

Senate  
Fort Garry Campus:  
Senate Chamber  
Room E3-262 Engineering Building

Bannatyne Campus:  
Room A106 Chown Building

Wednesday, June 21, 2023  
1:30 p.m.

## **A G E N D A**

### **I     MATTERS TO BE CONSIDERED IN CLOSED SESSION - none**

### **II     ELECTION OF SENATE REPRESENTATIVES**

1.     **Election of a Student Member to the Senate Executive Committee** Page 5
  - One Student member (slate of candidates to be supplied by the caucus of Student Senators)

### **III    MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE**

1.     **Reports of the Faculty Council of the Faculty of Graduate Studies on Course and Program, and Regulation Changes**
  - a)     **RE: Department of Community Health Sciences** Page 6
  - b)     **RE: Department of Philosophy** Page 13
2.     **Revisions to the 2023 – 2024 Academic Schedule** Page 15  
**RE: Master of Social Work in Indigenous Knowledges**

### **IV    MATTERS FORWARDED FOR INFORMATION**

1.     **Schedule of Meetings and Agenda Availability for Senate and Senate Executive Committee** Page 16
2.     **In Memoriam: Dr. Russel Smandych** Page 17
3.     **Correspondence from President and Vice-Chancellor**
  - a)     **RE: Request for Change to Admission Targets, Bachelor of Social Work, Faculty of Social Work** Page 19  
*(for consultation)*

b)	<b>RE: Requests to Extend Suspensions of Admissions to Programs</b> <i>(for consultation)</i>	Page 27
(i)	<b>Bachelor of Human Ecology (Family Social Sciences) and Bachelor of Human Ecology (Family Social Sciences) After-Degree, Rady Faculty of Health Sciences</b>	Page 28
(ii)	<b>Master of Arts in Icelandic, Faculty of Arts</b>	Page 39
c)	<b>RE: Request for Increase to Admission Target, M.A. and Ph.D. in Psychology, Clinical Psychology, President's Approval</b>	Page 50
4.	<b>Correspondence from Provost and Vice-President (Academic) <u>RE: Implementation of Programs</u></b>	
a)	<b><u>Ph.D. in Pathology and Laboratory Medicine</u></b>	Page 51
b)	<b><u>M.Sc. and Ph.D. in Pediatrics and Child Health</u></b>	Page 53
c)	<b><u>Graduate Micro-Diploma in Science Communication</u></b>	Page 56
d)	<b><u>Micro-Certificate in Songmaking</u></b>	Page 57
6.	<b>Correspondence from Vice-Provost (Academic Planning and Programs)</b>	
a)	<b>RE: Change to Program Length, Diploma in Art, School of Art, Approval</b>	Page 58
b)	<b>RE: Revisions to Credentials for Graduate Programs in the Dr. Gerald Niznick College of Dentistry, Approval</b>	Page 60
7.	<b>Annual Reports of Faculty and School Councils RE: Establishment of Letters of Accomplishment and Participation</b>	
a)	<b><u>Faculty of Arts</u></b>	Page 62
b)	<b><u>Division of Extended Education</u></b>	Page 64
c)	<b><u>Faculty of Graduate Studies</u></b>	Page 66
8.	<b>Report of the Senate Committee on Awards <u>[May 9, 2023]</u></b>	Page 67
9.	<b>Report of the Faculty Council of the Faculty of Graduate Studies RE: Correction to Report of February 16, 2023 <u>Concerning the Faculty of Education</u></b>	Page 79

10.	<b>Items Approved by the Board of Governors <u>[May 30, 2023]</u></b>	Page 80
V	<b><u>REPORT OF THE PRESIDENT</u></b>	
1.	<b><u>Report of the President</u></b>	
2.	<b><u>UM Strategic Plan Consultation Session – Where We Are Today</u></b>	Page 81
VI	<b><u>QUESTION PERIOD</u></b>	
	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.	
VII	<b><u>CONSIDERATION OF THE MINUTES OF THE MEETING OF MAY 17, 2023</u></b>	
VIII	<b><u>BUSINESS ARISING FROM THE MINUTES</u></b> – none	
IX	<b><u>REPORTS OF THE SENATE EXECUTIVE COMMITTEE AND THE SENATE PLANNING AND PRIORITIES COMMITTEE</u></b>	
1.	<b><u>Report of the Senate Executive Committee</u></b>	Page 95
2.	<b><u>Report of the Senate Planning and Priorities Committee</u></b>	
	The Chair will make an oral report of the Committee’s activities.	
X	<b><u>REPORTS OF OTHER COMMITTEES OF SENATE, FACULTY AND SCHOOL COUNCILS</u></b>	
1.	<b><u>Reports of the Faculty Council of the Faculty of Graduate Studies on Course, Program, and Regulation Changes</u></b>	
a)	<b><u>RE: Department of Biological Sciences</u></b>	Page 96
b)	<b><u>RE: Department of Curriculum, Teaching, and Learning</u></b>	Page 121
c)	<b><u>RE: College of Dentistry</u></b>	Page 127
d)	<b><u>RE: Department of Educational Administration, Foundations, and Psychology</u></b>	Page 134
e)	<b><u>RE: Department of Human Anatomy and Cell Science</u></b>	Page 141
f)	<b><u>RE: College of Nursing</u></b>	Page 159

2.	<b>Report of the Faculty Council of the Faculty of Management RE: Renewal of Articulation Agreement, University of Manitoba, Bachelor of Commerce (Honours) – Red River College Polytechnic, Diploma in Business Administration</b>	Page 166
a)	<b><u>Report of the Senate Committee on Curriculum and Course Changes</u></b>	Page 166
b)	<b><u>Report of the Senate Committee on Admissions</u></b>	Page 168
3.	<b><u>Reports of the Senate Committee on Admissions</u></b>	
a)	<b>RE: Proposals from the Office of the Registrar and <u>Enrolment Service</u></b>	
(i)	<b><u>Modification to English Language Proficiency Requirements</u></b>	Page 201
(ii)	<b><u>Modification to Approved English Language Proficiency Country Waiver List</u></b>	Page 204
b)	<b>RE: New Admission Category for the Bachelor of <u>Social Work Faculty of Social Work</u></b>	Page 206
4.	<b><u>Reports of the Senate Committee on Instruction and Evaluation</u></b>	
a)	<b>RE: Revised Regulation on Introductory/Advanced Pharmacy Practice Experiences, Doctor of Pharmacy, <u>College of Pharmacy</u></b>	Page 224
b)	<b>RE: Revised Academic Regulations, I.H. Asper <u>School of Business</u></b>	Page 228
XI	<b><u>ADDITIONAL BUSINESS</u></b> - none	
XII	<b><u>ADJOURNMENT</u></b>	

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



**Election of Student Senator to the Senate Executive Committee**

1. The composition of the Senate Executive Committee makes provision for three student assessors.

The Assessors are as follows:

- |  |                                    |
|--|------------------------------------|
| (a) President of UMSU (or designate)                           | term: May 1, 2022 - April 30, 2023 |
| (b) President of GSA (or designate)                            | term: May 1, 2022 - April 30, 2023 |
| (c) Student Senator appointed by<br>caucus of Student Senators | term: May 1, 2022 - April 30, 2023 |
2. The composition of the Senate Executive Committee also makes provision for one elected Student member of Senate. A candidate for this position is nominated by the caucus of Student Senators at Senate. The term for this position is May 1, 2023 - April 30, 2024.
  3. Procedures:
    - (a) A nomination for the position shall be provided by the Student Senate Caucus;
    - (b) Senators shall vote by a show of hands.

**Report of the Faculty Council of the Faculty of Graduate Studies on Course, Program, Supplementary Regulation, and Regulation Changes**

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Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program, supplementary regulation 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 Community Health Sciences.

Observations

1. The **Dept. of Community Health Sciences** proposes M.Sc. and Ph.D. supplementary regulation changes concerning admissions. Where a letter of recommendation from a prospective advisor is required, the letter must indicate: (1) if any financial support will be provided (e.g. from research funds); or if not, (2) the explicit discussions about funding the prospective advisor has had with the student, and document any other financial supports, not from the advisor, that may be available to the student. In addition to academic performance and the elements contained in the application, decisions to accept an applicant will include the availability of adequate resources to provide a supportive research environment.

The changes were approved at the department's council meeting on March 20, 2023.

**Recommendations**

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

**Dept. of Community Health 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.

PhD Program: For Applicants who have completed an MSc in Community Health Sciences and are keeping the same Advisor for their PhD Program, one (1) Letter of Recommendation from the current Masters Advisor (where said Advisor makes an explicit statement regarding intention to continue Advising the student for the PhD program), plus two (2) additional Letters of Recommendation, for a total of three (3) letters, must be submitted to the Faculty of Graduate Studies.

For Applicants who have completed a Masters degree from another unit/institution or where their MSc Advisor in CHS will change for their PhD program in CHS, four (4) Letters of Recommendation must be submitted to the Faculty of Graduate Studies, where one (1) of these letters will ideally be from the student's Masters thesis Advisor (although a letter from a Committee Member is an acceptable alternative), plus two (2) other Letters of Recommendation from individuals familiar with the applicant, and one (1) from the ~~named~~ Advisor for the PhD program.

For MSc and PhD programs: In situations where a Part-Time or Adjunct member to CHS is to serve as the Advisor, then a Full-Time co-advisor who has a primary appointment in CHS may be required (per section 6.4 for MSc or 7.2.1 for PhD). This should be identified in the Letter of Recommendation from the Advisor, or secured in writing to the CHS Graduate Program office prior to admission recommendations being made by the unit.

NOTE: Prospective Advisors must indicate on the recommender form and in their letter of support: (1) if any financial support will be provided (e.g. from research funds); or if not, (2) the explicit discussions about funding they have had with the student, and document any other financial supports, not from the advisor, that may be available to the student. In addition to academic performance and the elements contained in the application, decisions to accept a student will include the availability of adequate resources to provide a supportive research environment. ~~In the cases where a co-Advisor is known at the time of application for either our MSc or PhD Programs, applicants will have an opportunity to have Letters of Recommendation submitted to the Faculty of Graduate Studies from both the Advisor and Co-Advisor.~~

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	<p><del>NOTE: While Advisors are not required to provide funding support, prospective named Advisors must indicate on the recommender form if any financial support (contingent on availability) will be provided, and if not, to indicate if there has been an explicit conversation about this with the student.</del></p>
<p><b>1.1.9 Admission Tests</b></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 department/unit's supplementary regulations. If required, the scores must be submitted at the time of application.</p>	
<p><b>1.1.10 Entrance Requirements</b></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><b>Note:</b> This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	<p>Community Health Sciences has an explicit strategy with respect to Equity, Diversity and Inclusion (EDI) and our Admissions review process is in line with the Rady Faculty of Health Sciences Equity, Diversity &amp; Inclusion Policy. While we do not allocate a certain percentage of available spots for EDI priority groups as we do not have pre-defined quotas, we do provide consideration for Applicants self-identifying as part of one or more of these EDI Priority Groups, in addition to other criteria. Community Health Sciences is committed to EDI in an effort to promote and support a community that embraces EDI, provides for equality of opportunity, and recognizes the dignity of all people.</p> <p>Our EDI strategy is aimed to address gaps in graduate studies so that no person shall be denied educational opportunities or benefits for reasons unrelated to ability and that our graduate student community is reflective of the population in Manitoba. In fulfillment of this goal, the aim is to correct the conditions of disadvantage in graduate studies education by historically and currently systemically excluded groups that include Indigenous Peoples, persons with disabilities, 2SLGBTQIA+, and racialized persons in Canada.</p> <p>To be considered, applicants must identify themselves at the point of application using the definitions below.</p> <p><u><b>Indigenous Peoples</b></u> Indigenous peoples are descendants of the original inhabitants of Turtle Island/North America. Preference will be given to all Indigenous Peoples of Canada which includes First Nations, Inuit and Metis, as well as those Indigenous communities whose original boundaries straddle an imposed international border between Canada and the United States.</p> <p><u><b>Racialized Persons</b></u> Racialized persons is a term used to describe the identities of those who may have experienced the social effects of marginalization based on notions</p>

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<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 <a href="#">Student Status/Categories of Students</a> for information on calculating maximum time for students). Individual departments/units and/or programs may have specified minimum and maximum time limits.</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 using the "Time Extension Request" form <b>at least three (3), but no more than four (4), months</b> 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><b>6.4 Student's Advisor and Co-Advisor</b></p> <p><b>6.4.1 Student's Advisor</b></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 initial registration. Advisors are required for thesis/practicum routes, but not usually course-based routes or some comprehensive exam routes. 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>The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at the University of Manitoba and must be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/unit. In this capacity, the advisor assists the student in planning the graduate program and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic department/unit, the Faculty of Graduate Studies, the university, and external funding agencies. The advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the department/unit and the Faculty of Graduate Studies.</p> <p>The advisor must:</p> <ul style="list-style-type: none"> <li>• hold an appointment in the student's department/unit;</li> <li>• be a member of the Faculty of Graduate Studies (see the <a href="#">FGS website</a> for details);</li> <li>• hold at least a Master's degree or equivalent (see note below);</li> <li>• be active in their field;</li> <li>• have expertise in a discipline related to the student's program.</li> </ul> <p><b>Note</b></p> <p>Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case-by-case basis. The potential advisor's demonstrated research record and current research activities will be considered as part of the equivalency assessment. 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</p>	<p><u>For M.P.H. students</u></p> <p>The Director of the CHS Graduate Program, or designate, will serve as the student's Academic Advisor for the duration of their program.</p> <p><u>For M.Sc. students</u></p> <p>If at admission a student has identified a faculty member who has agreed to serve as <a href="#">Primary Advisor</a>, then that faculty member will become the student's Advisor. If a student has not identified an advisor at admission, then the Director of the Graduate Program, or designate, will serve as Advisor until the student has identified a <a href="#">Primary Advisor</a>. It is expected that the student will have identified a <a href="#">Primary Advisor</a> within one year of being admitted to the M.Sc. program in CHS.</p> <p>The student's Advisor will <del>normally</del> be a full-time member of CHS, <del>or in</del> <u>in exceptional cases, the student's Advisor may be</u> a part-time or adjunct member of CHS subject to requirements of the Faculty of Graduate Studies. <u>A part-time or adjunct member of CHS may only serve as the Primary advisor of a graduate student after they successfully supervised at least 2 M.Sc. students to completion. Otherwise, the Graduate Studies Committee may require that the student be mentored by co-advisors (one may be a part-time or adjunct member of CHS subject to requirements of the Faculty of Graduate Studies and the other must be a full-time member of CHS). The Graduate Studies Committee may also require that the student be mentored by co-advisors if there are other relevant circumstances to consider. In situations where the Graduate Studies Committee is requiring the student be mentored by co-advisors, the co-advisors must be identified either at time of a prospective student's application for admission or prior to admission recommendations being made by the unit. Confirmation of the advisor's commitment to mentor the student, or the co-advisors commitment to mentor the student through a co-advisory partnership, must be sent in writing to the</u></p>

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p>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><u>Graduate Studies Committee from the advisor or both co-advisors prior to admission recommendations being made by the unit. The appointment of an advisor or co-advisors must be reviewed by the Graduate Studies Committee and a recommendation forwarded to FGS for approval.</u>  <del>Such an appointment must be approved by the Graduate Studies Committee. Unless a part-time or adjunct member of CHS has successfully supervised at least 2 M.Sc. students to completion, and/or if there are other relevant circumstances to consider, the Graduate Studies Committee may require that the student obtain a full-time CHS member to serve as co-Advisor.</del></p> <p><u>At time of admissions: Prospective Advisors must indicate on the recommender form and in their letter of support: (1) if any financial support will be provided (e.g. from research funds); or if not, (2) the explicit discussions about funding they have had with the student, and document any other financial supports, not from the advisor, that may be available to the student. In addition to academic performance and the elements contained in the application, decisions to accept a student will include the availability of adequate resources to provide a supportive research environment.</u></p> <p>For M.Sc. students – Concentration in Biostatistics:</p> <p>All the general rules as stated above for M.Sc. students apply, with the exception that a student must be working with an approved Advisor, as determined by the Biostatistics working group.</p>
<p><b>6.4.2 Student's Co-advisor</b></p> <p>Upon approval of the Department/Unit Head, 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"> <li>• be a member of the Faculty of Graduate Studies (see the <a href="#">FGS website</a> for details);</li> <li>• hold a Master's or equivalent (see note below);</li> <li>• be active in research;</li> <li>• have expertise in a discipline related to the student's program;</li> </ul> <p><u>Note</u></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</p>	

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p>program within the same department/unit on the recommendation of the student's advisor/co-advisor and Department/Unit Head. 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><b>7.1.4 Provisional Admission to the Ph.D.</b></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 "<a href="#">Concurrent Curriculum Permission</a>" form in the Master's and Ph.D. program simultaneously.</p>	<p>There is no option for provisional admission from a M.Sc. degree program to the Ph.D. program in CHS.</p>
<p><b>7.2 Student's Advisor, Co-advisor and Advisory Committee</b></p> <p><b>7.2.1 Student's Advisor</b></p> <p>Every Ph.D. student must have an advisor throughout their program, who is recommended to the Faculty of Graduate Studies by the Department/Unit Head. The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at the University of Manitoba and must be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/unit. In this capacity, the advisor assists the student in planning the graduate program and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic department/unit, the Faculty of Graduate Studies, the university, and external funding agencies. The advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the department/unit and the Faculty of Graduate Studies.</p> <p>The advisor must:</p> <ul style="list-style-type: none"> <li>• hold an appointment in the student's department/unit.</li> <li>• be a member of the Faculty of Graduate Studies (see the <a href="#">FGS website</a> for details);</li> <li>• hold a Ph.D. or equivalent (see note below);</li> <li>• be active in research; and</li> <li>• have expertise in a discipline related to the student's program.</li> </ul> <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 Ph.D.</p> <p>Usually the student and the advisor choose to work together by mutual agreement. In departments/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 program and course requirements. This interim period must not exceed eighteen (18) months after entry into the program before a permanent advisor is chosen.</p>	<p>The Student's Advisor will normally be a full-time member of CHS. In exceptional cases, the student's Advisor may be a part-time or adjunct member of CHS. Such an appointment must be approved by the Graduate Studies Committee and be eligible for membership in the Faculty of Graduate Studies. Unless a part-time or adjunct member of CHS has successfully supervised at least 2 PhD students to completion, and/or if there are other relevant circumstances to consider, the Graduate Studies Committee may require that the student obtain a full-time CHS member to serve as co-Advisor. <a href="#">In situations where the Graduate Studies Committee is requiring the student be mentored by co-advisors, the co-advisors must be identified either at time of a prospective student's application for admission or prior to admission recommendations being made by the unit. Confirmation of the Advisor's commitment to mentor the student, or the co-advisors commitment to mentor the student through a co-advisory partnership, must be sent in writing to the Graduate Studies Committee from the advisor or both co-advisors prior to admission recommendations being made by the unit. The appointment of an advisor or co-advisors must be reviewed by the Graduate Studies Committee and a recommendation forwarded to FGS for approval.</a></p> <p><a href="#">At time of admissions: Prospective Advisors must indicate on the recommender form and in their letter of support: (1) if any financial support will be provided (e.g. from research funds); or if not, (2) the explicit discussions about funding they have had with the student, and document any other financial supports, not from the advisor, that may be available to the student. In addition to academic performance and the elements contained in the application, decisions to accept a student will include the availability of adequate</a></p>



FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	<a href="#">resources to provide a supportive research environment.</a>
<p><b>7.2.2 Student's Co-advisor</b></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"> <li>• be a member of the Faculty of Graduate Studies (see the <a href="#">FGS website</a> for details);</li> <li>• hold a Ph.D. or equivalent (see note below);</li> <li>• be active in research; and</li> <li>• have expertise in a discipline related to the student's program.</li> </ul> <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. and J.D. are undergraduate degrees and are not equivalent to a Ph.D.</p> <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 fulfill the role of the advisor (that is, neither fulfills any other advisory or examining committee membership requirements for that student). One (1) advisor must be identified as the primary advisor. The advisor and co-advisor share a single vote. Both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.</p>	
<p><b>7.2.3 Student's Advisor/Co-advisor</b></p> <p>A student who also holds an appointment at the University of Manitoba at the rank of Assistant Professor and above or Instructor 1 and 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 Department/Unit Head, or the Dean of the Faculty of Graduate Studies. A new Advisor-Student Guidelines is to be completed 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 Department/Unit Head, 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><b>7.2.4 Advisory Committee</b></p> <p>The Department/Unit Head is responsible for recommending the advisory committee for each Ph.D. student. Advisory committees are selected by the advisor/co-advisor in</p>	<p>The Ph.D. Advisor shall form an Advisory Committee. At least two members of the Advisory</p>



## **Report of the Faculty Council of the Faculty of Graduate Studies on Course, Program, Supplementary Regulation, and Regulation Changes**

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### Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program, supplementary regulation 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 Philosophy.

### Observations

1. The **Dept. of Philosophy** proposes M.A. supplementary regulation changes to remove the requirement that "Applicants must have a background in Philosophy roughly equivalent to 54 credit hours with satisfactory distribution across the fields of Philosophy as judged by the Department." The department wishes to instead default to the minimum degree/program requirements of the Faculty of Graduate Studies. This will allow the department to serve a wider student population, including many students who to wish to pursue Philosophy later in their undergraduate career, and bringing admission standards more in line with peer institutions who offer a terminal M.A. only, and no Ph.D.

