates well to advance their careers as RDs and enable them to become leaders in their field. This is particularly important as the widespread awareness between food, nutrition and health continues to create new and unique job opportunities for RDs in many different sectors.

8. Excellence of the Faculty and Breadth of Expertise

The MAHN program will be administered through FHNS in FAFS at the University of Manitoba. The focus of the students' education in the MAHN program will be applied human nutrition; however, students will also be exposed to expertise of all FHNS faculty, the laboratories and educational support of FHNS and the University of Manitoba and the off-campus facilities and expertise that are connected to FHNS.

There is a strong applied human nutrition faculty complement in FHNS, including five RDs. The MAHN students will benefit from their expertise since this will be the focus on the MAHN program content and activities. The virtual meeting with these faculty and staff confirmed their passion and enthusiasm for the MAHN program. Their knowledge and expertise are being harnessed by a program coordinator that has been hired in advance of the projected first intake of MAHN students (and as required by the accrediting body).

A major strength of the MAHN program is its existence in an academic university environment and more specifically in FHNS, which includes a broad range of food and nutrition-related expertise in FHNS. The FHNS faculty hold expertise in several food and nutrition-related areas including applied human nutrition (7 faculty), food chemistry and bioresources (7 faculty), food processing and preservation (5 faculty), food safety and quality assurance (6 faculty) and metabolic and molecular nutrition (7 faculty). The FHNS faculty are also productive researchers and have the expertise, infrastructure, and administrative support to train graduate students. The MAHN students will be exposed to all of this expertise and support through departmental activities, input into their graduate courses and the opportunity to complete their research course in one of the FHNS laboratories. The broad perspective that the FHNS faculty can offer the MAHN course content is highly valued, and it is therefore recommended that any MAHN-related committees include at least one faculty member who is not focused on applied human nutrition.

Recommendation: Encourage all FHNS faculty to participate in MAHN-related committees to increase FHNS representativeness and to realize and maintain the broad food and nutrition-related expertise into the MAHN course content and activities.

A particular focus of the MAHN program is the strong focus on Indigenous perspectives. With funding received through the University of Manitoba Indigenous Initiatives Fund, the MAHN program is able to incorporate of Indigenous perspectives into its educational content and Indigenous communities into its practicum-based placements. FHNS also has an Indigenous Associate who is coordinating both the MAHN program development and community engagement components.

Overall, the excellence and breadth of expertise of the FHNS faculty will facilitate success and maximize education of the MAHN students.

9. Adequacy of Facilities, Space, and Other Resources

FHNS within FAFS at the University of Manitoba is well equipped with physical space, facilities and other resources support the MAHN program and ensure success of its students.

Physical spaces that will support the MAHN program are summarized in Table 3 and include student study spaces, classrooms, laboratories, administration offices and meeting spaces. These physical spaces will provide the MAHN students with ample space to learn, interact and work during their program. There is also sufficient space to provide the faculty and staff with the necessary infrastructure to instruct and administer the MAHN program. These spaces are largely in the Human Ecology Building but also include access to FHNS-connected off-site spaces including the Richardson Centre for Functional Foods and the Ellis Building.

Table 3: Summary of physical spaces that the MAHN program can access

Type of Space	Location	Details
Student Study Space	101 Human Ecology Student Lounge	This recently (2019) updated space has capacity for about 40 and is a community space that can be used for studying and gathering.
Student Study Space	109A Human Ecology MAHN student space	Capacity for 20 students with study carrels and is a focused space for the MAHN students to work and interact.
Student Study Space	114A Human Ecology	50 student carrels.
Computer Lab	107 Human Ecology	30 computers for student use.
Classroom	206 Human Ecology	Capacity for 150 students.
Classroom	207 Human Ecology	Capacity for 60 students.
Classroom	304 Human Ecology	Capacity for 20 students and is ideal for the MAHN students.
Lab	Room 400 and 400B and 403 Human Ecology George Weston Ltd Sensory and Food Research Lab and meeting space	Available to MAHN students but use will depend on need for sensory perception and flavour chemistry research.
Lab	Room 410 Human Ecology Barbara Burns Food Innovation Laboratory	Mainly used for FHNS outreach activities, capacity of 20
Administrative Offices	Rooms 208, 208A, 209 and 210 Human Ecology	General office (209); mailroom (208), FHNS Head (208A), office assistant (210)
Administrative Office	Room 211 Human Ecology	The MAHN coordinator will use this office after the financial administrator moves to another

		office. This office is large and will allow for a central space for the MAHN program.
Meeting Space	Rooms 216, 200B, 200D Human Ecology	Available for student club meetings, faculty meetings or studying.
Off-site FHNS-Connected Space	Richardson Centre for Functional Foods	Includes a lecture hall (capacity of 70) and a board room.
Off-site FHNS-Connected Space	Ellis Building	Meeting space (room 346)

In addition to the physical space available at the University of Manitoba, the MAHN program will utilize space and resources in many external sites that are the preceptors for the practicum-based component of the program. These preceptors will be organized by the MAHN program administration. It is encouraging that the university environment offers extensive networks and supports to realize these opportunities in many different sectors relevant to dietetic training. It is noted that despite the closure of the MPP, colleagues have indicated a commitment to work with FHNS to facilitate access to preceptors in urban, rural and northern locations, including those in First Nations communities. This cooperation was confirmed during meetings with the MPP colleagues in the virtual site visit. Depending on the preceptor location, there may be a need for more supports such as accommodation for MAHN students in more remote placements.

Recommendation: Maintain connections with the MPP colleagues to facilitate preceptor placements for MAHN students.

Recommendation: Seek support from the University of Manitoba for MAHN students to help with their safe and affordable accommodation during their preceptor placements that are in remote areas such as Northern communities.

Beyond physical space and facilities, the MAHN program requires other resources to ensure success. FFHN has put financial resources into the development of the MAHN courses; however, it is recommended that there be consideration of continued financial support for this process to ensure its success.

Recommendation: Provide financial support to facilitate MAHN course development.

There are also resources at the University of Manitoba that the MAHN students have access to that can facilitate their success. Information technology (IT) support is critical, not only on campus but also to support different forms of learning, virtual access such as from remote preceptor sites and access to VPN network as needed. The MAHN program has full access to the IT support within FAFS for their group and/or individual needs and it is recommended that the MAHN students and faculty access these resources to facilitate success of the program. The University of Manitoba library is also available to support the MAHN program in their learning and research. A Graduate Program Review in 2015 indicated that the library journal subscriptions that are more than capable in supporting the faculty and graduate level research in FAFS. The library has a document delivery system that can supply photocopies or digital versions of articles and can arrange for loans of books. The library can also guide the MAHN students in their reference literacy by providing presentations in classes and/or throughout

individual appointments. There is also a new program for graduate students called “Grad Steps” that guides graduate students to success. The MAHN program is candidate to access all of these services from the library and it is recommended that they make the most of them to optimize the experience. Awareness of all of these services could be done through requesting a library orientation session for one of the MAHN courses.

Recommendation: Include an orientation to the FAFS information technology resources and support for the MAHN students, faculty and administration.

Recommendation: Request a library orientation session for one of the MAHN courses to increase awareness for all supports and services that the library can offer.

Finally, other resources that the MAHN program has access to include its external stakeholders, notably colleagues at the MPP, College of Dietitians of Manitoba and DC. These stakeholders are highly supportive of the MAHN program and have indicated their willingness to be a source of advice and support as the MAHN program evolves. The MPP can provide support to facilitate establishment of preceptors. DC has been involved with the transition of the MPP to the MAHN program and they continue to be supportive. The MAHN program will have continued access to the expertise and input from DC, particularly the Senior Director, Member and Stakeholder Engagement at DC whose role is to support dietetic education across Canada as a community of educators across Canada.

Recommendation: Keep open communication with MPP colleagues and Senior Director, Member and Stakeholder Engagement at DC to facilitate success of the MAHN program as it develops and grows.

Overall, the MAHN program is well supported in its access to resources that can facilitate its success. These resources include many types of space (student space, classroom, computer lab, office, meeting space), facilities (laboratories), IT support, library services and community colleagues. Use of these resources will contribute greatly to the success of the MAHN program.

10. Strengths and Weaknesses of the MAHN Program Proposal

There are many strengths of the MAHN program that have become clear following a review of the proposal and the virtual site visit. These strengths are summarized in Table 4 and relate to many aspects of the MAHN program. There are no weaknesses of the program to summarize.