The changes were approved at the department's council meeting on October 21, 2022, the Faculty of Arts Course Planning and Programs Committee (CPAC) meeting on January 11, 2023, and Faculty of Arts Executive Committee on January 24, 2023.

### Recommendations

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

#### **Dept. of Philosophy**

Respectfully submitted,

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

/ak

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

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p><b>SECTION 6: General Regulations: Master's</b></p> <p><b>6.1 General</b></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 (please refer to the following <a href="#">link</a>), 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>Individual departments/units may offer Master's programs by one or more of the following:</p> <ul style="list-style-type: none"> <li>• Thesis/practicum-based;</li> <li>• Course-based;</li> <li>• Comprehensive Exam;</li> <li>• Project;</li> <li>• Major research paper.</li> </ul>	
<p><b>6.2 Admission</b></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"> <li>• 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"> <li>○ Canadian institutions empowered by law to grant degrees; or</li> <li>○ Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.</li> </ul> </li> <li>• Graduates from first-cycle Bologna compliant degrees.</li> <li>• Students who have completed a Pre-Master's program from: <ul style="list-style-type: none"> <li>○ The University of Manitoba (see <a href="#">General Regulations - Pre-Master's</a>); or</li> <li>○ Canadian institutions empowered by law to grant degrees; or</li> <li>○ Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies.</li> </ul> </li> </ul> <p>All students applying for a Master's degree program must have attained a minimum GPA of 3.0 (or equivalent) in the last two (2) years of full-time university study (60 credit hours). This includes those applying for direct admission and those entering from a Pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.</p> <p><b>Note:</b> This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	<p><del>Applicants must have a background in Philosophy roughly equivalent to 54 credit hours with satisfactory distribution across the fields of Philosophy as judged by the Department.</del></p>
<p><b>6.3 Program Requirements</b></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. Some programs are subject to an external accrediting body. In such programs, the credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body. Students should refer to department/unit supplementary regulations.</p>	<p><b>The Master's program has three options available:</b></p> <p><b>Option 1:</b> 15 hours of credit in Philosophy with a minimum of 6 credit hours at the 7000 level with the balance of the coursework at the 3000 level or above, and a major thesis;</p> <p><b>Option 2:</b> 18 hours of credit in Philosophy with a minimum of 12 credit hours at the 7000 level with</p>



TO: Jeff Leclerc, University Secretary

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

DATE: May 4, 2023

**Subject: 2023-24 Academic Schedule Changes – Master of Social Work in Indigenous Knowledge**

---

The Master of Social Work in Indigenous Knowledge was introduced in the fall of 2016. Since its inception it has followed an irregular academic schedule. The program dates were never formally approved by Senate and have not been included in the section of the academic schedule that identifies the specific dates for the program. This approval is being sought so that the dates that have been in use for the past seven years can be formally approved and included in the academic schedule.

<b>Mandatory Orientation dates:</b>	May 15, 2024-occurs on the third Wednesday in May
<b>Fall Term Classes Start and End dates:</b>	August 21, 2023 to December 8, 2023
<b>Winter Term Classes Start and End dates:</b>	January 8, 2024 to April 15, 2024
<b>Fall Term break:</b>	November 27, 2023 to December 1, 2023
<b>Winter Term break:</b>	February 19 to 23, 2024
<b>Fall Exam/Test dates:</b>	N/A
<b>Winter Exam/Test dates:</b>	N/A
<b>Other Fall start date(s): e.g. practicum, fieldwork, etc.</b>	N/A
<b>Other Winter start date(s): e.g. practicum, fieldwork, etc.</b>	N/A
<b>All Summer Term dates relevant to your program, or special summer offerings:</b>	April 22, 2024 June 24, 2024

CC: Laurie Schnarr, Vice-Provost (Students)  
Shannon Coyston, Associate University Secretary (Senate)

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

**SCHEDULE OF MEETINGS AND AGENDA AVAILABILITY  
SENATE AND SENATE EXECUTIVE COMMITTEE**

<b>Date for Items to the Secretary</b>	<b>Agenda to the Executive Committee</b>	<b>Executive Committee Meetings<sup>1, 2</sup></b>	<b>Agenda available to Senate Members</b>	<b>Senate Meetings<sup>1</sup></b>
May 24, 2023 <sup>3</sup>	June 2, 2023	Friday, June 9, 2023 <sup>2</sup>	June 14, 2023	June 21, 2023
September 6, 2023	September 13, 2023	September 20, 2023	September 27, 2023	October 4, 2023
October 4, 2023	October 11, 2023	October 18, 2023	October 25, 2023	November 1, 2023
November 8, 2023	November 15, 2023	November 22, 2023	November 29, 2023	December 6, 2023
November 29, 2023	December 6, 2023	December 13, 2023	December 20, 2023	January 10, 2024
January 10, 2024	January 17, 2024	January 24, 2024	January 31, 2024	February 7, 2024
January 31, 2024	February 7, 2024	February 14, 2024	February 28, 2024	March 6, 2024
March 6, 2024	March 13, 2024	March 20, 2024	March 27, 2024	April 3, 2024
April 17, 2024	April 24, 2024	May 1, 2024	May 8, 2024	May 15, 2024 <sup>4</sup>
May 24, 2024 <sup>3</sup>	May 31, 2024	Friday, June 7, 2024 <sup>2</sup>	June 12, 2024	June 19, 2024
September 4, 2024	September 11, 2024	September 18, 2024	September 25, 2024	October 2, 2024
October 9, 2024	October 17, 2024	Thursday, October 24, 2024 <sup>2</sup>	October 30, 2024	November 6, 2024
November 6, 2024	November 13, 2024	November 20, 2024	November 27, 2024	December 4, 2024

1. Meetings are normally scheduled at 1:30 p.m. on Wednesdays. Senate Executive meetings are held in the Alan A. Borger Sr. Executive Conference Room, E1-270 EITC. Senate meetings are held in the Senate Chambers, Room E3-262 EITC with a video link to Room A106 Chown Building (Bannatyne Campus).
2. Exceptions are that Senate Executive will meet on Friday, June 9, 2023, at 1:30 p.m., and on Friday, June 7, 2024, at 1:30 pm., due to Spring Convocation, and on Thursday, October 24, 2024, at 1:30 p.m., due to Fall Convocation.
3. Latest date by which to submit items for June Senate agenda, where approval is required in time for the subsequent academic session.
4. Senate meets the third Wednesday in May to consider the list of graduands for Senate approval.

### **In Memoriam: Dr. Russell Smandych**

The Department of Sociology and Criminology is saddened to report that our colleague and friend Dr. Russell Smandych, Professor Emeritus, passed away on May 9, 2023.

Dr. Smandych is remembered for his distinguished career in teaching, research, and service while at the University of Manitoba. He started his appointment as an Assistant Professor in Sociology in 1986 while he was still completing his PhD at the University of Toronto, and retired in 2021. Throughout the entirety of his career, Russell conducted rigorous comparative and social-historical research on legal and institutional social change. His early work considered topics such as the origins of the insane asylum and the development of poor relief. He then moved in the 1990s toward investigation of pre-1870s Manitoba interactions between Indigenous, private, and state-controlled systems of dispute resolution and control. Between 2006 and 2016, his research centred on the development and practice of law in British settler colonies, resulting in his important interdisciplinary 2016 book, *Fragile Settlements: Aboriginal Peoples, Law, and Resistance in South-West Australia and Prairie Canada* (UBC Press, co-authored with Amanda Nettelbeck, Louis Knafla, and Robert Foster), which compares how settler authority was asserted over Indigenous peoples in these two countries between the 1830s and early twentieth century. Most recently, Russell advanced the study of global criminology, examining the role of media in reporting on conflict and peacebuilding in Nigeria and other African Countries. The broad reach of the work resulted in him receiving the 2010 Internationalization Award from the Faculty of Arts at the University of Manitoba.

Dr. Smandych was a kind and dedicated teacher, committed to providing his students the critical skills necessary to be global citizens. His innovation brought to Sociology and Criminology several new courses, including “Comparative Criminology and Criminal Justice” (SOC 3780). He would later change this course to “Global Criminology and Criminal Justice” to reflect the need of Criminology to reach beyond its European and North American biases, which had long dominated the field. He matched that commitment with the publication of an important 2007 book, *Global Criminology and Criminal Justice* (co-edited with Nick Larsen). His ethic of inclusion was further evidenced in how he engaged international students, ensuring his courses would feature content relevant to their lives and experiences. He was a caring guide to the field of criminology, allowing students to find themselves in their work, but also pushing them to interrogate the global forces shaping their lives. His commitment to student learning did not stop at the classroom but carried into his open office door policy, as well as his efforts to make knowledge accessible through his textbooks on Youth Justice and Youth Crime.

As a thesis advisor, Russell, mentored scores of honours and graduate students, all of whom held him in the highest regard. As a colleague, one could not hope for a more generous and welcoming person. He was always willing to share teaching materials with new instructors, or serve on committees that required heavy lifting, as in his roles as Associate Head and Graduate Chair, as well as the work he did to create the Criminology honours program. Most of all, one could always turn to Russell for a friendly smile and chat in the hallway. He was a quiet yet prominent presence on the third-floor of Isbister and we will miss him dearly.

Outside of the University, we knew Russell for his commitment to cycling, hiking, and other active pursuits. Anyone who made the mistake of taking up his invitation to go cross-country skiing, quickly learned of his unmatched fitness and stamina.

Our condolences to his wife, Kathryn, his three children, Timothy, Amelia, and Alissa, and their partners, and his five grandchildren. A celebration of Russell's life will take place at 2pm on June 2<sup>nd</sup> at the Unitarian Church at 603 Wellington Crescent. A bursary to support an Sociology and Criminology international student will be established in Russell's name (more details will follow).



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**DATE:** May 26, 2023

**TO:** Jeff Leclerc, University Secretary

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

**RE:** Change to Admission Targets, Bachelor of Social Work Program

---

I attach a recommendation from Dr. Greg Smith, Vice-Provost (Academic Planning and Programs) to consolidate the admission targets in the Bachelor of Social Work program.

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

Accordingly, please place this item on the agenda for the June 9, 2023, Senate Executive meeting and the June 21, 2023, Senate Meeting.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)  
Greg Smith, Vice-Provost (Academic Planning and Programs)  
Laurie Schnarr, Vice-Provost (Students)  
Michael Yellow Bird, Dean, Faculty of Social Work  
Jeff Leclerc, University Secretary  
Jeff Adams, Registrar and Executive Director, Enrolment Services  
Cassandra Davidson, Academic Program Specialist



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Office of Provost and Vice-President (Academic)

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**Date:** May 23, 2023

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

**From:** Dr. Greg Smith, Vice-Provost (Academic Planning and Programs)

**Re:** Request for Change in Admission Targets, Bachelor of Social Work Program

---

Under the Admission Targets Policy and at the request of Dr. Michael Yellow Bird, Dean, Faculty of Social Work, please find attached a proposal for an admission target change to the Bachelor of Social Work (B.S.W.) program.

Admission targets for the B.S.W. are currently delineated by site – Fort Garry, Distance Delivery, Inner City, Northern External and Northern Program, respectively. This structure makes it difficult to address demand for the program and often results in unused seats across the sites. The Faculty is proposing to consolidate the targets into a single target for the B.S.W. program to allow for greater flexibility and to ensure that the program can run at capacity. Under the consolidated target, the Faculty will be able to address demand at each site, as well as in a proposed new cohort admission category, and reallocate any empty seats to meet demand elsewhere. Note that there is no change to the total number of seats.

Consistent with the Admission Targets Policy and Procedure, the President may approve changes to Admission Targets following consultation with the Dean/Director, Senate, and the Board of Governors.

Please provide your advice concerning this matter to the Office of University Secretary by Friday, May 26<sup>th</sup>, 2023, so that, if supported, the request may receive timely consideration by Senate and the Board of Governors.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)  
Laurie Schnarr, Vice-Provost (Students)  
Michael Yellow Bird, Dean, Faculty of Social Work  
Jeff Leclerc, University Secretary  
Jeff Adams, Registrar and Executive Director, Enrolment Services  
Randy Roller, Executive Director, OIA  
Cassandra Davidson, Academic Program Specialist





March 30, 2023

Dear President Benarroch,

We write to ask your permission to allow our faculty to consolidate the current admission targets of the BSW program into a single target of 280 each year. There is no increase to the total seats.

The Faculty of Social Work Bachelor of Social Work program has four units, namely Fort Garry (Main campus), Distance Delivery, Northern (in Thompson), and Inner-City sites (William Norrie campus on Selkirk Ave. in Winnipeg). Each has its own admission criteria and targets to cater for different needs of the community. Currently seats are not transferrable among units which results in an annual average of 50 unused seats over the last five years. We consulted the Registrar and Vice-Provost (Academic) office who advised that we write to you for permission to consolidate the following targets to one pool so that we can adjust each site's admission targets within the Faculty of Social Work. We understand that you will bring this request to Senate upon your approval.

**The following is our proposal:**

Current admission targets by site by category:

Program sites	Current targets
Distance Delivery	100
Northern Access	35
Northern External	10
Fort Garry	75
Inner City	60
Total	280

**Within the overall 280 seat target, the Faculty of Social Work is proposing the following distribution of seats by site:**

Program sites	Proposed Seat Distribution of the Admission Target Seats (280)
Distance Delivery	100
Northern Access	25
Northern External	5
Fort Garry	75
Inner City	40
Cohort*	35
Total	280

**\*Note:** We have approved at our March 2023 Faculty Council meeting an introduction of a cohort category for admission that is being sent to SCADM for their consideration with the hopeful implementation for the Fall 2024 admission cycle.

To ensure that the seats available are filled on an annual basis, the Faculty of Social Work is proposing reallocation rules for any unused seats. We propose to create a cohort category which targets designates existing social service providers from remote and/or rural communities in Manitoba who need a Bachelor of Social Work degree. Most of these targets are Indigenous Peoples. In consultation with a number of communities, it has been outlined the importance and need of creating a blended cohort admission to serve the needs of these communities.

Additional information on the rationale for the proposal including historical seat distribution by site and reallocation of unused seats can be found in Appendix I of the covering memo.

Sincerely,

A handwritten signature in black ink that reads "Michael Yellow Bird". The signature is fluid and cursive, with the first name "Michael" and last name "Yellow Bird" clearly legible.

Michael Yellow Bird, CMT, MSW, PhD  
Dean and Professor, Faculty of Social Work  
Research Affiliate, Center on Aging  
522 Tier Building  
University of Manitoba  
Winnipeg, MB, Canada R3T 2N2  
[Michael.yellowbird@umanitoba.ca](mailto:Michael.yellowbird@umanitoba.ca)

Cc: Laurie Schnarr, chair of SCADM;  
Jeff Adam, Registrar  
Cassie Davidson, Vice-Provost (Academic) office  
Erin Stone, Director of Admission

## Appendix 1

### Reallocation rules:

Unused seats of Faculty of Social Work will be reallocated between sites among different units based on the following hierarchy and criteria (chronological order):

1. Inner City to a maximum of 60 total
2. Northern ACCESS to a maximum of 35 total
3. Northern External to a maximum of 10 total
4. Cohorts to a maximum of 50 total
5. Fort Garry Educational Equity (EE) Category to a maximum of 85 total to Fort Garry site
6. Distance Delivery remaining seats until the total 280 seats has been filled

### Rationales for the reallocation rules

In order to use our full allotment of 280 seats annually, being able to move seats around to different sites within the Faculty of Social Work will allow us to use up unused seats from different sites and make sure our admission numbers reach closer to our over target of 280 students each year. For equity purposes, we've prioritizing in our reallocation rules the program units that have lower numbers historically, they will get the first chance to increase their new maximum, then any unused seats will eventually go to cohorts, Fort Garry then finally Distance Delivery until the 280 available seats are used.

The figures of unused seats documented in the last five years below show that the unused seats will very likely go to #4 Cohorts. If there are still unused seats, that amount will go to #5 EE category of Fort Garry. There are substantial applicants who are applying to the Fort Garry program and do not get accepted due to the high GPA required currently. There are many potential applicants that are not able to enter the BSW program due to the barriers placed upon them by the current admission criteria. Many applicants do not qualify for the Access programs either because they have more than 27 credit hours.

### Demand for Cohorts

As noted in our memo, demand for the BSW in remote Manitoba communities is substantial. Many communities/agencies are requiring the degree due to Manitoba social work legislation and lack of employees to fill positions. Currently, the BSW has on average of 50 seats through the ACCESS programs that are left unfilled every year (see tables below for details on admission numbers by site). The demand is there, however potential applicants are not prepared or cannot move to either Winnipeg or Thompson to study as the applicants are generally mature

students with families that they are unable to leave for extended periods of time. Since current admission processes do not meet their needs, potential applicants do not apply to our program. We conducted a community consultation with about ten child welfare agencies in different Treaties of Manitoba.<sup>1</sup> Many of the agency executives were graduates from our past cohorts. They requested that we change the admission criteria and use a blended model of cohort delivery. They are enthusiastic to recommend and support their staff to enroll in this cohort BSW education to fulfil their needs for social work education.

Based on the information gathered from the community consultations, the Faculty of Social Work works on more permanent changes to our admission criteria to include a formal cohort category as to avoid needing to make individual requests to admit students in community cohorts in the future. The proposal has been endorsed by our Faculty Council in March 2023 and is being sent to the Senate Committee on Admissions and on to Senate for approval this spring with an aim to take effect for Fall 2024 admission cycle.

#### Historical figures from 2015-2022:

The average unused spots for Faculty of Social work BSW program is about 50 spots per year since 2015.

#### Figures from 2015-2019:

Northern					
Year	Target	Applicants	Admitted	Registered	Difference
2019-2020					
External	10	6	4	3	-7
Northern	35	28	22	22	-13
TOTAL	45	34	26	25	-20
2018-2019					
External	10	14	4	2	-8
Northern	35	21	21	15	-20
TOTAL	45	35	25	17	-28
2017-2018					
External	10	9	6	6	-4
Northern	35	31	31	28	-7
TOTAL	45	40	37	34	-11
2016-2017					
External	10	11	6	5	-5
Northern	35	27	27	17	-18
TOTAL	45	38	33	22	-23
2015-2016					

<sup>1</sup> The prominent ones are West Region Child and Family Services, Anishinaabeg Child and Family Services, Michif Child and Family Services, Sagkeeng Child and Family Services, Opaskwayak Cree Nation Education Authority.

External	10	3	3	1	-9
Northern	35	23	23	19	-16
TOTAL	45	26	26	20	-25

The Northern Site did not meet the admission target of 225 students in the past five years by 107 spots (average of 21 spots per year).

Inner City					
Year	Target	Applicants	Admitted	Registered	Difference
2019-2020	60	107	40	40	-20
2018-2019	60	33	33	33	-27
2017-2018	60	38	38	36	-24
2016-2017	60	50	50	44	-16
2015-2016	60	57	57	49	-11

The Inner City Site did not meet the admission target of 300 students in the past five years by 98 spots (average of 19 spots per year).

Distance Delivery					
Year	Target	Applicants	Admitted	Registered	Difference
2019-2020	100	284	117	101	
2018-2019	100	261	106	87	-13
2017-2018	100	304	122	100	
2016-2017	100	288	125	88	-12
2015-2016	100	255	133	86	-14

The Distance Delivery Program did not meet the admission target of 500 students in the past five years by 38 spots (average of 7 spots per year).

Fort Garry					
Year	Target	Applicants	Admitted	Registered	Difference
2019-2020	75	210	98	75	
2018-2019	75	194	77	71	-4
2017-2018	75	258	77	70	-5
2016-2017	75	239	92	68	-7
2015-2016	75	226	95	76	

Fort Garry Campus did not meet the admission target of 375 students in the past five years by 15 spots (average of 3 spots per year).

### Figures from 2020-2022:

Figures from 2020 to 2022 show similar trends with Northern and Inner City sites not meeting admission targets.

BSW Accepted Offers to from 2020-2022*			
Program	2020	2021	2022
Distance Delivery	120	121	108
Northern Access	16	18	19
Fort Garry	75	75	75
Inner City (FALL)	15	21	18
Inner City (SUMMER)	21	18	17
Northern External	4	8	2
Totals	251	261	239



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**DATE:** May 26, 2023

**TO:** Jeff Leclerc, University Secretary

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

**RE:** Requests to Extend Suspension of Intake to Programs

---

I attach a recommendation from Dr. Greg Smith, Vice-Provost (Academic Planning and Programs) to further extend the suspension of intake to the following programs:

- Bachelor of Human Ecology (Family Social Sciences) and Family Social Sciences, After-Degree Program; and
- Master of Arts, Icelandic

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

Accordingly, please place this item on the agenda for the June 9, 2023, Senate Executive meeting and the June 21, 2023, Senate Meeting.

**Cc:** Diane Hiebert-Murphy, Provost and Vice-President (Academic)  
Greg Smith, Vice-Provost (Academic Planning and Programs)  
Laurie Schnarr, Vice-Provost (Students)  
Kelley Main, Acting Dean, Faculty of Graduate Studies  
Peter Nickerson, Vice-Provost (Health Sciences), Dean, Rady Faculty of Health Sciences, and Dean, Max Rady College of Medicine  
Jeff Taylor, Dean, Faculty of Arts  
Jeff Leclerc, University Secretary  
Jeff Adams, Registrar and Executive Director, Enrolment Services  
Cassandra Davidson, Academic Program Specialist



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**Date:** May 23, 2023

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

**From:** Dr. Greg Smith, Vice-Provost (Academic Planning and Programs)

**Re:** Request to Extend Suspension of Intake, Bachelor of Human Ecology (Family Social Sciences) and Family Social Sciences, After-Degree Program

---

Under the Admission Targets Policy and at the request of Dr. Peter Nickerson, Vice-Provost (Health Sciences), Dean, Rady Faculty of Health Sciences and Dean, Max Rady College of Medicine, please find attached a proposal to extend the suspension of intake into the Bachelor of Human Ecology (Family Social Sciences) and the Family Social Sciences, After-Degree Program.

Intake to the program has been suspended since 2018 in response to the program moving to the Department of Community Health Sciences, Max Rady College of Medicine; this move, and corresponding refocus in the discipline, resulted in students being redirected to the Bachelor of Health Studies (B.H.St.) degree program. Since that time, the Department has been monitoring demand and has confirmed an increase in demand for the B.H.St. and has indicated ongoing support for its continued expansion, as required. The College is requesting that admissions to the Family Social Sciences programs be suspended for an additional two years to allow for current students to complete their programs. The unit has indicated that their intent is to put forward a proposal to close the program once all students have had an opportunity to complete.

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

Please provide your advice concerning this matter to the Office of University Secretary by Friday, May 26<sup>th</sup>, 2023, so that, if supported, the request may receive timely consideration by Senate and the Board of Governors.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)  
Laurie Schnarr, Vice-Provost (Students)  
Peter Nickerson, Vice-Provost (Health Sciences), Dean, Rady Faculty of Health Sciences, and Dean, Max Rady College of Medicine  
Jeff Leclerc, University Secretary  
Jeff Adams, Registrar and Executive Director, Enrolment Services  
Randy Roller, Executive Director, OIA  
Cassandra Davidson, Academic Program Specialist





May 18, 2023

Dr. Greg Smith  
Vice-Provost (Academic Planning and Programs)  
208 Administration Building  
University of Manitoba  
Winnipeg, Manitoba  
R3T 2N2

Dear Dr. Smith:

RE: Application for Temporary Cessation of the BHEC (Family Social Sciences) Degree

The Rady Faculty of Health Sciences is supportive of the application for temporary cessation of the Bachelor of Human Ecology in the Family Social Sciences (BHEC FSS) degree program. As part of the Academic Structure Initiative, the Faculty of Human Ecology was closed in 2015 and the department of Family Social Sciences merged with the department of Community Health Sciences in the Rady Faculty of Health Sciences. The Rady Faculty of Health Sciences (RFHS) has incorporated the Interdisciplinary Health Program (IHP) into our educational programs and developed a Family Studies concentration within the Bachelor of Health Studies (BHSt) degree program. RFHS is committed to the success of the IHP (Bachelor of Health Sciences and Bachelor of Health Studies) and has the necessary human and financial resources to support its success.

The application to extend the temporary cessation of admissions to the BHEC (FSS) degree program was discussed at the Community Health Sciences departmental Council meeting on May 10, 2023. A Motion to approve an application to extend the Suspension of Intake to the BHEC (FSS) degree was passed unanimously.

Please do not hesitate to contact me if you have any questions.

Yours sincerely,

Peter Nickerson, MD, FRCPC, FCAHS  
Vice-Provost (Health Sciences) and Distinguished Professor  
Dean, Rady Faculty of Health Sciences  
Dean, Max Rady College of Medicine  
University of Manitoba

## TEMPORARY CESSATION OF A PROGRAM OF STUDY

Under The Advanced Education Administration Act

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

### UM INTERNAL REQUIREMENTS

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

*Updated April 2023*

### SECTION A – PROPOSAL DETAILS

Institution: **University of Manitoba**

Applicable faculties/department with responsibility for the program: Rady Faculty of Health Sciences, Max Rady College of Medicine, Department of Community Health Sciences

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

N/A

Program name: Family Social Sciences (FSS)

Credential awarded: Bachelor of Human Ecology (Family Social Sciences) and After Degree Program in the Bachelor of Human Ecology (Family Social Sciences)

Proposed start date for temporary cessation: 2019-02-31. The last intake for the program was January 2019

*Office Use Only*

One-time funding: \_\_\_\_\_

On-going funding: \_\_\_\_\_

## SECTION B – PROGRAM DESCRIPTION AND DELIVERY

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

The Bachelor of Human Ecology (BHEc) (Family Social Sciences) program teaches students about how family, community, and culture impact human health and well-being. The program prepares students for careers helping individuals, communities and society through prevention, education and health promotion. Students gain an understanding of human development, relationships, healthy communities, diversity, equity and social justice. Students develop skills in evaluating the effectiveness of programs and assessing influences on family well-being.

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**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 (BHEc (Family Social Sciences) is a four year, 120 credit hour degree program. A full course load is 30 credit hours per term.

The After Degree program is a two year, 60 credit hour degree. A full course load is 30 credit hours per term.

The number of courses/credit hours that a student takes per term or year depends on the individual student. Students have up to 10 years to complete the degree. Students can study part-time as well.

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

The Bachelor of Human Ecology in Family Social Sciences, and the After Degree in Family Social Sciences program are delivered in classroom and online (distance education) settings. During the University shutdown due to COVID-19 (March 2020 – August 2022), in-person classroom classes were delivered via remote platform technologies.

## SECTION C – INFORMATION REGARDING TEMPORARY CESSATION DEVELOPMENT PHASE

**C-1 Identify and provide a detailed description of the rationale for the temporary cessation of this program of study:** *(Such as changes in applications, enrolment, employer demand.)*

The main rationale for the temporary cessation of the BHEc degree programs is the closure of the Faculty of Human Ecology, effective July 1, 2015, as part of the University of Manitoba's Academic Structure Initiative. The Department of Family Social Sciences was one department within the Faculty of Human Ecology and with the closure of the Faculty, this department merged with the Department of Community Health Sciences (CHS) in the Rady Faculty of Health Sciences.

The merger of the Department of Family Social Sciences (FSS) and CHS aligned well with emerging knowledge, research and practice on health, health promotion, and disease prevention. The complexity of health and disease patterns have become better understood especially since the latter part of the 20th century and CHS is recognized nationally and internationally for addressing this complexity, advancing knowledge in data science methods and analysis, and intervening on structural and social determinants of health. The role of the family is integral to health and well-being and is part of the social determinants of health conceptual framework. Faculty from the former Department of Family Social Sciences brought expertise in family theory and practice to CHS, thus strengthening efforts to investigate, act upon and improve health and quality of life. However, while the focus on the family is important to understanding human health and well-being, it is not sufficient. We know that health and well-being are best considered in relation to broader structures and processes operating at the local, national and international levels. The cessation of the BHEC (FSS) programs allows for renewal and expansion of the Bachelor of Health Studies (BHSt) degree within the

Interdisciplinary Health Program, at the Rady Faculty of Health Sciences (RFHS). The BHSt degree program exposes students to different and more complex methods for analysis and interpretation than could be achieved in the BHEC (FSS) degree programs alone. A broader educational base with training in applied methods will result in better employment opportunities. The focus of the BHSt degree is on the determinants of health and how these determinants influence the health of individuals, families, and communities, as well as health services. The BHSt degree includes core and elective courses, via three program concentrations, one of which is a Family Health concentration. Students who were interested in pursuing a family social sciences program now receive broader conceptualization and methodological training as part of the BHSt degree. It is anticipated that the broader academic preparation will better prepare students for careers in health care teams, community health management, and agencies and businesses that plan or deliver health related service and products.

The extension of the temporary cessation facilitates redirection of student interested in family studies into the BHSt degree program. A request to formally close the BHEC (FSS) degree program will follow once all remaining students have completed their programs. At present 10 students remain in the BHEC (FSS) degree program, with three scheduled to graduate in spring or fall 2023. The last admissions into the BHEC (FSS) degree program occurred in 2019, so the preliminary timeline around a proposed closure of the program would be for 2029 with the 10 year allowance for current students to complete their programs.

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

The University of Manitoba policy on Admission Targets allows for admissions to be temporarily suspended for up to 24 months, at which time the status would undergo review. Ten students remain in the BHEC (FSS) degree program, 3 of which are expected to graduate in 2023. The remaining 7 students were admitted between 2014 and 2019. We anticipate that most or all of these students will complete degree requirements and be eligible for graduation within the next 24 months.

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

**UM INTERNAL REQUIREMENTS:** dates will be inserted by the Provost’s Office prior to submission to government. Please note the date in which the proposal was reviewed by the Faculty/College/School Council in the cover memo accompanying the proposal.

**UNIVERSITY OF MANITOBA:**

<u>Approval by President</u>	<u>Date</u>	
Consultation with Senate:	_____	
Consultation with Board of Governors:	_____	
Additional Consultation <i>(as needed)</i> :	_____	Details:
Final Decision:    Y <input type="checkbox"/> N <input type="checkbox"/>	_____	

**C-4 Responsibility to consult**

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

UM Internal Note: the unit is required to consult with other academic units that offer courses used in the program, to confirm impact on the courses (e.g., regularly scheduled, capacity limitations, program restrictions, etc.) and identify how any change might affect quality of, access to, and resources associated with the courses and programs offered by those other units. Outline the consultation process with other academic and administrative units and append letters of support, as appropriate.

The Dean, Faculty of Education was consulted on the changes in the context of the academic re-structuring at the University of Manitoba. Since the initial application to suspend admissions, the Department of Community Health Sciences has continued to offer Family Social Sciences courses (FMLY prefix). CHS will continue to offer FMLY courses during the extended period of temporary cessation as well as through the IHP in the Rady Faculty of Health Sciences. FMLY courses will continue to be accepted by the Faculty of Education for those applicants declaring a Teachable Minor in Developmental Studies in the Bachelor of Education Program. Similarly, new students interested in pursuing a career as a Home Economics teacher could obtain teachable subjects through the BHSt. A letter of support has been received from Dr. Charlotte Enns, Dean of Education.

The IHP Council members representing the Faculties of Health Sciences and Arts approved the initial request for a temporary cessation of admissions, and were involved in the planning around the proposal for the restructuring of the Bachelor of Health Studies Program. A letter of support has been received

C-4-2 How have students and faculty been informed of the intent to temporarily cease this program?

The application to extend the temporary cessation of admissions to the BHEC (FSS) degree program was discussed at the Community Health Sciences departmental Council meeting on May 10, 2023. A Motion to approve an application to extend the Suspension of Intake to the BHEC (FSS) degree and FSS After Degree Program was passed unanimously. Student representatives from the FSS/IHP Student Council are members of the CHS department council. Student advisors contacted all remaining students in the BHEC (FSS) program in March and April, 2023 to determine their progress and plans. The suspension of admissions to the BHEC (FSS) degree program is outlined in the University of Manitoba general calendar. Interested students are directed to the Interdisciplinary Health Program.

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

We anticipate the cessation of the BHEC (Family Social Sciences) programs will ultimately have a positive impact on the labour market in Manitoba. Graduates of the BHEC (FSS) degree found employment in a variety of social service agencies that focus on health promotion and education. The BHEC (Family Social Sciences) degree is a general degree that does not lead to a professional designation, nor does it offer discipline-specific preparation. Graduates of the BHEC (Family Social Sciences) degree seeking a professional designation typically enrolled in education programs such as Education and Social Work. We anticipate that the type of student who is interested in studying family health and well-being will find an enhanced experience in the BHSt degree and will have more career and advanced training options than is available with the BHEC degree. For example the BHSt degree prepares students to work in a large variety of agencies and businesses that plan or deliver health related service and products, and provides a foundation for additional study that prepare for careers in health care and in community health management in addition to previous options of Education and Social Work.

## SECTION D – SYSTEM IMPACTS

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

Transfer credit options will remain the same. Historically there was an agreement with Red River College for block transfer credit (60 hours) in the BHEC (Family Social Sciences) programs. The articulation agreement ended in 2021.

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

The cessation of enrollment in the BHEC (Family Social Sciences) programs will not have any unique or specific impact on the needs and interests of students. Students who are interested in studying family health and well-being will be encouraged to enroll in the BHSt degree, which integrates social science concepts with other disciplines. The BHSt degree will provide a stronger focus on the promotion of health by creating a new understanding among graduates of the determinants of health and how these determinants influence the health of individuals, families and communities.

## SECTION E – STUDENT IMPACTS

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

Year 1 There is a guarantee for completion of the BHEC (FSS) degree programs in which students were initially enrolled, as long as all academic and non-academic requirements are met. All required and elective courses in the BHEC degree programs will continue to be offered, at least until all current students have completed their programs.

Year 2

Year 3

Year 4

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

Students who have already graduated from the program will not be negatively affected. Previous BHEC (Family Social Sciences) graduates have received a degree from a recognized and well regarded university, and their academic program provided a strong foundation for understanding family and health.

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

The BHEC (Family Social Science) accepted (up to) 80 students per year. Admissions were suspended after January, 2019.

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

UM Requirement: include a table of enrolment and graduation trends for the past five years and any forecasted trends for the next three to five years.

Year	Admissions	Graduation
2025-2026	0	0
2024-2025	0	3
2023-2024	0	4
2022-2023	0	7
2021-2022	0	13
2020-2021	0	32
2019-2020	17	41
2018-2019	34	37

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**SECTION F – FINANCIAL REALLOCATION**

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

Funding for this program is provided through the general operating budget of the Max Rady College of Medicine, Rady Faculty of Health Sciences (RFHS). The RFHS will continue to support the BHEC (FSS) degree programs until remaining students complete their current degree.

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

Funds will continue to be used to support the delivery of the courses required by current BHEC (FSS) students to complete their degree programs, as well as the courses which are delivered to students entering the BHSt degree programs, and other students in the University of Manitoba who register for FMLY courses as electives. The funds will continue to support course delivery for current and future students.

## SECTION G – FINANCIAL REALLOCATION

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

### SUBMITTED BY:

**President:**

Name:

Signature:

Date:

**Vice-President/Academic:**

Name:

Signature:

Date:

For use by joint programs only:

**President:**

Name:

Signature:

Date:

**Vice-President/Academic:**

Name:

Signature:

Date:

## SUBMIT COMPLETED FORM

**PROVOST'S OFFICE ONLY** Once completed and signed, please submit this application form to the Post-Secondary Institutions Branch at [psi@gov.mb.ca](mailto:psi@gov.mb.ca) with the following attachments (double-click to engage check box):

☐

Cover letter

☐

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

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

Post-Secondary Institutions Branch  
Advanced Education and Training  
400-800 Portage Avenue Winnipeg MB R3C 0C4  
(204) 945-1835  
[psi@gov.mb.ca](mailto:psi@gov.mb.ca)





Interdisciplinary Health Program  
Rady Faculty of Health Sciences

202 Human Ecology  
Winnipeg, Manitoba  
Canada R3T 2N2  
Phone: (204) 480-1464  
Mark.Nachtigal@umanitoba.ca

May 11, 2023

Dr. Sharon Bruce  
Head Department of Community Health Sciences

**Re: Application for temporary cessation of the BHEc FSS**

Dear Dr. Bruce,

Regarding the application to extend cessation of the BHEc Family Social Science (FSS) program enrolment, the Interdisciplinary Health Program (IHP) fully supports this action. As you are aware, the Bachelor of Health Studies (BHSt) degree includes a concentration, Family Health, that encompassed the curriculum provided by the FSS program. For the time being, the IHP has the capacity to provide student advisory services to the BHEc FSS students.

Sincerely,

A handwritten signature in dark ink, reading "Mark W. Nachtigal". The signature is written in a cursive, flowing style.

Mark W. Nachtigal, Ph.D.  
Director, Interdisciplinary Health Program



May 17, 2023

To Whom It May Concern:

The Faculty of Education remains committed to the temporary cessation of the Family Social Sciences program in the Department of Community Health Sciences. Since the admission for the Bachelor of Human Ecology (General) degree ended in 2014 and all existing students are close to fulfilling their degree requirements, there is no justification to sustain the program in its current capacity.

Students who are interested can still pursue a teachable major (Senior Years only) or minor in Human Ecology by enrolling in the Bachelor of Health Studies (BHSt) program, which is offered under the Rady Faculty of Health Sciences. The courses previously offered under the FMLY program are now available within this program.

New students interested in pursuing a career as a teacher of Human Ecology (Home Economics) would still be able to obtain these teachable subjects through the Bachelor of Health Studies program. At the time of the dissolution of the Faculty of Human Ecology, the Faculty of Education prepared a document entitled, "Pathways to Completing a Human Ecology Teachable Major or Minor Application to the Bachelor of Education Program " so that prospective students will know what their options are if they are interested in applying to the After-Degree Bachelor of Education (B.Ed.) program. This document includes the courses that have been previously offered by Family Social Sciences, and has been to reflect the Bachelor of Health Studies course information.

To summarize, the Faculty of Education, as an internal stakeholder, believes that the continued cessation of the Family Social Sciences program will not adversely affect prospective B.Ed. students who desire to pursue a teachable major or minor in Human Ecology.

If you require any further information, please do not hesitate to contact the Dean's office at [dean.education@umanitoba.ca](mailto:dean.education@umanitoba.ca).

Sincerely,

Charlotte Enns, Ph.D.  
Acting Dean  
Faculty of Education



**University  
of Manitoba**

Office of Provost and Vice-President (Academic)

208 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 480-1408  
Fax (204) 275-1160

**Date:** May 23, 2023

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

**From:** Dr. Greg Smith, Vice-Provost (Academic Planning and Programs)

**Re:** Request to Extend Suspension of Intake, Master of Arts, Icelandic

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Under the Admission Targets Policy and at the request of Dr. Randy Jamieson, Associate Dean, Faculty of Arts, please find attached a proposal to extend the suspension of intake into the Master of Arts, Icelandic program.

Intake to the program has been suspended since 2015 in response to a change in staffing levels that resulted in insufficient resources to supervise graduate students. Efforts in identifying potential new resources and community support have been delayed with the disruptions arising from the COVID-19 pandemic. The Faculty is requesting that admissions be suspended for an additional two years to continue to build capacity within the community, and to identify alternative teaching models for graduate-level instruction in the program.

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

Please provide your advice concerning this matter to the Office of University Secretary by Friday, May 26<sup>th</sup>, 2023, so that, if supported, the request may receive timely consideration by Senate and the Board of Governors.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)  
Laurie Schnarr, Vice-Provost (Students)  
Jeff Taylor, Dean, Faculty of Arts  
Kelley Main, Acting Dean, Faculty of Graduate Studies  
Jeff Leclerc, University Secretary  
Jeff Adams, Registrar and Executive Director, Enrolment Services  
Randy Roller, Executive Director, OIA  
Cassandra Davidson, Academic Program Specialist



University  
of Manitoba

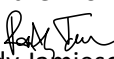
Faculty of Arts

Randall K. Jamieson, Ph.D.  
Associate Dean, Faculty of Arts  
Professor, Department of Psychology  
University of Manitoba  
Winnipeg, MB, R3T 2N2

T: (204) 474-7837  
E: randy.jamieson@umanitoba.ca

May 14 2023

**To:** Dr. Greg Smith, Vice Provost (Academic Planning and Programs),  
Office of the Provost & Vice-President (Academic)

**From:**   
Dr. Randy Jamieson, Associate Dean, Faculty of Arts

**Re:** Request to Extend Status of Suspended Program

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The Faculty of Arts supports the request from the Department of Icelandic Language and Literature to continue the temporary cessation of admissions to the **Master of Arts in Icelandic Language and Literature**. Whereas the University of Manitoba houses a world-class archive of Icelandic and Icelandic-Canadian print and manuscript materials, and the Faculty of Arts has capacity to support Icelandic language instruction, the Department of Icelandic Language and Literature currently lacks a research faculty member who would be in a position to supervise a Master's level project.

Cc: Ms. Cassandra Davidson, Academic Program Specialist, Office of the Provost & Vice-President (Academic)  
Dr. Kelley J. Main, Dean, Faculty of Graduate Studies  
P.J. Buchan, Head, Department of Icelandic Language and Literature

**TEMPORARY CESSATION OF A PROGRAM OF STUDY**

Under The Advanced Education Administration Act

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

**UM INTERNAL REQUIREMENTS**

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

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

Applicable faculties/department with responsibility for the program:

- Faculty of Graduate Studies
- Faculty of Arts
- Department of Icelandic Language and Literature

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

Program name: Master's of Arts, Icelandic

Credential awarded: M.A.

Proposed start date for temporary cessation: September 1, 2023

*Office Use Only*

One-time funding: \_\_\_\_\_

On-going funding: \_\_\_\_\_

## SECTION B – PROGRAM DESCRIPTION AND DELIVERY

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

The aim of the program is to develop the students' knowledge of modern and Old Icelandic language and literature and to train the students in methods of scholarship. Students entering the program will normally be expected to have taken an undergraduate major program in Icelandic or its equivalent. Those who do not meet these requirements may be required to take additional courses in preparation for their graduate work. Students who have already done post-graduate work elsewhere, particularly while in residence in Iceland, will be given recognition. A reading knowledge of a second language is required. Requirements for the M.A. degree include a thesis and three graduate courses.