Table 4. Strengths of the MAHN program

Strength	Description
Satisfies the need for an training pathway for RDs in Manitoba	As of 2022, the only available program in Manitoba to train students to become RDs will no longer exist. Therefore, a major strength of the MAHN program is that it is satisfying a clear need.
Existence within an academic university environment	The MAHN program is situated within an academic university environment which will provide the students with many more educational and development opportunities compared to a training environment through a practice-based internship.
Alignment with the University of Manitoba strategic priorities	The MAHN program aligns well with the 5 strategic priorities of the University of Manitoba 2015-2020 strategic plan (Inspiring minds; Driving Discovery and Insight; Creating Pathways; Building Community; Forging Connections).
Exposure to broad food and nutrition expertise in FHNS	The MAHN program will be focused on applied human nutrition but with its situation in FHNS, will also have input from a broad expertise in food and nutrition-related content.
Wide range of preceptors for practice-based training	The MAHN program will provide students with a wider range of preceptors than the MPP program. The resources and connections within the University of Manitoba will enable an expansion of the preceptors to that span nutrition, food and health sector.
Strong Indigenous content	The MAHN program is unique in Canada with its integration of Indigenous perspectives in its curriculum with support of a University of Manitoba Indigenous Initiatives Fund. FFNS also has an Indigenous Associate who is coordinating the community engagement and program development components.
Students of the MAHN program will have access to financial-related supports with their student-status	The integration of the MAHN program within the University of Manitoba means that the MAHN students have student-status. This will provide them with more opportunities for financial supports such as scholarships and bursaries. They also will not have to start paying back student loans. These financial-related factors are an advantage over the MPP program in which they were neither students nor employees and were subject to having to pay back student loans and possibly pay for accident and liability insurance. Therefore, although the MAHN students will need to pay tuition, they have access to financial supports.
Strong stakeholder support	The MAHN program is highly supported by all of its stakeholders including those within the University of Manitoba (faculty, staff, administration, students) and those external to the University of Manitoba (MPP, College of Dietitians of Manitoba, DC).

11. Summary of Recommendations

A summary of the recommendations included throughout this report are summarized in Table 5. These recommendations arose following a review of the MAHN proposal and completion and reflection of the virtual site visit.

Table 5. Summary of recommendations to support the success of the MAHN program.

Recommendation #	Recommendation Details
1	There is heightened discussion around equity, diversion and inclusion (EDI) in the RD profession and in related academic circles trying to understand the barriers to entry to practice and how diversity can be increased. The MAHN proposal is strong in the Indigenous content, learning, and placements. It is recommended that the program continue to explore ways to address placement opportunities for under-represented groups in the MAHN program.
2	Continue to encourage the engagement and role of stakeholders in helping to shape the curriculum. This will help ensure that the curriculum remains dynamic, adapting to student needs as well as the ever-changing needs of the Manitoba population (e.g. addressing under-represented groups, and the need to transition to further studies (e.g. doctoral studies)).
3	Encourage all FHNS faculty to participate in MAHN-related committees to increase FHNS representativeness and to realize and maintain the broad food and nutrition-related expertise into the MAHN course content and activities.
4	Maintain connections with the MPP colleagues to facilitate preceptor placements for MAHN students.
5	Seek support from the University of Manitoba for MAHN students to help with their safe and affordable accommodation during their preceptor placements that are in remote areas such as Northern communities.
6	Provide financial support to facilitate MAHN course development.
7	Include an orientation to the FAFS information technology resources and support for the MAHN students, faculty and administration.
8	Request a library orientation session for one of the MAHN courses to increase awareness for all supports and services that the library can offer.
9	Keep open communication with MPP colleagues and Senior Director, Member and Stakeholder Engagement at DC to facilitate success of the MAHN program as it develops and grows.

July 29, 2021

Dr. Kelley Main
Acting Dean
Faculty of Graduate Studies
University of Manitoba

Dear Dr. Main;

I am pleased to submit our response to the External Review of the Department of Food and Human Nutritional Sciences' proposal for the Master of Applied Human Nutrition program. Appended to this letter is Table 5. Summary of recommendations to support the success of the MAHN program, with an additional column detailing our response to the recommendations. We have also attached pages 5, 6 & 18 of the 'New Program of Study Application' which contain modifications (in track changes) based on the Review response. Finally, a full revised version of the 'New Program of Study Application' is attached with the changes accepted.

Please let us know if you require anything further at this time. Thank you for your support of the MAHN program proposal.

Yours truly,



Dr. Joyce Slater, RD, MSc, PhD
Associate Department Head (acting) - Dietetics

CC: Dr. Mohammed Moghadasian, Department Head (acting) FHNS
Dr. Jitendra Paliwal, Associate Dean Academic, FAFS
Ms. Emily Gregorchuk, MAHN Administrative Assistant

Appendix: Summary of Recommendations and Responses

Table 5. Summary of recommendations to support the success of the MAHN program.

Recommendation #	Recommendation Details	MAHN Program Response
1	There is heightened discussion around equity, diversion and inclusion (EDI) in the RD profession and in related academic circles trying to understand the barriers to entry to practice and how diversity can be increased. The MAHN proposal is strong in the Indigenous content, learning, and placements. It is recommended that the program continue to explore ways to address placement opportunities for under-represented groups in the MAHN program.	<p>A. The MAHN Coordinator will join the University of Manitoba EDI Community of Practice (launching this fall) to keep current on best practices and important considerations for EDI in the MAHN Program.</p> <p>B. To address potential bias and ensure EDI in the development of admissions processes, we will seek input from BIPOC (Black, Indigenous and Persons of Colour) communities and other under-represented groups.</p> <p>C. The MAHN selection committee will include representation from underrepresented groups to reduce barriers and ensure we are not inadvertently excluding anyone from applying.</p> <p>D. We will work with Student Accessibility Services to provide accessibility supports for students.</p> <p>E. We will seek placements with organizations that serve newcomers, Indigenous and other under-represented communities.</p>
2	Continue to encourage the engagement and role of stakeholders in helping to shape the curriculum. This will help ensure that the curriculum remains dynamic, adapting to student needs as well as the ever-changing needs of the Manitoba population (e.g. addressing under-represented groups, and the need to transition to further studies (e.g. doctoral studies)).	<p>A. Our new Dietetics Committee (DC) terms of reference includes a member-at-large from the dietetics community (ideally we want representative from employer).</p> <p>B. The MAHN Curriculum Planning Working Group has resources to hire expert dietitian professionals (who may also be FHNS Instructors) to provide input into the curriculum process and outcomes.</p> <p>C. Re: transition to further PhD studies – at this time, the MAHN degree is terminal with respect to movement into doctoral studies; however, this is something that can be looked at in the</p>

		future once the MAHN program is underway.
3	Encourage all FHNS faculty to participate in MAHN-related committees to increase FHNS representativeness and to realize and maintain the broad food and nutrition-related expertise into the MAHN course content and activities.	<p>A. Our New Dietetics Committee (DC) terms of reference include membership of a non-RD faculty member.</p> <p>B. The DC terms of reference include ad-hoc opportunities for additional faculty members to participate on specific working groups.</p> <p>C. The new Associate Department Head-Dietetics will provide continuous updates on the MAHN development process at department council and faculty council meetings and encourage colleagues to participate in areas of interest.</p>
4	Maintain connections with the MPP colleagues to facilitate preceptor placements for MAHN students.	The MAHN Coordinator will work closely with WRHA-MPP during the MAHN development phase which overlaps the last cycle of the MPP internship program (e.g job shadowing; sharing documentation; seeking input into new placement arrangements).
5	Seek support from the University of Manitoba for MAHN students to help with their safe and affordable accommodation during their preceptor placements that are in remote areas such as Northern communities.	<p>A. We will consult with other UM health training programs to ensure adequate accommodation is available.</p> <p>B. We will consult with WRHA-MPP to determine current accommodation processes and determine if/how MAHN will continue to use these processes.</p>
6	Provide financial support to facilitate MAHN course development.	Funds has been provided from the FAFS Dean's office for course development (for the four courses outside the practicum placements).
7	Include an orientation to the FAFS information technology resources and support for the MAHN students, faculty and administration.	We will include this in the MAHN student orientation process.
8	Request a library orientation session for one of the MAHN courses to increase awareness for all supports and services that the library can offer.	We will include this in the MAHN student orientation process.
9	Keep open communication with MPP colleagues and Senior Director,	A. As per #4 above, the MAHN Coordinator will develop and maintain