Students can study works by Icelandic authors in their translated form, or in the original, or they can follow comparative literary approaches. The curriculum is driven by a coursework plus thesis model and normally involves supplementary training in the Icelandic language.

The program is almost unique in North America and is the only graduate level program of its kind in Canada. Its capacity is deeply enhanced by the very strong library collections in Icelandic held in the Elizabeth Dafoe Library. Specialist study is possible in Icelandic-Canadian literature, Icelandic Literary History and Icelandic Literature in translation as well as Icelandic immigration and settlement and Icelandic-Indigenous contact in Manitoba.

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**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 Master's degree is a two-year program of study. Students must complete 18 credit hours of coursework at the 7000 level, normally in year one of their program. Students then research and write a master's thesis.

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

The program follows a two-year model of study, beginning with 18 credit hours of graduate study in Icelandic with up to 6 credit hours of graduate-level coursework permitted in a cognate department such as German, Slavic Studies, English, History.

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

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

The program is only viable when a full-time faculty member with a Doctoral degree and an established research program and record is in place. Since Dr. Birna Bjarnadóttir's departure in 2015, the Department dissuaded potential students from applying to the M.A. in Icelandic Language and Literature as they could not promise them that a full-time research supervisor would be in place. Other faculty members in cognate departments, such as Dr. Arnason (Dept. English, Theatre, Film and Media) have since retired.

The faculty member who would direct graduate research would also be responsible for coverage of some portion of the undergraduate teaching curriculum in Icelandic literature and culture. With modest (though sustained) interest from graduate students along with modest undergraduate enrollments, it has not been a strategic resource priority for the Faculty of Arts to replace the full-time research faculty position in the face of competing enrollment pressures in other departments. Thus, the program does not currently hold the requisite research instructional capacity to commit to multi-year supervision of potential graduate students.

The Icelandic community in Winnipeg and across Canada, including University of Manitoba alumni, has been supportive of an ongoing place for this program and a growing endowment fund has been established. The Government of Iceland has also been a major donor to the Icelandic Department and to the Icelandic Collection housed in the Dafoe Library. However, ongoing support for a niche program such as this one, will best occur once a solid and evergreen funding model has been secured in support of a new full-time research faculty member. A fully endowed Chair would be the permanent solution.

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

Efforts to enhance support for a Chair in Icelandic and collaboration with the local Icelandic-Canadian community are both ongoing. As well, the Department and University have continued to develop strategic partnerships with the University of Iceland to include student exchange opportunities, including for graduate students.

A delay in re-opening admissions is a responsible approach to students who would be unable to successfully complete an advanced program of study. The COVID-19 pandemic has severely disrupted graduate student mobility and international interest. Those disruptions may continue to ripple over the next couple of years and additional time will be important to assessing if interest returns.

During a further cessation of admissions, time can also be used to build further capacity with community and cultural supporters, investigate alternative teaching models in the Department, and liaise with university partners willing to collaborate on a new model for graduate level instruction.

Cessation of admission is proposed for two years, from September 1 2023 to August 31 2025; the maximum two-year time period allowed under the Senate Policies and Procedures on Admissions Targets (Section 2.6)

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

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

**UNIVERSITY OF MANITOBA:**

<u>Approval by President</u>	<u>Date</u>	
Consultation with Senate:	_____	
Consultation with Board of Governors:	_____	
Additional Consultation ( <i>as needed</i> ):	_____	Details:
Final Decision:    Y <input type="checkbox"/> N <input type="checkbox"/>	_____	

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**C-4 Responsibility to consult**

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

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

The Faculty of Arts has been in direct communication with the Department Head

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

Past graduate students in the program have come from both within and outside of the Province. Students coming to Manitoba for postgraduate studies support local business, rent accommodations, and sometimes contribute academic labour by serving as teaching assistants or part time instructors at various institutions.



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

There is no effect to such options resulting from this cessation.

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

Given Manitoba's unique national and global position as a former hub of Icelandic emigration, and with the ongoing vibrancy of Icelandic culture in the province, especially in and around Gimli and the Interlake region, it is possible that the absence of the forum for training highly skilled keepers of Icelandic knowledge about language, literature, culture, and history will lead to an unquantifiable loss to the fabric of Manitoba society. Potential spin offs including cultural vibrancy, migration studies, and cultural products will be felt so long as this program remains in limbo.

Moreover, highly trained personnel transfer their acquired skills from Master's program in research, writing, project management, interview, translation, public presentation, and so on, to multiple fields and employment sectors beyond their field of study.

## SECTION E– STUDENT IMPACTS

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

\*\*\* The program has no students at present

Year 1 N/A

Year 2 N/A

Year 3 N/A

Year 4 N/A

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

No

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

3 students

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

Year	Registered	Graduated
2018	1	0
2019	1	1
2020	0	0
2021	0	0
2022	0	0

**Enrolment data for the Icelandic Language and Literature M.A. Program**

- The program had 1 student in the past 5 years; that student graduated in 2019
- Program enrolment is currently suspended and there have been no new enrolments since the last student graduated in 2019
- If a research faculty member is hired who can oversee MA theses in the program, we anticipate interest from between 1 and 3 students in any given year.

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

The Faculty of Arts continues to provide space and administrative assistance to the Department of Icelandic Language and Literature.

---

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

The current endowment Academic and Operating fund for the Department of Icelandic Language and Literature supports a portion of the administrative costs of the unit's undergraduate offerings as well as the salary for a full-time Instructor in the program.

## SECTION G – FINANCIAL REALLOCATION

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

### SUBMITTED BY:

**President:**

Name:

Signature:

Date:

**Vice-President/Academic:**

Name:

Signature:

Date:

---

For use by joint programs only:

**President:**

Name:

Signature:

Date:

**Vice-President/Academic:**

Name:

Signature:

Date:

## SUBMIT COMPLETED FORM

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

☐

Cover letter

☐

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

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

Post-Secondary Education and Labour Market Outcomes

Manitoba Education and Training

400-800 Portage Avenue Winnipeg MB R3C 0C4

(204) 945-1833

[PSE-LMO@gov.mb.ca](mailto:PSE-LMO@gov.mb.ca)



**University  
of Manitoba**

Faculty of Graduate Studies  
500 University Centre  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone: (204) 474-9887  
Fax: (204) 474-7553

May 19, 2023

To: Dr. Greg Smith, Vice Provost (Academic Planning and Programs)  
Office of the Provost & Vice-President (Academic)

From: Dr. Kelley J. Main Dean, Faculty of Graduate Studies

Re: Request to Extend Status of Suspended Program

I am writing in support of the continued temporary cessation of the **Master of Arts in Icelandic Language and Literature**. I am in agreement that the program should be suspended for another 24 months (September 1 2023 to August 31 2025) to allow time to find a faculty member who can supervise graduate students in the MA program. It is with hope that this unique program will one day have the resources to re-admit high quality graduate students.

Please do not hesitate to contact me if further information is required at  
[Kelley.main@umanitoba.ca](mailto:Kelley.main@umanitoba.ca).

*Kelley J. Main*



## University of Manitoba | Office of the President

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

**DATE:** May 18, 2023

**TO:** Jeff Leclerc, University Secretary

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

**RE:** Program Expansion, Graduate-level Training in Clinical Psychology, Faculty of Arts

---

The Faculty of Arts has put forward a request to expand capacity in graduate-level training in clinical psychology within the Master of Arts (M.A.) and Doctor of Philosophy (Ph.D.) in Psychology. The proposal was forwarded for consultation to the Senate Planning and Priorities Committee on March 27, 2023, the Board of Governors on March 28, 2023, and Senate on May 17, 2023.

The request was considered favorably by the committees with no major concerns being raised. The proposal compliments several proposals that have been developed to expand health care training in Manitoba and are currently under review with the Province. Like these proposals, expansion would be subject to receipt of new provincial funds to address the additional costs as outlined in the proposal.

Under the Admission Targets Policy, the President approves changes to, and the introduction of, admission targets following consultation and discussion with the applicable dean or director, with Senate, and with the Board of Governors, subject to the provisions of the provincial Programs of Study Regulation.

In accordance with this policy, I approve an increase to the Clinical Psychology area in the M.A. and Ph.D. in Psychology from 8 seats to 16 seats effective the Fall 2024 intake, subject to approval by the Province and confirmation of new on-going provincial funding in support of the expansion.

Please proceed accordingly.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)  
Greg Smith, Vice-Provost (Academic Planning and Programs)  
Laurie Schnarr, Vice-Provost (Students)  
Jeff Taylor, Dean, Faculty of Arts  
Kelley Main, Acting Dean, Faculty of Graduate Studies  
Jeff Adams, Registrar and Executive Director, Enrolment Services  
Shelley Hopkins, Executive Director, Financial Planning  
Randy Roller, Executive Director, OIA  
Cassandra Davidson, Academic Program Specialist



**University  
of Manitoba**

Office of Provost and Vice-President (Academic)

208 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
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Fax (204) 275-1160

**Date:** May 8, 2023

**To:** Dr. Peter Nickerson, Dean, Max Rady College of Medicine, Dean, Rady Faculty of Health Sciences, and Vice-Provost (Health Sciences)  
Dr. Kelley Main, Acting Dean, Faculty of Graduate Studies

**From:** Dr. Diane Hiebert-Murphy, Provost and Vice-President (Academic)

**Re:** Implementation of the Ph.D. in Pathology and Laboratory Medicine

---

On April 25, 2023, UM received formal notification from the Deputy Minister of Manitoba Advanced Education and Training, that the proposal to establish a Doctor of Philosophy in Pathology and Laboratory Medicine has been approved (see attached). The letter highlights that the new program makes UM the only institution in Western Canada to offer graduate-level training in the discipline, and will, as such, attract top-ranking students to the province.

I hereby approve the implementation of the Ph.D. program effective the Fall Term 2023. Please note the following with respect to the program:

- the program is a four-year program, requiring 12 credit hours of graduate level coursework, plus the completion of a dissertation;
- the program will be funded through the reallocation of existing resources and tuition revenue, and as such, no additional financial support will be allocated in support of this implementation;
- the first- and second-year domestic tuition rate for the program is the standard graduate-level program fee for Ph.D. students, plus a continuing fee every term thereafter until completion; international students will be assessed the domestic rate plus the standard international differential fees; and
- the maximum capacity for the program, defined as first-year enrolment in the program, is two (2) students.

Consistent with Section 9.7(1) of the Advanced Education Administration Act, should you wish to make any significant modifications to, or cease to provide the program in the future, you are required to seek and receive approval from the Province. In this respect, the program is, and will be, subject to any regulations prescribed under Section 9.7(1) of the Act.

On behalf of the University of Manitoba, I extend my congratulations to all who have worked so hard in designing and developing this new program.

Cc: Michael Benarroch, President and Vice-Chancellor  
Greg Smith, Vice-Provost (Academic Planning and Programs)  
Laurie Schnarr, Vice-Provost (Students)  
Jeff Adams, Registrar and Executive Director, Enrolment Services  
Cassandra Davidson, Academic Programs Specialist  
Shelley Hopkins, Executive Director, Financial Planning  
Jeff Leclerc, University Secretary  
Randy Roller, Executive Director, Institutional Analysis

/cd



**Advanced Education and Training  
Deputy Minister**

Room 143, Legislative Building, Winnipeg, Manitoba, Canada R3C 0V8  
T 204-945-1610  
dmaet@manitoba.ca

April 25, 2023

Dr. Michael Benarroch  
President and Vice-Chancellor  
University of Manitoba  
president@umanitoba.ca

Dear Dr. Benarroch:

I am pleased to advise that the Department of Advanced Education and Training has reviewed and approved the University of Manitoba's proposals to establish a new Doctor of Philosophy in Pathology and Laboratory Medicine program, as submitted.

It is my understanding that the proposed doctoral program in pathology will provide students the opportunity to bridge clinical diagnosis and laboratory medicine approaches together to better understand the disease and devise targeted mitigation strategies. This will allow the University of Manitoba to become the only institution in western Canada that offer doctoral pathology training and ultimately attracts top-ranked students to Manitoba. I appreciate the ongoing commitment of the University to meet the educational needs of students and the province and wish the University every success with the programs.

Should you have any questions regarding this approval, please contact Mr. Grant Prairie, Director of Universities, at 204-945-8564 or at [Grant.Prairie@gov.mb.ca](mailto:Grant.Prairie@gov.mb.ca).

Sincerely,

Eric Charron

- c. Dr. Greg Smith, Vice-Provost (Academic Planning and Programs), University of Manitoba  
Honourable Sarah Guillemard, Minister of Advanced Education and Training  
W. Joe Funk, Assistant Deputy Minister, Advanced Education Division  
Grant Prairie, Acting Senior Director of Post-Secondary Institutions





**University  
of Manitoba**

Office of Provost and Vice-President (Academic)

208 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 480-1408  
Fax (204) 275-1160

**Date:** May 8, 2023

**To:** Dr. Peter Nickerson, Dean, Max Rady College of Medicine, Dean, Rady Faculty of Health Sciences, and Vice-Provost (Health Sciences)  
Dr. Kelley Main, Acting Dean, Faculty of Graduate Studies

**From:** Dr. Diane Hiebert-Murphy, Provost and Vice-President (Academic)

**Re:** Implementation of the M.Sc. and Ph.D. in Pediatrics and Child Health

---

On April 25, 2023, UM received formal notification from the Deputy Minister of Manitoba Advanced Education and Training, that the proposals to establish a Master of Science and Doctor of Philosophy in Pediatrics and Child Health have been approved (see attached). The letter highlights that the new programs make UM one of two institutions in Canada that offer graduate-level training in the discipline, and will, as such, attract top-ranking students to the province.

I hereby approve the implementation of the M.Sc. and Ph.D. programs effective the Fall Term 2023. Please note the following with respect to each program:

Master of Science

- the program is a two-year program, requiring 12 credit hours of graduate level coursework, plus the completion of a thesis;
- the program will be funded through the reallocation of existing resources and tuition revenue, and as such, no additional financial support will be allocated in support of this implementation;
- the first-year domestic tuition rate for the program is the standard graduate-level M.Sc. program fee, plus a continuing fee every term thereafter until completion; international students will be assessed the domestic rate plus the standard international differential fees; and
- the maximum capacity for the program, defined as first-year enrolment in the program, is fifteen (15) students.

Doctor of Philosophy

- the program is a four-year program, requiring 15 credit hours of graduate level coursework, plus the completion of a dissertation;
- the program will be funded through the reallocation of existing resources and tuition revenue, and as such, no additional financial support will be allocated in support of this implementation;
- the first- and second-year domestic tuition rate for the program is the standard graduate-level Ph.D. program fee, plus a continuing fee every term thereafter until completion; international students will be assessed the domestic rate plus the standard international differential fees; and
- the maximum capacity for the program, defined as first-year enrolment in the program, is fifteen (15) students.

Consistent with Section 9.7(1) of the Advanced Education Administration Act, should you wish to make any significant modifications to, or cease to provide the program in the future, you are required to seek and receive approval from the Province. In this respect, the program is, and will be, subject to any regulations prescribed under Section 9.7(1) of the Act.

On behalf of the University of Manitoba, I extend my congratulations to all who have worked so hard in designing and developing this new program.

Cc: Michael Benarroch, President and Vice-Chancellor  
Greg Smith, Vice-Provost (Academic Planning and Programs)  
Laurie Schnarr, Vice-Provost (Students)  
Jeff Adams, Registrar and Executive Director, Enrolment Services  
Cassandra Davidson, Academic Programs Specialist  
Shelley Hopkins, Executive Director, Financial Planning  
Jeff Leclerc, University Secretary  
Randy Roller, Executive Director, Institutional Analysis



**Advanced Education and Training  
Deputy Minister**

Room 143, Legislative Building, Winnipeg, Manitoba, Canada R3C 0V8  
T 204-945-1610  
dmaet@manitoba.ca

April 25, 2023

Dr. Michael Benarroch  
President and Vice-Chancellor  
University of Manitoba  
president@umanitoba.ca

Dear Dr. Benarroch:

I am pleased to advise that the Department of Advanced Education and Training has reviewed and approved the University of Manitoba's proposals to establish a new Master of Science and a new Doctor of Philosophy in Pediatrics and Child Health, as submitted.

It is my understanding that the two graduate-level pediatric programs will provide students with opportunities to conduct research in a multidisciplinary environment while offering focused studies in either clinical research, basic sciences, population health, or practice and policy. This will allow the University of Manitoba to become one of the two institutions in Canada that offer graduate-level pediatric programs and ultimately attract top-ranked students to Manitoba. I appreciate the ongoing commitment of the University to meet the educational needs of students and the province, and wish the University every success with the programs.

Should you have any questions regarding this approval, please contact Mr. Grant Prairie, Acting Senior Director of Post-Secondary Institutions, at 204-945-8564 or at [Grant.Prairie@gov.mb.ca](mailto:Grant.Prairie@gov.mb.ca).

Sincerely,

Eric Charron

- c. Honourable Sarah Guillemard, Minister of Advanced Education and Training.  
Dr. Greg Smith, Vice-Provost (Academic Planning and Programs), University of Manitoba  
W. Joe Funk, Assistant Deputy Minister, Advanced Education Division  
Grant Prairie, Acting Senior Director of Post-Secondary Institutions



**University  
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Office of Provost and Vice-President (Academic)

208 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 480-1408  
Fax (204) 275-1160

**Date:** May 9, 2023

**To:** Dr. Peter Nickerson, Dean, Max Rady College of Medicine, Dean, Rady Faculty of Health Sciences, and Vice-Provost (Health Sciences)  
Dr. Kelley Main, Acting Dean, Faculty of Graduate Studies

**From:** Dr. Diane Hiebert-Murphy, Provost and Vice-President (Academic)

**Re:** Implementation of Graduate Micro-Diploma in Science Communication

---

The University of Manitoba Senate (October 6, 2022) and the Board of Governors (November 29, 2022) have approved the introduction by the Department of Immunology, Max Rady College of Medicine of a graduate micro-diploma in Science Communication.

I hereby approve the implementation of the graduate micro-diploma commencing Fall 2023, noting the following:

- The program requires students to complete two courses for a total of six credit hours – IMMU 7000 Science Communication: Foundations and Writing Methodologies (3); and IMMU 7010 Science Communication: Audio-video Methodologies (3).
- The program is open to students registered in any science-related Master's or Doctoral degree program in the Faculty of Graduate Studies at UM, who are in good standing in their program and subject to approval from their home program/unit/department.
- Maximum enrolment in the program is twenty (20) students; it is anticipated that the program will meet this capacity by Year 3.
- Tuition for the program will be assessed at the Max Rady College of Medicine undergraduate per credit hour rate, except in those instances where the courses meet the requirements of a student's Master's or Doctoral degree requirements; in which case, costs of these courses will be included in the degree program fees.
- The program will be funded through the reallocation of existing Rady Faculty of Health Sciences resources and tuition; no additional financial support will be allocated in support of the implementation.

On behalf of the University of Manitoba, I extend my congratulations to all who have worked in designing and developing this new program.

**Cc:** Greg Smith, Vice-Provost (Academic Planning and Programs)  
Laurie Schnarr, Vice-Provost (Students)  
Jeff Leclerc, University Secretary  
Jeff Adams, Registrar and Executive Director, Enrolment Services  
Shelley Hopkins, Executive Director, Financial Planning  
Randy Roller, Executive Director, Institutional Analysis  
Cassandra Davidson, Academic Programs Specialist

/cd



Office of Provost and Vice-President (Academic)

208 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 480-1408  
Fax (204) 275-1160

**Date:** May 25, 2023

**To:** Dr. Edward Jurkowski, Dean, Desautels Faculty of Music

**From:** Dr. Diane Hiebert-Murphy, Provost and Vice-President (Academic)

**Re:** Program Introduction, Micro-Certificate in Songmaking

---

At its meeting of May 17, 2023, the University of Manitoba Senate approved the proposal by the Desautels Faculty of Music to offer a Micro-certificate in Songmaking.

Following consultation with the Faculty, I hereby approve the implementation of this program effective the Fall Term 2023. No additional financial support will be allocated in support of this implementation. By copy of this notice, I ask that offices proceed accordingly.

On behalf of the University of Manitoba, I extend my congratulations to all those who have worked so hard to develop and put forward this innovative new program.

**Cc:** Greg Smith, Vice-Provost (Academic Planning and Programs)  
Laurie Schnarr, Vice-Provost (Students)  
Jeff Adams, Registrar and Executive Director of Enrolment Services  
Jeff Leclerc, University Secretary  
Shelley Hopkins, Executive Director, Financial Planning Office  
Randy Roller, Executive Director, OIA  
Cassandra Davidson, Academic Programs Specialist



**University  
of Manitoba**

Office of Provost and Vice-President (Academic)

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Winnipeg, Manitoba  
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Fax (204) 275-1160

**Date:** April 26, 2023

**To:** Dr. Edward Jurkowski, Director, School of Art

**From:** Dr. Greg Smith, Vice-Provost (Academic Planning and Programs)

**Re:** Notification of Change to Program Length – Diploma in Art

---

On April 25, 2023, UM received formal notification from the Deputy Minister of Manitoba Advanced Education and Training of approval of the proposal to change the length of the Diploma in Art from three years (93 credit hours) to two years (48 credit hours) (see attached). This follows Senate's approval of the changes on December 7, 2022. It is expected that the change in the program length will increase access to the program and attract a broader student population to better serve students interested in developing the technical skills needed to pursue a career in visual arts.

As approved, the change in the program will be effective the Fall Term 2023. By copy of this notice, I ask that offices proceed accordingly with implementing the change.

Thank-you.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)  
Laurie Schnarr, Vice-Provost (Students)  
Jeff Leclerc, University Secretary  
Jeff Adams, Registrar and Executive Director, Enrolment Services  
Randy Roller, Executive Director, OIA  
Cassandra Davidson, Academic Program Specialist



**Advanced Education and Training  
Deputy Minister**

Room 143, Legislative Building, Winnipeg, Manitoba, Canada R3C 0V8  
T 204-945-1610  
dmaet@manitoba.ca

April 25, 2023

Dr. Michael Benarroch  
President and Vice-Chancellor  
University of Manitoba  
president@umanitoba.ca

Dear Dr. Benarroch:

I am pleased to advise that the Department of Advanced Education and Training has reviewed and approved the University of Manitoba's proposal to modify the Diploma in Arts program, as submitted.

It is my understanding that changing the program length to two years will create greater access to the School of Art and attract a wider student population. I appreciate the ongoing commitment of the University to meet the educational needs of the province and wish the University every success with the program.

Should you have any questions regarding this approval, please contact Mr. Grant Prairie, Director of Universities, at 204-945-8564 or at [Grant.Prairie@gov.mb.ca](mailto:Grant.Prairie@gov.mb.ca).

Sincerely,

Eric Charron  
Deputy Minister  
Advanced Education and Training

- c. Dr. Greg Smith, Vice-Provost (Academic Planning and Programs), University of Manitoba  
W. Joe Funk, Assistant Deputy Minister, Advanced Education Division, Advanced Education and Training  
Agnes Wittmann, Senior Director of Post-Secondary Institutions, Advanced Education and Training  
Grant Prairie, Director of Universities, Advanced Education and Training



**University  
of Manitoba**

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208 Administration Building  
Winnipeg, Manitoba  
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**Date:** April 25, 2023

**To:** Dr. Anastasia Kelekis-Cholakis, Dean, Dr. Gerald Niznick College of Dentistry  
Dr. Kelley Main, Dean, Faculty of Graduate Studies

**From:** Dr. Greg Smith, Vice-Provost (Academic Planning and Programs)

**Re:** Notification of Credential Changes – M.Sc. to M.Dent. in Preventive Dental Science/Dental Science (now Orthodontics and Dentofacial Orthopedics); and M.Sc. to M.Dent. in Prosthodontics

---

On April 18, 2023, UM received formal notification from the Deputy Minister of Manitoba Advanced Education and Training that the proposal to change the credential for the following graduate programs has been approved (see attached):

- Master of Science in Preventive Dental Science/Dental Science (now Orthodontics and Dentofacial Orthopedics)  
Renamed: Master of Dentistry in Orthodontics and Dentofacial Orthopedics
- Master of Science in Prosthodontics  
Renamed: Master of Dentistry in Prosthodontics

This follows Senate's approval of the changes on December 7, 2022.

The change in designation from Master of Science (M.Sc.) to Master of Dentistry (M.Dent.) better reflects the clinical nature of the programs and facilitates program recognition in the licensing process.

As approved, the changes in the two credentials will be effective the Fall Term 2023. By copy of this notice, I ask that offices proceed accordingly with the changes.

Thank-you.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)  
Laurie Schnarr, Vice-Provost (Students)  
Peter Nickerson, Dean, Rady Faculty of Health Sciences, and Vice-Provost (Health Sciences)  
Jeff Leclerc, University Secretary  
Jeff Adams, Registrar and Executive Director, Enrolment Services  
Randy Roller, Executive Director, OIA  
Cassandra Davidson, Academic Program Specialist





**Advanced Education and Training  
Deputy Minister**

Room 143, Legislative Building, Winnipeg, Manitoba, Canada R3C 0V8  
T 204-945-1610  
dmaet@manitoba.ca

April 18, 2023

Dr. Michael Benarroch  
President and Vice-Chancellor  
University of Manitoba  
president@umanitoba.ca

Dear Dr. Benarroch:

I am pleased to advise that the Department of Advanced Education and Training has reviewed and approved the University of Manitoba's proposal to modify the Master of Science in Preventive Dental Science and Master of Science in Prosthodontics programs as submitted.

It is my understanding that the change in designation from Master of Science (M.Sc.) to Master of Dentistry (M.Dent.) will better reflect the clinical nature of the program and accommodate program recognition in the licensing process. I trust that these changes will be instrumental in supporting students to ensure their career success.

Should you have any questions regarding this approval, please contact Mr. Grant Prairie, Director of Universities, at 204-945-8564 or at [Grant.Prairie@gov.mb.ca](mailto:Grant.Prairie@gov.mb.ca).

Sincerely,

Eric Charron

- c. Honourable Sarah Guillemard, Minister of Advanced Education and Training  
Dr. Greg Smith, Vice-Provost (Academic Planning and Programs), University of Manitoba  
W. Joe Funk, Assistant Deputy Minister, Advanced Education Division  
Agnes Wittmann, Senior Director of Post-Secondary Institutions  
Grant Prairie, Director of Universities



**University of Manitoba** Faculty of Arts

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Winnipeg, Manitoba  
Canada  
R3T 5V5  
Telephone (204) 474-9100  
Fax (204) 474-7590

May 19, 2023

**TO:** J. Leclerc, University Secretary

**FROM:** Jeff Taylor, Dean, Faculty of Arts

**SUBJECT:** **Annual Report to Senate on Letters of Accomplishment / Participation  
Letters established by the Faculty of Arts (February 2021 – April 2023)**

Credential Type	Name	Program Description	Date of Faculty Council Approval
Letter of Participation	Ukrainian Canadian Heritage Studies	<p>The Letter of Participation in Ukrainian Canadian Heritage Studies will allow students and members of the Ukrainian community to further their knowledge of Ukraine and Ukrainian Canadiana.</p> <p>The letter will be of special significance to the community members who may not be able to take university courses due to registration barriers or other commitments and are looking to continue their lifelong learning in this subject area.</p>	September 1, 2021
Letter of Accomplishment	Introductory Qualitative Research Methods	These programs will equip participants with specific skills and knowledge related to qualitative research design, execution, and analysis.	March 30, 2022
Letter of Accomplishment	Advanced Qualitative Data Collection	The LoA workshops will be available to both UM students and non-students.	March 30, 2022
Letter of Accomplishment	Advanced Qualitative Data Analysis	The LoA workshops will be attractive to faculty members who wish to develop new methodological skills as well as to UM students and community members who wish to develop useful and	March 30, 2022

		marketable research skills, as well as earn a credential.	
Letter of Participation	Summer Latin Reading Group	<p>Starting with the Summer of 2013, the Department of Classics has hosted a Latin reading group online for students, who typically have at least two semesters of Latin.</p> <p>The Department hopes that by offering a Letter of Participation to formally recognize the reading group members' work, they will remain engaged in learning Latin by being an active participant within a community of learners and that our students will continue on to intermediate and advanced courses.</p> <p>The students would benefit too in their subsequent courses, through having kept their language skills strong over the summer.</p>	February 14, 2023

cc: S. Coyston  
J. Adams  
S. Bannatyne  
C. Davidson  
D. Hiebert-Murphy  
G. Smith  
R. Jamieson  
G. Sobie  
J. Riddell

## Memo

Date: May 15, 2023

To: Office of the University Secretary

From: Division of Extended Education

Re: **Annual Report to Senate on Letters of Accomplishment or Participation**

---

The following is a report regarding Letters of Accomplishment or Participation in Extended Education for the reporting period of February 3, 2021 to April 30, 2023.

### 1. **Letter of Accomplishment converted to Micro-Certificate**

**Name:** Letter of Accomplishment in Artificial Intelligence: Machine Learning Solutions. Approved by Extended Education Council on February 20, 2020.

**LoA closed/converted to:** Micro Certificate in Artificial Intelligence: Machine Learning Solutions. Approved by Extended Education Council on September 29, 2021.

**Brief Description of the Program:** The programming facilitates the expansion of Extended Education's portfolio into the rapidly growing field of artificial intelligence, with emphasis on the subfield of machine learning. The programming is intended to provide practitioners (technical specialists) with foundational knowledge of how to leverage artificial intelligence and machine learning towards devising and implementing technical solutions for their organization or business.

**Brief Description of Program Objectives:** Outline fundamental and emerging concepts in artificial intelligence and machine learning and provide an advanced overview of the field; provide knowledge of frameworks and approaches for formulating and implementing machine learning solutions to organizational and business challenges; explore the ethical, security and risk management dimensions of artificial intelligence and machine learning.

## 2. **Letter of Accomplishment Established**

**Name:** Letter of Accomplishment in Media Literacy, Critical Thinking and Investigative Journalism. Approved by Extended Education Council on May 11, 2022.

**Brief Description of the Program:** The program will teach participants how to think critically about all sources of media, how to spot disinformation and fake news, and how to assess the validity of news and social media reports. It will go further in teaching participants the tools and techniques of investigative journalism, empowering them to find their own information without having to rely on others. This program provides the skills to do it. It will be of interest to consumers, researchers, students, activists, politicians, teachers, HR recruiters, business people and anyone who wants to know how to dig beneath the surface and find information that's important to their jobs and lives.

**Brief Description of Program Objectives:** This program will introduce participants to media literacy concepts, investigative journalism techniques, and will enhance participants' critical thinking skills that are required to objectively assess the truth and credibility of media reports, and to spot fake news.

Upon completion of this program, participants will have enhanced capacity to draw logical conclusions from media messaging and will be able to articulate some of the common cognitive biases and how these contribute to the spread of misinformation and disinformation.

3. **Letters of Accomplishment Closed:** There are several existing Letters of Accomplishment in Extended Education that are currently under review and are expected to be presented to Extended Education Council for formal closure in the coming months. These closures will be reported on during the May 1, 2023 – April 30, 2024 reporting period.

Respectfully submitted,

Rod Lastra, Ph.D., C.AL.  
Acting Dean



**University  
of Manitoba**

Faculty of Graduate Studies  
500 University Centre  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone: (204) 474-7986  
[Graduate.studies@umanitoba.ca](mailto:Graduate.studies@umanitoba.ca)

**May 15, 2023**

**To: The University of Manitoba Senate**

**From: Kelley Main, Dean of the Faculty of Graduate Studies**

**RE: Graduate Education Mentoring (GEM) Program Letters of Participation**

At its meeting on October 28, 2021, the Faculty Council of Graduate Studies approved the creation of a professional development recognition program entitled Graduate Education Mentoring (GEM) for faculty members and graduate program staff who attend a certain number of Faculty of Graduate Studies workshops. Four completed workshops result in one GEM letter of participation. The workshops centre on the broad areas of graduate administration and graduate mentoring. The proposal for the letter of participation was provided to Senate for information at its meeting on January 12, 2022.

I am pleased to report that for the 2022/23 academic year the following number of participants have completed the required number of workshops of the GEM program and have earned at least one letter of participation. A version of this memo was provided to the Faculty Council of Graduate Studies at its meeting on May 15, 2023.

Letters of Participation	Total Participants
3 GEM letters of participation	1
2 GEM letters of participation	10
1 GEM letter of participation	47

## **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 May 9, 2023, the Senate Committee on Awards approved 6 new offers, 8 revised offers and 2 withdrawals as set out in the *Report of the Senate Committee on Awards (May 9, 2023)*.

### **Recommendations**

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 6 new offers, 8 revised offers and 2 withdrawals as set out in the *Report of the Senate Committee on Awards (May 9, 2023)*. These award decisions comply with the Student Awards Policy.

Respectfully submitted,

Dr Jared Carlberg

Chair, Senate Committee on Awards

## SENATE COMMITTEE ON AWARDS

May 9, 2023

### 1. NEW OFFERS

#### **Andrew Grant Memorial Scholarship**

The family of Andrew Grant established a memorial scholarship fund through The Winnipeg Foundation to honour Andrew's memory. Andrew was an honour student in the Faculty of Science who had a passion for science. The purpose of the fund is to reward the academic achievements of a student with a passion for sciences. The Winnipeg Foundation will confirm the value of these awards annually. Each year, one scholarship valued at \$1,200 will be offered to an undergraduate student who:

- (1) has graduated from a Manitoba high school;
- (2) is enrolled full-time (minimum 80% course load) in the second or third year of study in any degree program in the Faculty of Science; and
- (3) has achieved a minimum degree grade point average of 3.5.

Preference will be given to a student who has graduated from a Manitoba high school outside the city limits of Winnipeg.

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

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

#### **Dr. Barbara Payne Scholarship**

The Dr. Barbara Payne Scholarship was established to offer a scholarship for graduate students pursuing studies in social gerontology. Dr. Payne's research expertise was in the fields of social gerontology, health sociology, oral health and older adults, and successful aging. Each year, beginning in 2024-2025, the available annual income from the fund will be used to offer one or more scholarships to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies, in the first or second year of a master's program, or are within the first four years of a doctoral program;
- (2) have achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and
- (3) are conducting or will conduct thesis research in the area of social gerontology\*.

\*Social gerontology is the study of the social process of aging and the interaction of older adults with their environments, including issues such as the contributions of older adults to the community, services provided in the community for older adults, and the utilization of group residences and communities for older adults (American Psychological Association, <https://dictionary.apa.org/social-gerontology>)

In order to demonstrate how they meet the above criteria, applicants will be required to submit (i) a description of the proposed research and a statement of its practical applicability and relevance to social gerontology, (ii) information on their educational background and research experience, (iii) an unofficial transcript, and (iv) two letters of reference, one from the graduate advisor and one from another faculty member familiar with the applicant's research work. The referees must forward both letters directly to the Centre on Aging.

The recipient of the scholarship will be required to submit a copy of their thesis/dissertation when



complete, acknowledging the importance of the financial support to the Centre on Aging.

A recipient may only hold this award once in a specific degree program. The stage in career will be considered and students will be ranked according to academic record, research project, research experience, publications and presentations, and letters of support.

The selection committee has 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 Director of the Centre on Aging (or designate) to name the selection committee for this award.

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

### **Dr. Jones and Katie Young Scholarship in Dentistry**

Dr. Jones Young (D.M.D./'87) and Mrs. Katie Young established an endowment fund at the University of Manitoba with an initial gift of \$50,000 in 2023. The purpose of the fund is to reward the academic achievements of one third year and one fourth year student in the Dr. Gerald Niznick College of Dentistry at the University of Manitoba. As a demonstration of his appreciation for the education that he received at the University of Manitoba, Dr. Young has established this scholarship to support the Dr. Gerald Niznick College of Dentistry's Drive for Top 5 Campaign.

Each year, beginning in 2024-2025, the available annual income from the fund will be used to offer two scholarships of equal value to undergraduate students who:

- (1) are enrolled full-time (minimum 80% course load) in the third and fourth year of study in the Doctor of Dental Medicine (D.M.D.) program in the Dr. Gerald Niznick College of Dentistry;
- (2) have achieved a minimum degree grade point average of 3.5; and
- (3) have demonstrated a professional attitude in their interactions with instructors, staff, and fellow students and are positive role models to fellow students.

The selection committee will award two awards only offering one to a third year student and one to a fourth year student each year based on the available funds, as outlined in the criteria above.

The selection committee will be the Awards Committee of the Dr. Gerald Niznick College of Dentistry.

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.

### **Engineers Geoscientists Manitoba Bursary in Engineering**

In honour of their centenary, Engineers Geoscientists Manitoba established an endowment fund with an initial gift of \$300,000 at the University of Manitoba in 2021. The purpose of the fund is to support undergraduate students pursuing studies in the Price Faculty of Engineering. Each year, beginning in 2023-2024, the available annual income from the fund will be used to offer five bursaries to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) and have completed 70 credit hours or more in any degree program in the Price Faculty of Engineering at the University of Manitoba;
- (2) have achieved a minimum degree grade point average of 2.0; and
- (3) have demonstrated financial need on the standard University of Manitoba general bursary application form.

Preference will be given to ENGAP students and students who identify as women or non-binary, until proportionate representation has been achieved.

This bursary is renewable provided students continue to meet all the above criteria. In years where a renewal is made, no new award will be offered.

The selection committee will be the Scholarships, Bursaries, and Awards Committee of the Price Faculty of Engineering.

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.

### **Tony T. K. Lau Awards for Volunteer Service to International Students**

In order to promote cultural understanding, and in honour of the support he received as an international student, Tony T.K. Lau (B.A.'71), past President of the University of Manitoba International Student Organization (1971-1972), and co-founder and current President of the University of Manitoba Chinese Alumni Association of Canada (1986), established an endowment fund with the initial gift of \$50,000 at the University of Manitoba in 2016. The purpose of the fund is to support student volunteers who have had an impact in the lives of international students at the University of Manitoba.

#### **Tony T. K. Lau Bursary for Volunteer Service to International Students**

Beginning in 2023-2024, 75% of the available annual interest from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in the second year of study or higher in any faculty, college, or school at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) has volunteered to help international students adapt to Canada and the University of Manitoba, either through participation in programs offered through the International Centre, or through any University of Manitoba association or group; and
- (4) has demonstrated financial need on the standard University of Manitoba bursary application form.

Candidates will be required to demonstrate how they meet criterion (3) by completing a 250-word statement in the University of Manitoba supplemental bursary application.

### **Tony T. K. Lau Scholarship for Volunteer Service to International Students**

Beginning in 2023-2024, 25% of the available annual interest from the fund will be used to offer one scholarship to an undergraduate or graduate student who:

- (1) is enrolled full-time (minimum 80% course load) in any faculty, college, or school at the University of Manitoba;
- (2) has achieved a minimum degree point average of 3.5; and
- (3) has volunteered to help international students adapt to Canada and the University of Manitoba, either through participation in programs offered through the International Centre, or through any University of Manitoba association or group.

To support criteria (3), nominations will be accepted from International Centre staff and/or members of a University of Manitoba association or group.

The same student may qualify for both the Tony T. K. Lau Bursary for Volunteer Service to International Students and the Tony T. K. Lau Scholarship for Volunteer Service to International Students in the same year.

The recipients of the awards will be recognized with their name on a plaque. The plaque will be on display in the International Centre which will be updated annually to include the names of the award recipients. A portion of the endowment fund will be set aside to cover the costs associated with the plaque and nameplates. The International Centre is responsible for ordering the plaque, nameplates and updating the names on the plaque on an annual basis.

The Director of the International Centre (or designate) will name the selection committee for this award, which will include the donor (or designate) and a member of the University of Manitoba International Student Organization. If a graduate student is selected for the Tony T. K. Lau Scholarship for Volunteer Service to International Students, the results will be reported through the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (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.

### **William C. Irish Bursary in Law**

In memory of William C. Irish, his son Richard Irish established an endowment fund with an initial gift of \$75,000 at the University of Manitoba in 2023. The purpose of the fund is to support undergraduate students pursuing studies in the Juris Doctor program in the Faculty of Law. Each year, beginning in 2023-2024, the available annual income from the fund will be used to offer two bursaries to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) in any year of study of the Juris Doctor program in the Faculty of Law;
- (2) have achieved a minimum degree grade point average of 2.5; and
- (3) have demonstrated financial need on the standard University of Manitoba general bursary application form.

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

### **Anatomical Research Fund**

The following amendments were made to the terms of reference for the Anatomical Research Fund:

- The preamble was revised to:

*A trust fund has been established at the University of Manitoba to assist students and investigators in the Department of Human Anatomy and Cell Science. This fund will support student awards, Grant-In-Aid of Research and travel costs.*

- The numbered criteria were revised to:

*Each year, one or more awards, valued at a maximum of \$6,000, will be offered to graduate students who:*

- (1) are enrolled full-time in the Faculty of Graduate Studies in a masters or doctoral program delivered by the Department of Human Anatomy and Cell Science in the Rady Faculty of Health Sciences;*
- (2) have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and*
- (3) actively participate in the research and academic activities of the department.*

*Each year, one or more travel awards, valued at a maximum of \$750, will be offered to graduate students who:*

- (1) are enrolled full-time in the Faculty of Graduate Studies in a masters or doctoral program delivered by the Department of Human Anatomy and Cell Science in the Rady Faculty of Health Sciences;*
- (2) have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and*
- (3) are presenting their research with an accepted abstract at a professional scientific meeting.*

- The paragraph following the numbered criteria was revised to:

*At the discretion of the selection committee, one or more awards may be given to students not enrolled in a graduate program who actively participate in the department's research activity.*

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

*The balance of the trust, any unspent revenue and the leftover available annual income from the fund will be used at the discretion of the Department of Human Anatomy and Cell Science for a Grant-in-Aid of Research contribution to anatomy faculty and for any special projects or initiatives as identified by the Head of the Department (or designate).*

- The selection committee paragraph was revised to:

*The Dean of the Rady Faculty of Health Sciences (or designate) will ask the Head of the Department of Human Anatomy and Cell Science (or designate) to name the selection committee.*

- The standard Board of Governors statement was added.