	<p>Member and Stakeholder Engagement at DC to facilitate success of the MAHN program as it develops and grows.</p>	<p>a relationship with MPP through shadowing, and regular communication.</p> <p>B. The MAHN Coordinator and FHNS Dietetics Committee faculty members will attend the Dietitians of Canada Dietetic Educators meetings regularly.</p> <p>C. The MAHN coordinator and FHNS Dietetics Committee faculty members will continue their strong relationship with Jennifer Wojcik, the Senior Director: Member and Stakeholder Engagement for Dietitians of Canada; Jennifer also lives in Winnipeg and is a strong advocate of the MAHN program.</p>
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Report of the Senate Committee on Instruction and Evaluation RE: Modification of Academic Assessment Regulations, Faculty of Science

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
https://www.umanitoba.ca/governance/sites/governance/files/2021-09/Senate_Committee_on_Instruction_and_Evaluation_Terms_of_Reference.pdf
2. At its meeting on February 17, 2022 SCIE considered a proposal from the Faculty of Science to modify its regulations concerning Academic Assessment.

Observations:

1. A proposal to modify the Faculty of Science Progression Regulations was considered by SCIE on October 16 and November 19, 2020, and then approved by Senate on January 6, 2021. These changes included a five-year suspension, which was endorsed by SCIE with the understanding that a student who was suspended could apply for admission to another program. This understanding was not correct, as students who are on suspension would not normally be eligible to apply for admission to another program (section 5.1 of the Admission section of the Academic Calendar).
2. Currently, a student who returns from a one-year suspension and fails to achieve the minimum Term Grade Point Average of 2.0 would be placed on a five-year suspension. The Faculty is proposing that students who return from a one-year suspension and fail to achieve the minimum Term Grade Point Average would instead be assessed as Required to Withdraw. Being assessed as Required to Withdraw would not prevent a student from applying for admission to another program.
3. The Faculty is proposing that the requirement to meet with an academic advisor be expanded upon. Students receiving an assessment of Academic Warning would be encouraged to meet with an academic advisor. Students receiving an assessment of On Probation would be required to meet with an academic advisor and/or participate in interventions. An advisor hold would be used to ensure that students meet with an academic advisor or participate in interventions prior to registration, if required.
4. The Faculty is proposing that a student who is Required to Withdraw would not be permitted to register as a Faculty of Science student or in courses offered by the Faculty of Science for a period of five calendar years. If students took courses at another institution during this time, they would not be permitted to use these courses for credit towards a Science degree, should they return to the Faculty.
5. Clarification would be provided regarding the treatment of spanned courses in regard to student assessments.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the modification of regulations concerning Academic Assessment, Faculty of Science, effective September 1, 2022.

Respectfully submitted,

Dr. Mark Torchia, Chair
Senate Committee on Instruction and Evaluation

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

Academic Assessment

Effective September 2021, Each student in the Faculty of Science who has completed a minimum of 12 credit hours will have their academic performance assessed at the end of each term in which they receive a final grade in a minimum of 1 credit hour.

Notations will appear on a student's transcripts based on their performance. The ~~four~~ five categories are: ***Minimum Met, Academic Warning, On Probation, On Suspension, Required to Withdraw.***

Minimum Met

Students who achieve a minimum DGPA of 2.0 at the point of assessment will receive the ~~Minimum Met~~ **Minimum Met** notation on their transcript. This indicates that the student's performance is satisfactory. This does not mean a student has satisfied the specific requirements in their program of study. Students should consult the Undergraduate Academic Calendar for the specific requirements of their program of study.

Students who do not achieve a minimum DGPA of 2.0 will be placed in one of the following assessment categories: ~~Academic Warning, On Probation, or On Suspension,~~ ***Academic Warning, On Probation, On Suspension, or Required to Withdraw.*** based on the following conditions.

Academic Warning

Students who have completed 12-23 credit hours at the point of assessment and have a DGPA less than 2.0 will be assessed as on **Academic Warning**.