### **David Stern Memorial Prize**

The following amendments were made to the terms of reference for the David Stern Memorial Prize:

- The preamble was revised to:  
*In memory of David Stern, a former Vice-President of Shoppers Drug Mart in Manitoba, the Shoppers Drug Mart Manitoba Associates established an endowment fund at The University of Manitoba in the amount of \$4,000 in 1995. The prize will be offered to a student who has the highest grade in the course Pharmacy Management. Each year, beginning in 2000-2001, the available annual income from the fund will be used to offer one prize to an undergraduate student who:*
- The numbered criteria were revised to:
  - (1) *has completed the requirements for the third year of the Doctor of Pharmacy (PharmD) degree program in the College of Pharmacy in the year in which the award was tenable;*
  - (2) *has achieved a minimum degree grade point average of 3.0; and*
  - (3) *has achieved the highest standing in Pharmacy Management (currently numbered PHMD 3010).*
- The selection committee paragraph was revised to:  
*The selection committee for this award will be the College of Pharmacy Professional Program Awards Committee.*
- The standard Board of Governors statement was added.

### **Department of Indigenous Studies Graduate Scholarship**

The following amendments were made to the terms of reference for the Department of Indigenous Studies Graduate Scholarship:

- The preamble was revised to:  
*The Department of Indigenous Studies at the University of Manitoba established an annually funded award in 2011. The purpose of the fund is to provide scholarships for master's students while they undertake their thesis research in the summer term. Each year, up to two scholarships, valued at \$2,000 each, will be offered to graduate students who:*
- The numbered criteria were revised to:
  - (1) *are enrolled full-time in the Faculty of Graduate Studies, in the first or second year of study in the Master of Indigenous Studies program offered by the Faculty of Arts;*
  - (2) *have achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study;*
  - (3) *have completed the two required courses Methodology and Research Issues in Indigenous Studies (INDG 7230) and Issues in Colonization (INDG 7240) with a minimum combined grade point average of 3.0; and*
  - (4) *will undertake thesis research in Indigenous Studies during the summer term of their first or second year of study in the program.*

- The paragraphs following the numbered criteria were revised to:  
*Preference will be given to students who have completed their course work for the program and have submitted a thesis proposal.*  
*In order to demonstrate how they meet criterion (4), applicants will be required to submit the following: (i) a description of their proposed research project (maximum 500 words), (ii) a current unofficial academic transcript(s), and (iii) a letter of support from their graduate supervisor(s).*  
*The Department of Indigenous Studies Graduate Scholarship is not tenable with any other major scholarship, including University awards with a value greater than or equal to that of a University of Manitoba Graduate Fellowship and external awards funded by provincial or federal government programs.*
- The following paragraph was added:  
*A maximum of two Department of Indigenous Studies Graduate scholarships can be awarded in any given year.*  
*The selection committee has the discretion to determine the number of awards offered each year based on the available funds, as outlined in the criteria above.*
- The selection committee paragraph was revised to:  
*The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Indigenous Studies (or designate) to name the selection committee for this award.*
- The standard Board of Governors statement was added.

### **Dr. John (Jack) Neilson Research Award in Oral-Systemic Health**

The following amendments were made to the terms of reference for Dr. John (Jack) Neilson Research Award in Oral-Systemic Health:

- The preamble was revised to:  
*In memory of the founding Dean of the Dr. Gerald Niznick College of Dentistry, Dr. John (Jack) Neilson, the Neilson family established an endowment fund at the University of Manitoba, with an initial gift of \$50,000 in 2009. The fund will be used to offer scholarship support for students undertaking graduate thesis research in the area of clinical or translational periodontal/peri-implant research with preference given to clinical research with an oral-systemic health focus. Each year, 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 full-time in the Faculty of Graduate Studies, in the Master of Dentistry (Periodontics) program;*
  - (2) *have achieved a minimum degree grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study;*
  - (3) *are conducting thesis research in the area of clinical or translational periodontal/peri-implant research ;*
  - (4) *have received approval for their research ethics protocol from a Research Ethics Board; and*

*(5) have established at least one research collaboration with a faculty member or clinical resident from basic sciences, a health profession or other health-related discipline outside of the Department of Dental Diagnostic and Surgical Sciences.*

- The paragraph following the numbered criteria was revised to:

*In order to demonstrate how they meet criteria (3), (4), and (5), candidates will be required to submit: (i) a letter of application (maximum 500 words), (ii) a research proposal, and (iii) a letter of support from their supervisor.*

*Preference will be given to clinical research with an oral systemic health focus.*

*The Dr. John (Jack) Neilson Research Award in Oral-Systemic Health is not renewable but previous recipients can hold the award more than once.*

*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 selection committee paragraph was revised to:

*The Vice-Provost (Graduate Education) and The Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Dr. Gerald Niznick College of Dentistry (or designate) to name the selection committee for this award, which will include the Division Head, Periodontics (or designate) and the Director, Graduate Periodontics (or designate).*

- The standard Board of Governors statement was added.

### **Marcel A. Desautels Faculty of Music Graduate Scholarship**

The following amendments were made to the terms of reference for the Marcel A. Desautels Faculty of Music Graduate Scholarship:

- The preamble was revised to:

*With a generous gift from Marcel A. Desautels, an endowment fund has been established to support outstanding students in the Desautels Faculty of Music. Each year, 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 full-time in the Faculty of Graduate Studies in the Master of Music or Master of Arts- Music Research program offered through the Desautels Faculty of Music at the University of Manitoba; and*

*(2) have achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study.*

- The paragraph following the numbered criteria was revised to:

*The scholarship is renewable at the value initially offered for a maximum of two (2) consecutive years of study at the Desautels Faculty of Music provided that the recipient continues to meet all the criteria.*

*Each year the number and value of scholarships shall be determined by the Dean of the Desautels Faculty of Music.*

- 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 Dean of the Desautels Faculty of Music (or designate) to name the selection committee for this award.*

### **Marcel A. Desautels Faculty of Music Undergraduate Scholarship**

The following amendments were made to the terms of reference for the Marcel A. Desautels Faculty of Music Undergraduate Scholarship:

- The preamble was revised to:  
*With a generous gift from Marcel A. Desautels, an endowment fund has been established to support outstanding students in the Desautels Faculty of Music. Each year, the available annual income from the fund will be used to offer one or more scholarships to undergraduate students who:*
- The numbered criteria were revised to:  
*(1) are enrolled full-time (minimum 80% course load) in any year of study in the Desautels Faculty of Music at the University of Manitoba;*  
*(2) are registered in a Major Practical Study course; and*  
*(3) have achieved:*  
*(a) for entering students, a minimum 85% average on the best five courses appearing on the list of acceptable courses for entrance scholarship considerations; or*  
*(b) for continuing students, a minimum degree grade point average of 3.0.*
- The renewal paragraphs were added:  
*The scholarship is renewable for three consecutive years, provided the recipients continue to meet the following numbered criteria:*  
*(a) achieve a minimum degree grade point average of 3.0;*  
*(b) proceed into the next year of study as a full-time student;*  
*(c) register in a Major Practical Study course with the instrument originally auditioned.*
- The following paragraphs were added:  
*The recipient cannot hold any major award valued at \$8,000 or greater in the year in which the award is tenable.*  
*The selection committee has the discretion to recommend to the Dean the number and value of awards offered each year based on the available funds, as outlined in the criteria above.*

### **William and Ruth Barker Science Scholarship**

The following amendments were made to the terms of reference for the William and Ruth Barker Science Scholarship:

- The preamble was revised to:  
*Through a bequest, William and Ruth Barker established an endowment fund at the University of Manitoba with a gift of over \$900,000 in 2022. The purpose of the fund is to support Indigenous undergraduate students who are enrolled in the Wawatay Program. Each year, beginning in 2022-2023, the available annual income from the fund will be used to offer one or more scholarships to undergraduate students who:*
- The numbered criteria were revised to:  
*(1) have self-declared as First Nations, Métis or Inuit people from Canada;*  
*(2) are enrolled full-time (minimum 60% course load) in either Extended Education, University 1, or in any year of study in any undergraduate degree program in the Faculty of Science;*



- (3) *have either:*
  - (a) *if current entering students, met the minimum admission requirements for Extended Education, University 1, or the Faculty of Science; or*
  - (b) *if current continuing students, achieved a minimum degree grade point average of 2.0; and*
- (4) *are enrolled in the Wawatay Program as Wawatay Scholars.*
- The paragraph following the numbered criteria was revised to:  
*In the event that there are no students who meet all of the numbered criteria above, the scholarship will be offered to one or more students who:*
  - (1) *have self-declared as First Nations, Métis or Inuit people from Canada;*
  - (2) *are enrolled full-time (minimum 60% course load) in an undergraduate degree program in the Faculty of Science; and*
  - (3) *have either:*
    - (a) *if current entering students, met the minimum admission requirements for the Faculty of Science; or*
    - (b) *if current continuing students, achieved a minimum degree grade point average of 2.0.*

### **Winnipeg Actuarial Club Scholarship**

The following amendments were made to the terms of reference for the Winnipeg Actuarial Club Scholarship:

- The preamble was revised to:  
*The Winnipeg Actuarial Club established an annual gift of \$1,000 to offer a scholarship at the University of Manitoba. The purpose of this award is to reward the outstanding academic achievements of a student in the Warren Centre for Actuarial Studies and Research and to promote awareness of the actuarial profession. Each year, one scholarship valued at \$1,000 will be offered to an undergraduate student who:*
- The numbered criteria were revised to:
  - (1) *is enrolled full-time (minimum 80% course load) in either:*
    - (a) *the Asper School of Business in a Bachelor of Commerce (Honours) degree with a declared major in Actuarial Mathematics, or*
    - (b) *the Faculty of Science in a Bachelor of Science (Honours) degree with a declared major in Actuarial Mathematics or Statistics- Actuarial (joint honours) programs;*
  - (2) *has achieved a minimum degree grade point average of 3.0;*
  - (3) *has successfully attained credit for at least one professional examination set by the Society of Actuaries, the Casualty Actuarial Society or a University Accreditation Program; and*
  - (4) *has demonstrated leadership through volunteer activities in the community or at the University of Manitoba.*
- The paragraph following the numbered criteria was revised to:  
*In order to demonstrate how they meet criterion (4), candidates must submit a letter of application (maximum 250 words) outlining their leadership and volunteer experiences. An individual may only hold the Winnipeg Actuarial Club scholarship once in their lifetime.*

- The selection committee paragraph was revised to:

*The Dean of the Asper School of Business (or designate) will name the selection committee for this award which will include the Director of the Warren Centre for Actuarial Studies and Research (or designate), and one representative from the Winnipeg Actuarial Club (or designate).*

### **3. WITHDRAWALS**

#### **Dr. Jones and Katie Young Scholarship in Dentistry**

At the request of the donor

#### **Tony T. K. Lau Welcome Mentor Bursary and Scholarship**

At the request of the donor

**Report of the Faculty Council of Graduate Studies on Course, Program, Supplementary Regulation  
and Regulation Changes**

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**Observations**

I am writing to report a correction to a **Faculty of Education** course modification, **EDUB 7600 Action Research in Education (3)**, that was approved by Senate at its meeting on April 5, 2023.

The error concerns the course number, which was incorrectly stated as EDUA 7600. The course is EDUB 7600.

Respectfully submitted,

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

/ak



UM

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## MEMORANDUM

**DATE:** May 31, 2023  
**TO:** Michael Benarroch, Chair of Senate  
**FROM:** Jeff M. Leclerc, University Secretary  
**SUBJECT:** ***APPROVAL OF MOTIONS***  
***Board of Governors – May 30, 2023***

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On May 30, 2023 the Board of Governors approved the following motions:

**THAT the Board of Governors approve, as recommended by Senate:**

- Report of the Senate Committee on Awards (dated April 5, 2023)
- Program Proposals from the Faculty of Arts:
  - Micro-Diploma in Mythology and Folktale
  - Micro-Diploma in Introduction to German Language, Life, and Culture

Copy: D. Hiebert-Murphy  
N. Andrew  
C. Cook  
M. Pinto  
V. Koldingnes  
J. Taylor  
S. Coyston

JL/mw



**University  
of Manitoba**

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**DATE:** June 12, 2023

**TO:** Jeff Leclerc, University Secretary

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

**Diane Hiebert-Murphy, Ph.D., Provost and Vice-President (Academic)** *Diane Hiebert-Murphy*

**RE:** UM Strategic Plan Consultation Session – Where We Are Today Report

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Please find attached the *Where We Are Today* report for consultation with Senate and the Board of Governors. The report explains the key themes, priorities, and challenges that emerged from the strategic plan community consultations throughout February and March. The document not only highlights what we have learned so far, but also starts to identify some ways in which our new strategic plan may move things forward. This document is not a draft of the strategic plan, but it is an important milestone that will help us set the aspirational goals that we will work towards together over the next five to ten years.

We invite Senators and Board Members to read the report and consider the following:

- Overall, do you think the document captures the spirit of the discussions around institutional strategy? Does it resonate with what you understand of the mood on campus? If not, what was missed?
- What did you think of the five ‘themes’ under which the comments were grouped? Do these seem like logical groupings? What else might you have included as a different grouping?
- The document includes examples of aspirational goals for the institution. If you could imagine UM in 2033, are there other aspirational goals you would prioritize?

Members are also encouraged to provide feedback on the above and on the specific themes through an online feedback form or through participation in small group community consultation sessions. Details on how to engage in these opportunities can be found on the UM Strategic Plan website at <https://umanitoba.ca/strategic-plan>.

Accordingly, please place this item on the agenda for the June 21, 2023, Senate meeting and the June 26, 2023, Board of Governors meeting.

**Cc:** Cassandra Davidson, Academic Program Specialist  
Kelsey Evans, Associate Director, Office of the President



**University  
of Manitoba**

# WHERE WE ARE TODAY

**UM Strategic Plan:**  
What We Heard in  
Community Consultations

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May 25, 2023

# Contents

## 3 Introduction

## 4 Emerging From Adversity

## 5 Where We Are Today

Pathway to Excellence: Anti-Racism and Equity, Diversity, and Inclusion

Advancing Meaningful Reconciliation and Decolonization

A *UM For* Manitoba

Preparing Students of Today for Tomorrow

Creating Knowledge that Matters—for Manitoba and the World

## 12 Next Steps: Where We Aspire to be Tomorrow

Coming Together as a Community

Thinking Ambitiously

# Introduction

The world has changed significantly since the start of the last University of Manitoba (UM) strategic plan in 2015. While the 2020-2021 interim plan allowed UM and its community the opportunity to take a breath and respond to the effects of the COVID-19 pandemic, it is now time to develop a new institutional strategic plan for this changed world.

The UM community has been deeply engaged in ongoing phases of consultation, which began in late January 2023. The first phase involved almost 60 in-person and virtual community consultation sessions, in which approximately 650 faculty, 560 staff, 70 students and 70 others, including external groups, participated. The consultation sessions offered a space for faculty members, staff, students, and alumni to share ideas and hear from others. Discussion facilitators asked participants questions to gauge perceptions of what makes UM great, what values the community shares, and what areas community members would like to see changed or improved.

The second phase consisted of two surveys—one sent to faculty and staff and the other to students—with questions that built on the themes identified by the community in the first phase. Over 1,000 community members, made up of nearly equal parts students and equal parts faculty and staff, responded to the survey, offering their perspectives on and aspirations for the university.

This document is the outcome of these consultations to date. It presents the UM community's overarching ideas of what drew them to the university, what the university offers the community, their aspirations for the future of UM and of Manitoba, and the areas in which the community wants UM to commit to and invest in.

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***This document is not a strategic plan, but rather an important milestone on the way to a strategic plan that reflects community goals and engagement.** While not every nuance and perspective can be realistically captured in this document, every response was reviewed and treated judiciously when structuring it.*



## Emerging From Adversity

In building an institutional strategic plan, a key task is finding areas of convergence and common interest within an institution that is engaged in several different, though mutually beneficial, activities. Consultations revealed that UM has, as it has throughout its history, many components separated by geography, diverging expectations, and nuanced understandings of what UM is supposed to achieve.

Members of the UM community suggested that the university is responsible for shaping the province as it is now. For example, UM contributes significantly to the province's labour capital and future development—attracting key talent and reducing (or even reversing) the provincial “brain drain.” The community expressed a strong belief in the importance of community engagement and collaboration, both within the university and with the broader community. The university's commitment to regional access and affordability means that Manitobans who would otherwise not obtain a university education can do so because of concerted efforts to ensure the systemic structures of the university, as well as the physical infrastructure, promote access for most.

However, UM's ability to expand upon avenues for progress and innovation has been hindered by several obstacles. Most significantly these obstacles include the consistent decline of provincial public funding over the course of the past decade. Having experienced the largest decrease in provincial transfers from the government of any Canadian province in the last decade, Manitoban institutions have only in recent months received a substantial increase in funding that could be a start to reducing the impacts of these cuts. The institution and province have also faced several other obstacles. The city is no longer the same continental nexus for industry and development that it once was when the university was founded. Increasing global uncertainty has contributed to a decrease in public buy-in for, or at the very least the questioning of, the value of university-level education and other university activities. And, a tightening labour market, that is expected to remain tight, threatens to increase the opportunity-cost of university credentials.

It is therefore a particularly apt moment to develop a strategic plan. It is in moments of opportunity and challenge that it is important to pause and reflect on the future of an institution that is nearly as old as the province itself. One for which its researchers, staff, and students can inform how the next generation benefits from and contributes to the education, research, and community connection the university provides.

## Where We Are Today

Throughout consultations, we heard a great deal about what matters to the university community. As respondents looked forward, they expressed a deep desire for their work to be even more compelling and relevant to society. Faculty, staff, and students agreed that a university is characterized by its high standards of integrity and social responsibility. While the expression of these commitments diverged in some respects between populations (for example, differing opinions on institutional responses to COVID-19, and institutional progress in areas of sustainability), all were nevertheless grounded in an ethos of uncompromised care and inclusivity, as well as a desire for collective betterment.



Similarly, what makes people proud of the institution is the extent to which its actions yielded direct benefits. Far from limiting actions to performative and easy gestures, many respondents pointed to specific UM initiatives with tangible impact, as well as the institution's support for post-secondary education in the province. This included UM's vocal position against the provincial government's proposal to institute performance-based funding. Also notable was the institution's track record on advancing Reconciliation and Indigenous success, exemplified by the inclusion of a mandatory course in Indigenous studies in a number of programs, former President David Barnard's formal apology before Canada's Truth and Reconciliation Commission, and the establishment of Ongomiizwin—Indigenous Institute of Health and Healing.

Identified areas for the university to focus on can be captured under five broad themes, of which many overlap depending on context—Anti-racism and Equity, Diversity, and Inclusion; Reconciliation and Decolonization; a UM for Manitoba; Preparing Students for Tomorrow; and Creating Knowledge that Matters. We expand on these below.

## PATHWAY TO EXCELLENCE: ANTI-RACISM AND EQUITY, DIVERSITY, AND INCLUSION

While anti-racism and equity, diversity, and inclusion (EDI) thread across all themes in this document, it has resonance as an independent theme as a necessary condition towards building a great university and excelling as an institution. Students often characterized UM as a welcoming and inclusive place and frequently mentioned the university's work on EDI when asked to point to what the university does best. Likewise, faculty and staff pointed to advancements in anti-racism and EDI efforts that made them proud. This included hiring people to direct critical and necessary changes at the university to advance EDI, creating the anti-racism taskforce, and developing the anti-racism framework. It was also made clear that these initiatives were just the start and there is much more work to be done for the UM to be a truly inclusive community. The need to re-commit and to continue ongoing efforts was articulated as necessary in making strides in anti-racism and EDI and was common in respondents' vision of their ideal UM in 2040.

Many felt that what is perceived as the university's siloed structure impedes excellence and the collective orientation required to achieve big, impactful goals. It was raised that current efforts focused on anti-racism and EDI are somewhat fragmented, and respondents advocated for active work in breaking down silos and hierarchical structures with the aim of promoting inclusion and belonging. Suggestions on activities that could encourage community inclusivity included better alignment and language around EDI in the hiring process and the institution being more outspoken in the community on issues of race and EDI. There was an articulated desire to see ongoing mandatory engagement with anti-racism, Indigenous history and epistemology, and EDI curriculum both in academic programs and in training for staff and faculty. Respondents also articulated a desire to see the creation of additional policies and practices that support underrepresented groups and ensure equitable opportunities for all, including peer mentorship for members of marginalized groups to support individual and collective success.