A student who receives an **Academic Warning** assessment will be permitted to register for classes **and will be assessed at the end of each term in which they register.**

A student who receives an assessment of Academic Warning will be encouraged to meet with an advisor and connect with campus resources.

On Probation

Students who have completed 24 credit hours or more at the point of assessment and have a DGPA less than 2.0 will be assessed as **On Probation** and will be placed on probation.

The first term a student receives an assessment of On Probation, a registration hold will placed on their student account. To have the hold lifted the student will need to meet with an academic advisor **and/or participate in interventions developed for students on probation. This may include required follow up meetings with an academic advisor, participation in skill building workshops, and referrals to student support resources.** if they receive an ~~Academic Warning or On Probation~~ assessment.

A student ~~who receives on probation~~ **an On Probation assessment** will be permitted to register for classes. At each point of assessment, their DGPA will be assessed. Once the student has achieved a DGPA of 2.0, they will be assessed as **Minimum Met** and the student will no longer be on probation.

A student ~~on probation~~ permitted to register for classes, and if their **If at the point of assessment, the student's** DGPA is still below 2.0, they must **have achieved** a minimum Term GPA (TGPA) of 2.0 or higher to continue to register **in a subsequent term.** If a student does not achieve a minimum TGPA of 2.0 while on probation, the student will be placed ~~on suspension~~ **On Suspension for a period of 1-year.** The

duration of a first suspension will be 1 year and the duration of a second (or subsequent) suspension will be 5 years. The notation on the transcript will indicate **On Suspension (for 1 Year)** for a first suspension, and **On Suspension (for 5 years)** for a second suspension.

On Suspension

While on suspension from the Faculty of Science, a student will not be permitted to register in any courses offered by the Faculty of Science. **A student who receives an Academic Suspension assessment from the Faculty of Science is not normally permitted to register in any other faculty or school at the University of Manitoba.** If a student completes courses at another post-secondary institution while serving a suspension, the student will be required to reapply for admission to the University of Manitoba and meet admission requirements. In addition, the student will need to provide evidence that they have served their suspension (i.e. evidence that they have spent the duration of their suspension away from post-secondary studies). Students should consult [Other Admission Categories](#) and [Attendance at Other Institutions](#) for more details.

Students who are on academic suspension may not ~~elect~~ **use** courses **taken** at another institution **during the period of suspension**, for credit towards a Science degree at this university. **the University of Manitoba.**

- ~~Students currently on probation who do not achieve a minimum TGPA of 2.0, upon subsequent registrations, will be assessed and will be suspended from the Faculty of Science. The duration of the suspension along with the notation on the transcript will depend on whether this is a first or a second suspension.~~

Returning from 1-Year Suspension

If a student has intentions to return to the Faculty of Science following a 1-year suspension, the student will be required to contact a Faculty of Science academic advisor before returning.

Upon return from a 1-year suspension, a student will resume studies ~~on probation~~ **On Probation**. The student will be required to meet the requirements outlined above for students on probation. Specifically, ~~Failure to achieve a minimum TGPA of 2.0 will result in a~~ **second suspension for a duration of 5 years.**

Returning from 5-Year Suspension-Required to Withdraw

The second time a student assessed as On Probation fails to achieve a minimum TGPA of 2.0 they will be required to withdraw from the Faculty of Science. A student assessed as Required to Withdraw will not be permitted to register as a Faculty of Science student at the University of Manitoba, or in Faculty of Science courses at the University of Manitoba, for a period of 5 calendar years.

Returning to Science after being Required to Withdraw

After 5 calendar years a student assessed as Required to Withdraw may return to the Faculty of Science.

If the student has completed other post-secondary studies at the University of Manitoba, or at another institution, they must reapply to the Faculty of Science and meet the admission requirements. Students who are assessed as Required to Withdraw may not use courses taken at

another institution during the required to withdraw period for credit towards a Science degree at the University of Manitoba.

If a the student has **not completed other post-secondary studies and intentions- intends** to return to the Faculty of Science following a after 5-year suspension-~~calendar years~~, the student will be required to contact a Faculty of Science academic advisor before returning. **The student will be given the following irreversible options:**

Upon return to the Faculty of Science following a 5-year suspension, the student will be given the following options:

1. **Resume Studies** – A student choosing this option will keep all previously completed coursework and their DGPA will remain the same, thus the student will be continuing On Probation. A student who chooses this option must meet all the requirements of a student ~~On p~~On Probation, as outlined above. Failure to meet these requirements will result in a ~~another 5-year suspension~~ **Required to Withdraw assessment.**
2. **Start Afresh** – A student choosing this option may request to bring in up to 30 credit hours of previously completed course work in which they have achieved a “C” or better. Students in this situation will only have the courses which they choose to use as part of their “Start Afresh” as part of their DGPA and will be assigned an initial assessment of ~~Minimum Met~~ **Minimum Met.** A student who chooses this option will be subject to the academic assessment regulations outlined above.

In either case, this does not mean that the previous coursework will be removed from the student history or transcript.

Spanned Courses

Students who are registered in spanned courses will be assessed at the end of each term in which they are registered. It is possible for a student to be placed on probation prior to completing a spanned course; however, an assessment of Academic Suspension or Required to Withdraw will not occur while a student is registered in a spanned course. Students on probation who are registered in spanned courses will continue On Probation until the spanned course is complete, at which time, official assessment will take place, based on the number of credit hours completed and GPA achieved at that point in time.

Graduation ~~while on Probation~~

A student who has satisfied degree requirements for their program of study and is eligible for graduation will be allowed to graduate, regardless of the status of their end-of-term assessment of academic standing. If the assessment category is either ~~one of~~ **On Probation On Probation, or On Suspension-On Suspension, or Required to Withdraw,** the notation will be removed from the final term of the student’s transcript.

February 17, 2022

Report of the Senate Committee on Instruction and Evaluation RE: Modification of Regulation on Attendance at Other Institutions, Faculty of Science

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
https://www.umanitoba.ca/governance/sites/governance/files/2021-09/Senate_Committee_on_Instruction_and_Evaluation_Terms_of_Reference.pdf
2. At its meeting on February 17, 2022 SCIE considered a proposal from the Faculty of Science to modify its regulation concerning Attendance at Other Institutions.

Observations:

1. The Faculty is proposing that to be eligible to apply to take a course on a Letter of Permission, a Science student would be required to be in good standing, not currently be assessed as On Probation, On Suspension or Required to Withdraw and not be under investigation for academic misconduct.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the modification of the regulation concerning Attendance at Other Institutions, Faculty of Science, effective September 1, 2022.

Respectfully submitted,

Dr. Mark Torchia, Chair
Senate Committee on Instruction and Evaluation

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

Attendance at Other Institutions/Letter of Permission

Students wishing to complete courses at another institution for credit at the University of Manitoba must apply for written permission from the Registrar's Office prior to registering at the other institution. Students should apply for the [Letter of Permission](#) well in advance of the term in which they wish to register at the other institution, processing time can take up to 8 weeks.

To be eligible to take courses on a Letter of Permission, a Faculty of Science student must:

- 1. Be in good standing, and not be currently assessed as Academic Warning, On Probation, On Suspension, or Required to Withdraw.**
- 2. Not be under investigation for academic misconduct.**

Students who attend other post-secondary institutions without a Letter of Permission must reapply for admission to the Faculty of Science before the application deadline and be academically competitive for admission. Similarly, students registered in the Faculty of Science may not be registered at another academic institution at the same time unless they are registered elsewhere on a Letter of Permission. The penalty for unauthorized or undisclosed attendance may be disciplinary withdrawal or academic suspension.

For more information on Letters of Permission, please refer to the [website](#).

Attendance at Other Institutions/Letter of Permission

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1. Be in good standing, and not be currently assessed as Academic Warning, On Probation, On Suspension, or Required to Withdraw.
2. Not be under investigation for academic misconduct.

Students who attend other post-secondary institutions without a Letter of Permission must reapply for admission to the Faculty of Science before the application deadline and be academically competitive for admission. Similarly, students registered in the Faculty of Science may not be registered at another academic institution at the same time unless they are registered elsewhere on a Letter of Permission. The penalty for unauthorized or undisclosed attendance may be disciplinary withdrawal or academic suspension.

For more information on Letters of Permission, please refer to the [website](#).