Should the university establish goals to lead in areas of anti-racism and EDI, in addition to tangible steps that have been identified through the initial rounds of consultation, advancement in this area could include aspirations such as:

- **Providing opportunities for all to excel—establishing ambitious targets for the representation of historically marginalized and underserved groups at any or all levels (students, staff, faculty).**
- **Becoming the first choice for an inclusive and seamless educational experience and enhancing our reputation as an employer of choice.**
- **Becoming the national leader in EDI education.**
- **Prioritizing collaboration between units to increase inclusivity and belonging within the institution and with external community members.**
- **Implementing the highest standard in facility design for physical accessibility.**

## ADVANCING MEANINGFUL RECONCILIATION AND DECOLONIZATION

There was little doubt that making strides in Reconciliation, decolonization, and Indigenous success is integral for the UM community. Respondents expressed a strong desire to strengthen bonds of respect, trust, and shared benefit with Indigenous communities in Winnipeg, Manitoba, and across Canada. Feedback provided during consultations reaffirmed that supporting Indigenous peoples, prioritizing deep and consistent engagement with Indigenous knowledges, and building trusting relationships between Indigenous and non-Indigenous peoples is essential to describing the ideal state for UM.

For UM to reach the next step in its journey towards Reconciliation and decolonization and continue to be relevant for future generations, making meaningful connections with Indigenous communities is essential. This means not only increasing representation of Indigenous peoples on campus, but also ensuring increased representation reflects institutional changes made to make it a more attractive, welcoming, and culturally safe place for Indigenous peoples to attend.



Advancing meaningful Reconciliation and making decolonization a reality challenged some in the community, particularly those respondents who identified as non-Indigenous in the survey. (Please note, in-person group consultations do not allow us to distinguish populations in the same way). Non-Indigenous respondents often avoided saying precisely how strides in Reconciliation and decolonization could be achieved or what would constitute meaningful advancement in this area. Respondents often indicated that they were uncomfortable speaking on behalf of Indigenous peoples, and while discomfort in doing so was interpreted as a sign of respect, it was also recognized by others that Reconciliation is a necessary call to action which requires vulnerable participation by those who have benefited and continue to benefit from the legacies of colonialism—one that invites a rebalancing of relationships and inspires opportunities for mutual cultural understanding. A small but notable portion of respondents articulated a desire to ensure that the perfect is not the enemy of the good, and that current and future efforts in Reconciliation and decolonization be recognized for their attempts at progress.

Suggestions on how to tangibly contribute to Reconciliation, decolonization, and Indigenous success involved a collection of individualized initiatives, including: more full funding for Indigenous students; doing more advocacy in consultation with and on behalf of Indigenous peoples; hiring Indigenous peoples at all levels of the university (not just at the top, but everywhere); having wider integration of Indigenous content and epistemology in courses across the institution; giving streets and buildings on campus Indigenous names; adding signage in Indigenous languages across campus; and recognizing Treaty 5 of the Thompson campus in acknowledgments. Other suggestions included more relational accountability with Indigenous communities; more recruitment efforts (including better outreach to Northern communities); and promoting online or hybrid learning to strike a balance between flexibility of staying in community and avoiding isolationism. Overall, these pointed to a desire to see the university continue to genuinely embrace the value of, and engage with, the advancement of initiatives in the interest of creating a better UM that is purpose-built for Indigenous peoples.

Goals in this area will continue to build on and elevate existing efforts, strive for continued prioritization, and articulate progress with the collective aim of becoming a national leader in Reconciliation and decolonization. Examples of how this could take form in our new strategic plan include:

- **Becoming the first choice for Indigenous students and academics across Canada and increasing the proportion of Indigenous students to be reflective of the provincial population.**
- **Becoming a fully decolonized university, addressing all processes impacting enrolment, access, research, engagement, hiring, tenure, and promotion.**
- **Becoming the national leader in Indigenous education, setting the highest standard for Reconciliation and decolonization in post-secondary institutions across Canada.**
- **Redistributing intellectual privilege across the university through the broad inclusion of Indigenous knowledges, world views, and methodologies.**

## A UM FOR MANITOBA

What was clear from both internal and external consultations was that for UM to thrive, it needs to be the university *for* Manitoba. Respondents indicated that the university's actions and the fortunes that result from them must benefit those who reside in the province. Within those needs was a clear sense that access to education was foundational. There are already tangible successes in access and inclusion that the university community can point to as meaningful achievements in this area, including lower tuition and attainable entrance requirements.

Increasing participation in post-secondary education by underrepresented groups was mentioned by several respondents to ensure continued commitment and success in building a university for all Manitobans. There were structural means by which respondents indicated this could make the university more accessible and attainable. For instance, several student respondents mentioned increasing the availability of childcare, creating more space where students could study and socialize, and providing more affordable student housing on campus.



When asked about the most important investment UM could make to increase access to university, student responses focused on two major opportunities: affordability and flexible (online/hybrid) learning options. Expanded online or hybrid learning is a way to accommodate variable schedules, allow for more efficient progression through degree programs, and reduce costs, with respect to transportation and time. For students, timely degree completion equated with (re-)entering the labour market with a credential and thereby having access to new job opportunities and salaries or enabling them to pursue professional or graduate school.

As a university that prides itself in providing access to and opportunity for all Manitobans, there are various targets that can be set to ensure further success and advancement in this area. Some examples could include:

- Being the first choice for post-secondary education for Manitobans, offering quality programs that are affordable, flexible, and future focused.
- Becoming the province with the highest rates of university-level education in the country.
- Committing to empowering personal success in students and ensuring our student population is reflective of our provincial population.
- Developing more innovative and diverse entrance pathways to become more inclusive and promote excellence for all.

## PREPARING STUDENTS OF TODAY FOR TOMORROW

Consultations revealed that it is not just access to a university education that matters, but access to a higher caliber and quality of education. That the university offers several programs that are both unavailable anywhere else in the province and which play a vital contribution towards ensuring the province has qualified professionals is seen as a mark of its ability to deliver quality education. When speaking to areas of importance and pride at the university, several respondents pointed to convocation—a celebration of students with drive and curiosity who go out and contribute to the province’s future prosperity. UM graduates are the university’s brand and one of the primary values it brings to the province, making real impact in the community. Being a U15 that offers a wide breadth of programs, the university community articulated a great pride in enabling the success of each student.



Many student respondents shared that their professors made them feel engaged, supported, and like much more than a number or face in the crowd (a smaller number of students were of a differing opinion). Students were relatively split on whether the university education offered to them prepares them for their goals. Those who felt it lacked in this area articulated a desire for more experiential learning opportunities, including paid practicums, field trips, internships, and co-op placements. With the advent of new technologies disrupting how learning happens, a student population that has increasingly needed to work while attending school, and shifting expectations around the student experience, the university must take the lead in providing its students with a transformative experience that will provide them with the skills and opportunities they need to shape the province in the coming decades.

If the university is to invest in ensuring Manitobans not only have access to university education, but that education be of the highest quality, potential objectives or goals that could ensure UM makes meaningful progress in this area could include:

- Ensuring every student leaves UM having had an experience that connects their learning to the world.
- Becoming Manitoba's destination for lifelong learning by identifying and meeting the needs of an increasingly diverse student population.
- Setting ambitious targets for the availability of discipline-specific, high-impact learning practices, such as field placements, internships, work-integrated learning, or other forms of experiential learning that support upskilling for the modern world.
- Developing life-long learners skilled in creative, critical, and adaptive thought.

## CREATING KNOWLEDGE THAT MATTERS— FOR MANITOBA AND THE WORLD

There was no doubt throughout consultations that the creation and dissemination of new knowledge and creative exploration were identified as essential functions of the university. This institutional strategic planning process is occurring alongside the development of the university's new strategic research plan, and we were encouraged to see similar themes emerging from these consultations.

Many respondents described their ideal province as one with a thriving healthcare system, one where there have been meaningful strides in poverty alleviation, and one that has made advancements in climate impact mitigation. The path towards greater relevance, greater influence, and meaningful change in these areas—within the province and beyond—was in no uncertain terms talked about in relation to research quality. Respondents were clear that research success is not solely defined through traditional measures, such as bibliometrics or research dollars obtained; instead, success encompasses a broader understanding of research. Equally valuable is the recognition of contributions that beneficially impact local, national, and global communities, and recognition by peers in a researcher's discipline. This broader understanding allows researchers in different disciplines to better communicate how their research contributes to the advancement of knowledge and society.



There was also a desire to see the university lead discourse within the province and beyond. This is not to say that the university currently fails in this respect, but rather some suggested a desire to see the university take a greater leadership position towards creating a prosperous and sustainable Manitoba. Connected to this notion, some respondents suggested and supported the idea of developing a critical mass around a few core and emerging research areas through strategically targeted resources. Some of these areas are already a point of pride for UM but could use more resources, like the work being done with northern communities or research in the development of water security. Others are points of aspiration or growth, like meaningful work in poverty reduction, and more concerted efforts to advance Indigenous knowledges and Reconciliation. Other participants shared a desire to see UM play a more active role in contributing to climate change adaptation, advances in health research, promoting the resurgence of Indigenous peoples, combating inequality, and countering the rise of misinformation in society.

When thinking about *Creating Knowledge that Matters*, there are several different ways the university can translate its commitments to high quality research and innovation, as well as being a driver of evidence-based decision making. Examples could include:

- **Fostering an environment that enables bold innovation through creative risk-taking and becoming the national leader in specific fields that support better lives and longer lives for Manitobans, such as Indigenous research, community-based research, and/or human rights.**
- **Becoming an internationally renowned university in specific fields such as advancing health and healthcare, climate change adaptation and mitigation, and poverty alleviation.**
- **Becoming a top 10 research funded university in Canada.**
- **Cementing the university's position as a sought-after partner in advancing societal and economic growth in Manitoba.**



# Next Steps: Where We Aspire to be Tomorrow

The above provides a hopefully faithful synthesis of conversations the community has had over the past months about what it values and what it sees its role being in the future. To turn these areas of importance into pillars of our institution's future strategy, the next task is one of looking to the future to set ambitious standards and goals in these areas. To do this, we must come together as a community to determine where we want to go next and what we need to do to achieve success in these areas.

## COMING TOGETHER AS A COMMUNITY

Throughout the consultations we heard that making strides in any of the above areas means creating a collaborative environment, one that breaks down silos. We heard a desire for an institution that enables high levels of collective performance, and one that supports the development of successful and rewarding careers for all those at the university. There was a recognition that big challenges require us to come together across many different domains and fields of expertise to generate meaningful solutions.

Respondents spoke to the physical space and place of campus as another important facet of community building necessary to achieve excellence and become a stronger institution. There is a shared desire expressed by respondents to create a more intentionally designed campus as an attractive third place, one where students, staff, and the community want and choose to spend time. To connect more with the city and broader community, respondents indicated a desire to see the development of a vibrant campus culture and campus layout, while increasing links between the community and university to make access more possible.

We must address this need within the community if we want to move forward as an institution and reach our aspirational goals.

## THINKING AMBITIOUSLY

The university community has done a great deal of work over the past few months in articulating a collective institutional identity. We have heard what is important to the University of Manitoba—it is an institution guided by high standards of ethics and grounded in making an impact in areas that are important to elevating the social good. The issues and spaces in which the university community wants to effect change are clear and provide a sense of its guiding principles.

As we continue the development of the institutional strategic plan, the university community must come together to articulate what meaningful and effective change in these areas would look like. **Included in the above were some examples of what these goals might look like, but the decision of what to strive for belongs to the UM community.** Together, we can set the tone for such discussions by asking ourselves: what do we need to do differently or how does our university need to look different in the coming years to make meaningful advancements in these areas?

Articulating those ambitious goals together is the focus of the next stage in this strategic planning process. The next round of consultations will focus on what types of ambitions or goals resonate most with the university community.

Prepared in collaboration with:



[UMANITOBA.CA](http://UMANITOBA.CA)

June 9, 2023

## **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 Donna Martin will be the Speaker for the Executive Committee for the June 21, 2023, meeting of Senate.

#### **2. Comments of the Executive Committee of Senate**

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

Respectfully submitted,

Dr. Michael Benarroch, Chair  
Senate Executive Committee  
[Terms of Reference](#)

## **Report of the Faculty Council of the Faculty of Graduate Studies on Course, Program, Supplementary Regulation, and Regulation Changes**

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### Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program, supplementary regulation 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 Biological Sciences.

### Observations

1. The **Dept. of Biological Sciences** proposes several M.Sc. & Ph.D. supplementary regulation changes. These include removing outdated processes related to progress reports and the submission of the thesis prior to the defence, stating that if an adjunct is a supervisor, a co-supervisor is required unless approved to be the sole supervisor by the Adjunct Committee, clarifying that the Department Head can appoint a person other than the supervisor to chair an M.Sc. committee, clarifying that reversions from Ph.D. to M.Sc. are allowed on a case-by-case basis, more clearly describing the process for the candidacy examination to increase consistency in procedure among exams, inserting new language that explains plagiarism in more detail, specifying when feedback on the summary paragraph and proposal is provided to the student, and describing the procedure if there is a failed attempt. In addition, the changes pose to update several procedures related to the Ph.D. thesis proposal to ensure consistent practices for students. The goals of the thesis proposal were modified to reflect current department practices, modified language is introduced to make clear that audience members are not allowed to attend the question period by committee members, clarity is added to describe the timing of the proposal and what occurs if there are major or minor revisions required by the committee, how to proceed following the conclusion of the proposal defence, and to provide a recommendation for the number of weeks in which the first stage of Ph.D. thesis examination occurs.

The changes were approved at the department's council meeting in Winter 2023.

### Recommendations

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

#### **Dept. of Biological Sciences**

Respectfully submitted,

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

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

# Supplementary Regulations

## Faculty of Graduate Studies (FGS)

**Name of Unit/Program: Biological Sciences (M.Sc. & Ph.D.)**

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p><b>PREFACE</b></p> <p>The Faculty of Graduate Studies is a pan-University faculty responsible for overseeing the administration of all graduate programs at The University of Manitoba. The Faculty of Graduate Studies Academic Guide contains all the rules and policies pertaining to the Faculty of Graduate Studies. These regulations apply to all graduate students in all programs in all academic units. Adherence to these rules is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. 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. 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 be kept on record by 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><b>Definitions</b></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 their studies. Generally, this is the department. For Faculty-based programs, the Dean or Director is the <i>de facto</i> Head of the unit. The term "unit" shall also include School(s) or College(s) 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 their responsibilities in this policy to another member of the unit (e.g., Graduate Chair).</p> <p><b>1.1 Application and Admission Procedures</b></p> <p>The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies via the online application system. <b>Applicants should contact the department/unit to which they are applying for the procedures and requirements which are specific to the program of application.</b> Contact information for each department/unit can be found on the <a href="#">Graduate programs of study website</a>.</p> <p><b>1.1.1 Process:</b></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. Applicants are <b>required</b> to submit the application and documentation to the Faculty of Graduate Studies in time to meet the application deadline in place for a particular department/unit. Deadlines vary depending on the program to which the applicant is applying and whether the</p>	<p>The Graduate Studies Committee (GSC) is composed of a chair, <del>four</del> other members of the department, the <del>Head of the Department</del> <b>Head</b>, the chair of the Adjunct committee (or their designate), and a graduate student representative. The graduate student member of the committee may be requested, or <b>may</b> request to be recused from discussion of graduate student matters of a sensitive or personal nature.</p> <p>Graduate Secretary</p> <p>212B Biological Sciences Building Department of Biological Sciences 50 Sifton Road University of Manitoba Winnipeg, Manitoba, Canada, R3T 2N2 Phone: (204) 474-9245 Fax: (204) 474-7604 Email: <a href="mailto:BioGradProgram@umanitoba.ca">BioGradProgram@umanitoba.ca</a></p> <p>Before submitting an application for graduate studies, the <del>applicant</del> <b>student</b> must have contacted the potential advisor to ensure that they are willing to supervise the <del>applicant</del> <b>student</b>.</p>

FGS Academic Guide Regulation 2022/23	Supplementary Regulation																
<p>applicant is domestic or international. Deadlines can be found by clicking the appropriate application program page on the <a href="#">Graduate programs of study website</a>.</p> <p><b>Note:</b> International students must pay special attention to transcript requirements (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>The Department of Biological Sciences Graduate Studies Committee (GSC) assesses applications for graduate studies.</p> <p>Applications must include:</p> <ul style="list-style-type: none"><li>the application form and supporting documentation;</li><li>reference letters (see section 1.1.9);</li><li>a letter of offer from the potential advisor; and</li></ul> <p>a response letter from the <a href="#">applicantstudent</a> accepting the conditions in the letter of offer.</p>																
<p><b>1.1.2 Deadlines for Recommended Applications (from Departments/Units to the Faculty of Graduate Studies)</b></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><b>IMPORTANT:</b> <a href="#">These are not unit-specific application deadlines</a>. Prospective applicants must consult the appropriate application program page on the <a href="#">Graduate programs of study website</a>.</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>The Department of Biological Sciences requires the application to be submitted <u>one month prior</u> to the Faculty of Graduate Studies deadlines.</p> <p>For upcoming application deadlines, please consult the <a href="#">Graduate Programs of Study for Biological Sciences</a>Page:</p> <p><a href="https://umanitoba.ca/explore/programs-of-study/biological-sciences-msc">https://umanitoba.ca/explore/programs-of-study/biological-sciences-msc</a></p> <p><a href="https://umanitoba.ca/explore/programs-of-study/biological-sciences-phd">https://umanitoba.ca/explore/programs-of-study/biological-sciences-phd</a></p> <p><a href="http://umanitoba.ca/faculties/graduate_studies/admissions/programs/bio_sci.html">http://umanitoba.ca/faculties/graduate_studies/admissions/programs/bio_sci.html</a></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><b>1.1.3 Application Fee</b></p> <p>A \$100.00 (CDN) non-refundable fee must accompany an application for admission. The Physician Assistant Studies and Orthodontics programs charge an additional fee of \$25 and \$50, respectively.</p>																	
<p><b>1.1.4 Transcripts</b></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. <b>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</b> (Please refer to Transcripts: International below). For international degrees or where the transcripts do or will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required.</p>																	
<p><b>1.1.5 Transcripts: International</b></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, a copy of the official degree certificate is also required.</p>																	
<p><b>1.1.6 Transcripts: University of Manitoba</b></p>																	

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
University of Manitoba students are not required to submit University of Manitoba transcripts.	
<p><b>1.1.7 Proficiency in English</b></p> <p>The Faculty of Graduate Studies requires a passing, acceptable English Language Test score in order to offer admission. 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 <a href="#">English Language Proficiency Test Exemption List</a>. 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"> <li>• 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.</li> <li>• International English Language Testing System (IELTS™) (6.5 in the Academic Module)</li> <li>• Academic English Program for University and College Entrance (AEPUCE) (65%)</li> <li>• PTE Academic (61% overall)</li> </ul> <p><b>Note:</b></p> <p>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>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 <a href="#">website</a>.</p>	
<p><b>1.1.8 Letters of Recommendation</b></p> <p>Letters of Recommendation are to be completed via the online application. Recommendation letters submitted via post or email are not accepted. Applicants are required to add their ‘Recommendation Provider(s)’ contact information so that each recommender is sent an automated email notification.</p> <p>Generally, two (2) Letters of Recommendation must be submitted to the Faculty of Graduate Studies. For The number of required recommendation letters for an application for admission is stated on the program’s webpage which is available at this <a href="#">link</a>.</p>	<p>At least one of the <del>2</del><sup>two</sup> letters of reference must be from a person who is not involved in the research program of the potential advisor. In addition to ranking the applicant in each of the criteria provided in the Recommendation form, it is important that referees provide a written letter detailing the applicant’s strengths and weaknesses with respect to these criteria.</p>
<p><b>1.1.9 Admission Tests</b></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 department/unit’s supplementary regulations. If required, the scores must be submitted at the time of application.</p>	
<p><b>1.1.10 Entrance Requirements</b></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><b>Note:</b> This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	
<p><b>1.1.11 Eligibility of University of Manitoba Staff Members</b></p>	

FGS Academic Guide Regulation 2022/23			Supplementary Regulation
informed consent; justice and diversity; confidentiality and privacy; beneficence and non-maleficence in the work that they conduct.			
Student must complete coursework as required by their program.			
Individual unit BFARs available on the <a href="#">Graduate Studies website</a> .			
<b>2.3 Academic Performance</b> <p>Student progress shall be reported <b>at least</b> annually, (but not to exceed once every four (4) months), to the Faculty of Graduate Studies on the “<a href="#">Progress Report</a>” form. Performance that remains “Satisfactory” throughout the year does not need to be reported to the Faculty of Graduate Studies more than annually, but should remain on file in the department/unit.</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>The student must meet with the <del>A</del><sup>A</sup>advisory <del>C</del><sup>C</sup>committee at least once a year (or more frequently than once a year at the request of the advisor or the student) to review the student's progress and prepare a progress report. One week in advance of the progress meeting the student will be required to submit a minimum of a <del>2</del><sup>2</sup>two-page document to their advisory committee outlining academic and research achievements since the last progress meeting. This document must be submitted to the Department of Biological Sciences with the “Progress Report” form. <del>Prior to the first committee meeting, the student and advisor are encouraged to fill out the Graduate Program Record (available from the Graduate Secretary) and to update it at subsequent meetings.</del> See also sections 4.6.5 and 5.6.2.</p>
<b>2.4 Performance in Coursework</b> <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 or DGPA will be Required to Withdraw unless a department/unit recommends remedial action (subject to approval by the Dean of the Faculty of Graduate Studies).</p> <p>A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course as determined by the student's department/unit. 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 remediated coursework. If a course is repeated or replaced, the higher grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of “C” or less in more than six (6) credit hours of coursework are normally Required to Withdraw, unless otherwise stated in the department/unit's supplementary regulations. A student may also be permitted the opportunity to improve a low DGPA as determined by the Graduate Chair of the student's department/unit through the registration and completion of additional course(s).</p> <p>Students are normally expected to complete remedial action by the end of the subsequent term.</p> <p>Graduate students are not permitted to repeat a previously passed course, unless the department/unit recommends that course(s) be re-taken if they have lapsed or expired (refer to <a href="#">Master's Degree General Regulations</a> and <a href="#">Doctor of Philosophy General Regulations</a>).</p> <p><b>Note:</b></p>			



FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<ul style="list-style-type: none"> <li>• 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;</li> <li>• are considered on an individual basis;</li> <li>• cannot be used for credit towards another degree;</li> <li>• may not exceed 50% of the minimum credit hours of coursework required of the student's graduate program at The University of Manitoba.</li> </ul> <p>Permission is granted in the form of a <u>Letter of Permission</u> which may be obtained by making an application to the Registrar's Office; an official transcript and course equivalency must be provided.</p>	
<p><b>6.3.6 Time in Program</b></p> <p>The minimum time for students in the Master's program is equivalent to two (2) terms (8 months). 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 <u>Student Status/Categories of Students</u> for information on calculating maximum time for students). Individual departments/units and/or programs may have specified minimum and maximum time limits.</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 using the "<u>Time Extension Request</u>" form <b>at least three (3), but no more than four (4), months</b> 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><b>6.4 Student's Advisor and Co-Advisor</b></p> <p><b>6.4.1 Student's Advisor</b></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 initial registration. Advisors are required for thesis/practicum routes, but not usually course-based routes or some comprehensive exam routes. 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>The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at the University of Manitoba and must be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/unit. In this capacity, the advisor assists the student in planning the graduate program and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic department/unit, the Faculty of Graduate Studies, the university, and external funding agencies. The advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the department/unit and the Faculty of Graduate Studies.</p> <p>The advisor must:</p>	<p>The student must have an advisor identified prior to admission to the program.</p> <p>After a student is admitted to the program under the supervision of an advisor, if that advisor is no longer available to supervise a student due to a prolonged absence, the GSC will recommend to the Department Head another faculty member from the Department of Biological Sciences, (normally a member of the Advisory Committee), as the acting or interim advisor. Before the advisor leaves, the <u>Advisory Committee</u> must meet with the student to discuss and outline the research program during the advisor's absence. The advisor must file a memo with the GSC outlining the specific responsibilities of the acting advisor during the advisor's absence. Should a thesis be completed during this absence, wherever practical, the student should submit the preliminary drafts to the original advisor for review. The revised thesis and the original advisor's comments are then submitted to the acting advisor and the Advisory Committee.</p> <p>The GSC may request co-advisors for new supervisors and <u>requires co-advisors for adjuncts that are supervising graduate students. Adjunct</u></p>

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<ul style="list-style-type: none"> <li>• hold an appointment in the student's department/unit;</li> <li>• be a member of the Faculty of Graduate Studies (see the <a href="#">FGS website</a> for details);</li> <li>• hold at least a Master's degree or equivalent (see note below);</li> <li>• be active in their field;</li> <li>• have expertise in a discipline related to the student's program.</li> </ul> <p><u>Note</u></p> <p>Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case-by-case basis. The potential advisor's demonstrated research record and current research activities will be considered as part of the equivalency assessment. 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><u>Professors based in Winnipeg can request sole supervision of subsequent students, to be granted by the Adjunct Professor Committee at its discretion on a case-by-case basis.</u></p>
<p><b>6.4.2 Student's Co-advisor</b></p> <p>Upon approval of the Department/Unit Head, 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"> <li>• be a member of the Faculty of Graduate Studies (see the <a href="#">FGS website</a> for details);</li> <li>• hold a Master's or equivalent (see note below);</li> <li>• be active in research;</li> <li>• have expertise in a discipline related to the student's program;</li> </ul> <p><u>Note</u></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; the advisor/co-advisor share a single vote. Both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.</p>	
<p><b>6.4.3 Student's Advisor/Co-advisor</b></p> <p>A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor and above or Instructor 1 and above cannot have an advisor or co-advisor with an appointment in the same department/unit.</p>	

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<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 one or more 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. A new Advisor-Student Guidelines is to be completed 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 sequentially to the Department/Unit Graduate Chair, the Head of the department/unit, then to the Dean of the Faculty of Graduate Studies (or designate). It is the responsibility of the department/unit offering the program in which the student is studying to arrange an alternate advisor if this is appropriate and necessary. All students should consult department/unit supplementary regulations for specific details regarding advisor/co-advisor requirements.</p>	
<p><b>6.5 Advisory Committee</b></p> <p><b>6.5.1 Conflict of Interest</b></p> <p>There are several circumstances that might lead to a real, perceived or potential Conflict of Interest (COI) in advisory and examining committees. A real COI could be present due to the existence of a (past or present) personal relationship that is romantic, sexual, marital, personal or familial. There is a potential for a perceived COI in cases of recent (within the last 5 years) collaboration among committee members, which may result in the perception of a lack of fairness or impartiality. These examples are not intended to be comprehensive, and are provided solely for illustration. The University of Manitoba <u>Conflict of Interest Policy</u> and <u>Conflict of Interest Procedures</u> as well as the <u>Conflict of Interest Between Evaluators and Students due to Close Personal Relationships</u> should also be consulted.</p> <p>In addition to following the processes outlined in the above policies, COIs that exist within advisory and examining committees and proposed mitigation should be declared in writing to the Faculty of Graduate Studies to provide transparency to all relevant parties (including the student, committee members, unit leadership, and the Faculty of Graduate Studies). All reported conflicts will be reviewed by the Dean of the Faculty of Graduate Studies (or designate). If the conflict is deemed sufficiently significant and cannot be mitigated, a new committee may need to be struck.</p>	
<p><b>6.5.2 Thesis/Practicum Route</b></p> <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 advisor/co-advisor is the Chair of the advisory committee.</p> <p>The advisory committee must consist of a minimum of three (3) voting members (the advisor/co-advisor have a single vote), at least two (2) of whom must be members of the <u>Faculty of Graduate Studies</u>.</p> <p>All examiners must be deemed qualified by the Department/Unit Head and be willing to serve. <b>It is expected that advisory committee members will have a Master's degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies or designate.</b></p> <p>Individuals who are not a member of the Faculty of Graduate Studies, and who do not hold a Master's degree or equivalent, but who possess specific and extensive expertise and experience, such as professionals, artists, Knowledge Keepers or</p>	<p>In consultation with the student, the advisor will recommend an <u>a</u>Advisory <u>c</u>Committee to the Head of the Department. The <u>A</u>advisory <u>C</u>committee should be struck within the first <u>3</u>three months of the student's M.Sc. program. The Advisory Committee must consist of a minimum of <u>3</u>three members, and will include the student's advisor, and at least one other member of the Department (including adjuncts). A committee member who is not a member of the Faculty of Graduate Studies must be approved by the Faculty of Graduate Studies. The student's advisor will chair the committee <u>unless the Department Head (or their designate) appoints a different chair.</u></p>

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p>The thesis must be written according to a standard style acknowledged within the student'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). Additional recommendations for a thesis are outlined in Appendix 1: Thesis/Practicum Types.</p> <p>The thesis is developed under the mentorship of the advisor/co-advisor. Individual departments/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>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 departments/units have specific requirements for graduation and students should consult department/unit supplementary regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the practicum.</p>	<p>specialty area and ways of addressing these; and</p> <p>iii. to test the student's ability to use the scientific method and formulate testable hypotheses.</p> <p>The written proposal will be submitted to the advisory committee by the student <del>one</del> week prior to the date of the committee meeting. The written proposal should be approximately 5-10 pages (excluding reference list, figures, tables and appendices). Details of the methods and protocols can be placed in an appendix unless new methods will be developed specifically as part of the research.</p> <p>The proposal should be developed between the student and the advisor, and in consultation with the advisory committee if required.</p> <p>The proposal must be approved by the Advisory Committee, and the Master's Thesis/Practicum Proposal form <a href="https://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/masters-thesis-practicum-proposal.pdf">https://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/masters-thesis-practicum-proposal.pdf</a> (<a href="http://umanitoba.ca/faculties/graduate-studies/forms/index.html">http://umanitoba.ca/faculties/graduate-studies/forms/index.html</a>) should be completed and submitted to the Department of Biological Sciences.</p>
<p><b>6.7.1.2 Examining Committee</b></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. 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. Knowledge Experts and invited members are exempt from this requirement. 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 departments/units establish specific requirements for examination and students should consult department/unit supplementary regulations for specific requirements.</p> <p>Under no circumstances are graduate students, Post-Doctoral fellows, and Research Assistants or Associates to serve on graduate student examining committees, regardless if they hold a rank of Adjunct Professor.</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"> <li>• Acceptable, without modification or with minor revision(s); or</li> </ul>	<p>The Examining Committee will normally be the same as the Advisory Committee. The chair of the Departmental GSC will recommend to the Department Head a faculty member of the Department to be appointed as a non-voting chair of the Examining Committee.</p> <p>The completed M.Sc. thesis should be submitted to the Advisory Committee <del>three</del> weeks prior to the date of the oral defence. <del>Prior to distributing the thesis to the committee, the student should ensure that the advisor has signed the declaration at the bottom of the Graduate Program Record (on file with the Graduate Secretary, see section 2.3) stating that "The student's supervisor(s) must have read the thesis and approve that it is ready for distribution to the advisory committee for final examination."</del> Note that <u>in exceptional circumstances</u>, a student has the right to proceed with the thesis examination <del>even</del> without the <u>Advisorsupervisor's</u> permission (see section 4.7.1.3), but <u>this situation</u> should be recorded <u>by the Graduate Secretary in the student's records, at the bottom of the Graduate Program Record form that the advisor has read the thesis but recommends against proceeding with the thesis examination at that time.</u></p>



FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<ul style="list-style-type: none"> <li>• Acceptable, subject to modification and/or revision(s); or</li> <li>• Not acceptable.</li> </ul> <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 advisors and co-advisors share a single vote.</p>	
<p><b>6.7.1.3 Oral Examination</b></p> <p>For departments/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>The examination should be completed within one (1) month of distribution of the thesis/practicum to the examining committee.</p> <p>Normally, all members of the examining committee should be present in real time at the examination. Under exceptional circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one (1) member may be absent from the proceedings. No recordings will be permitted. Any in-person components of 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 must request a closed examination to the Dean of the Faculty of Graduate Studies, who shall then decide that the final examination be closed to all but the examining committee. The Dean of the Faculty of Graduate Studies (or delegate) reserves the right to attend a closed examination.</p> <p>The oral examination will normally be held in English, but may be held in French. Departmental/unit supplementary regulations may allow the oral examination to be held in a language other than English or French.</p> <p>Following completion of the examination of the thesis/practicum, examiners will determine the results of 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 (via MSpace). The advisor/co-advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee.</p> <p>The final assessment of the examiners shall be reported to the Faculty of Graduate Studies as either "approved" or "not approved" on the <a href="#">Master's Thesis/Practicum Final Report</a> form submitted by the advisor. Each examiner must sign the form. If two (2) or more examiners do not approve the thesis/practicum, the student is deemed to have failed the examination.</p>	<p>A non-voting Chair will be appointed by the chair of the GSC, in consultation with the Department Head. The Chair will introduce the student who will present an outline of the research and its results in approximately <del>20</del>twenty minutes, after which the Chair will invite questions from members of the audience. Questions at this point will be limited to 5–10 minutes, but less time may be permitted if there are more than <del>3</del>three examining committee members. This will be followed by a short break to allow members of the audience to leave, if they wish, and the student to take a break. The Chair will then invite questions from each member of the <del>E</del>examining <del>C</del>committee. Each member will be limited to 10 minutes for this part of the examination. Following the first round of questions by the Examining Committee, each examiner will be given an opportunity to ask additional questions which have arisen as a result of the first round of questions. After questioning by the Examining Committee, if time permits, the Chair shall invite additional questions from the audience. However, the total amount of time for the oral presentation plus questioning shall not exceed <del>2</del>two hours. At the conclusion of the questioning, the candidate and audience will be required to leave the <del>meeting room</del> for the examining committee to deliberate.</p> <p>Before giving final approval of the thesis, the examiners may require a student to make revisions to the thesis; committee members may withhold their signature from the Master's Thesis/Practicum Final Report form (provided by the Chair) until revisions have been made. Otherwise, the advisor shall ensure that all revisions are completed before the signed report is released to the student. The signed Master's Thesis/Practicum Final Report must be submitted to the Faculty of Graduate Studies prior to the deadline for graduation. In the event of a failure or other difficulties, the Chair will provide a short report on the conduct of the defence to the GSC.</p>
<p><b>6.7.1.4 Failure</b></p> <p>In the case of a failure of the thesis/practicum at the Master's level, the student may be allowed to defend the thesis a second time. In this case, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student, the student's advisor/co-advisor and the Department/Unit Head. Without this detailed</p>	

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p>report, the student may not defend the thesis the second time. The Department/Unit Head shall convene a meeting of the members of the examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard and/or prepare for the second defence.</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"> <li>• The examining committee reports on the merits of the written thesis/practicum;</li> <li>• The oral examination; or</li> <li>• A combination of both stages.</li> </ul>	
<p><b>6.7.2 Course-based, Major Research Paper, or Comprehensive Examination Route</b></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 departments/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 <u>"Report on Comprehensive Examination"</u> form as either "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>There is no comprehensive exam for the M.Sc. program.</p>
<p><b>6.8 Style and Format</b></p> <p>The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (please refer to Appendix 1: <u>Thesis/Practicum Types</u>).</p>	<p>The format of a thesis will be agreed upon between the student and advisor/advisory committee. The thesis may be written in the style of a traditional thesis or as a series of papers (that may or may not have already been published). However, a simple compilation of published or submitted papers is considered unacceptable.</p> <p><del>A</del>The thesis containing a series of published papers should be a cohesive document with consistent formatting and student contribution to multi-authored papers must be clearly stated. Further guidelines are available in the Faculty of Graduate Studies "Thesis Guidelines" available at:</p> <p><a href="http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html">http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html</a> <a href="https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum">https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum</a></p>
<p><b>6.9 Details for Submission of the Final Copy</b></p> <p>Following the approval of the thesis/practicum by the examining committee via the <u>"Master's Thesis/Practicum Final Report" form</u> 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"> <li>• One digital version submitted as an e-thesis/practicum at the <u>MSpace website</u>;</li> <li>• "Copyright License Declaration/Infringement" form (completed in MSpace)</li> </ul>	
<p><b>6.10 Publication and Circulation of Thesis/Practicum</b></p>	

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p><b>7.1.3 Transfer from the Master's to the Ph.D. Program</b></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 Department/Unit Head to the Faculty of Graduate Studies. The recommendation should be made within four (4) terms 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 via the Faculty's admission application at least one (1) month prior to the term for which the student intends to start the Ph.D. program. The applicant must indicate a request for transfer in their application.</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 Department/Unit Head. 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>In order to transfer the student must submit a completed application as described in the Faculty of Graduate Studies regulations.</p> <p>The student must write a research proposal with a minimum of direct assistance from the advisor. This proposal should demonstrate the student's potential to do independent research, the depth and breadth of conceptual undertaking by the student as required for Ph.D.-level research, and demonstrate the student's understanding of the most relevant literature. The proposal must be approved unanimously by the student's advisory committee, and the committee must voice its unanimous support for the transfer.</p> <p>Once the proposal has been approved, the student applies for admission to the Ph.D. program by submitting an application to the Faculty of Graduate Studies, evaluated by the Ph.D. Selection Committee. The student must include a letter from the <u>Advisorsupervisor</u> acknowledging that the advisory committee has approved the proposal and recommends the transfer to the Ph.D. program.</p> <p>There is a minimum of 12 credit hours of graded course work (including the two core courses; BIOL 7100: Core Skills in Biological Sciences Research and BIOL 7220: Critical Thinking in Biological Sciences) all of which must be at the 7000-level.</p> <p>The M.Sc. <del>d</del>egree will not be <u>automatically</u> awarded in the event of non-completion of the Ph.D. program. <u>However, reversions from the PhD program to the MSc program will be considered on a case-by-case basis and must be approved by the Associate Head of Graduate Studies, the Department Head, and Faculty of Graduate Studies. The student will be expected to complete all the requirements/equivalents to receive a MSc degree.</u></p>
<p><b>7.1.4 Provisional Admission to the Ph.D.</b></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 "<u>Concurrent Curriculum Permission</u>" form in the Master's and Ph.D. program simultaneously.</p>	
<p><b>7.2 Student's Advisor, Co-advisor and Advisory Committee</b></p> <p><b>7.2.1 Student's Advisor</b></p> <p>Every Ph.D. student must have an advisor throughout their program, who is recommended to the Faculty of Graduate Studies by the Department/Unit Head. The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at the University of Manitoba and must be familiar</p>	<p>Before a student will be admitted to the program they must have an advisor in place (see section 1.1.1).</p>

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p>advisor's signatures are required on all documents where the advisor's signature is required.</p>	
<p><b>7.2.3 Student's Advisor/Co-advisor</b></p> <p>A student who also holds an appointment at the University of Manitoba at the rank of Assistant Professor and above or Instructor 1 and 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 Department/Unit Head, or the Dean of the Faculty of Graduate Studies. A new Advisor-Student Guidelines is to be completed 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 Department/Unit Head, 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><b>7.2.4 Advisory Committee</b></p> <p>The Department/Unit Head is responsible for recommending the 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 advisor/co-advisor is the Chair of the advisory committee</p> <p>The advisory committee must consist of a minimum of three (3) voting members (including the advisor/co-advisor as a single member sharing a single vote), all of whom must be members of the Faculty of Graduate Studies. It is expected that advisory committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies or designate.</p> <p>In addition, individuals who are not a member of the Faculty of Graduate Studies, and who do not hold a Ph.D. degree or equivalent, but who possess specific and extensive expertise and experience, such as professionals, artists, Knowledge Keepers or Elders, may serve on the advisory committee as a full voting member. No more than one such knowledge expert may serve on any individual advisory committee and must be nominated by the Department/Unit Head or Graduate Chair with a justification of their role and be approved by the Dean of the Faculty of Graduate Studies or designate. Advisory committees may <u>alternatively</u> include one (1) non-voting invited member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. Committees may include a Knowledge Expert or invited member, not both.</p> <p>Under no circumstances should graduate students, Post-Doctoral Fellows, and Research Assistants or Associates serve on graduate student advisory committees, regardless if they hold a rank of Adjunct Professor.</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 on the "Program of Study and Appointment of Advisory Committee" form.</p>	<p>The Advisory Committee should be struck and meet with the student within the first <del>six (6)</del> months of their program. The purpose of this initial meeting is to provide a detailed assessment of the student's background in relation to the proposed area of research, and to determine if any courses, readings, or other remedial action is required in addition to requirements set by the Selection Committee (see section 5.1.1). -The Ph.D. Program of Study and Appointment of Advisory Committee form (<a href="https://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/phd-program-of-study.pdf">https://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/phd-program-of-study.pdf</a><del>http://umanitoba.ca/faculties/graduate-studies/forms/index.html</del>) should be completed and submitted to the Department of Biological Sciences.</p> <p>The Advisory Committee shall meet at least once a year to review the student's progress and to report this progress to the Faculty of Graduate Studies (see section 2.3). The Advisory Committee will review the student's progress in course work and include a list of the 7000 level courses completed and anticipated in the written progress report (see section 2.3). -If there is evidence of unsatisfactory performance, any member of the Advisory Committee may ask for a committee meeting to be held in the absence of the student to discuss the perceived problem. After subsequent discussion with the student, remedial action may be recommended by the Advisory Committee. If performance remains</p>



FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<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>unsatisfactory, a recommendation will be sent to the Faculty of Graduate Studies that may result in a student being required to withdraw from the program.</p>
<p><b>7.2.5 Conflict of Interest</b></p> <p>There are several circumstances that might lead to a real, perceived or potential Conflict of Interest (COI) in advisory and examining committees. A real COI could be present due to the existence of a (past or present) personal relationship that is romantic, sexual, marital, personal or familial. There is a potential for a perceived COI in cases of recent (within the last 5 years) collaboration among committee members, which may result in the perception of a lack of fairness or impartiality. These examples are not intended to be comprehensive, and are provided solely for illustration. The University of Manitoba <a href="#">Conflict of Interest Policy</a> and <a href="#">Conflict of Interest Procedures</a> as well as the <a href="#">Conflict of Interest Between Evaluators and Students due to Close Personal Relationships</a> should also be consulted.</p> <p>In addition to following the processes outlined in the above policies, COIs that exist within advisory and examining committees and proposed mitigation should be declared in writing to the Faculty of Graduate Studies to provide transparency to all relevant parties (including the student, committee members, unit leadership, and the Faculty of Graduate Studies). All reported conflicts will be reviewed by the Dean of the Faculty of Graduate Studies (or designate). If the conflict is deemed sufficiently significant and cannot be mitigated, a new committee may need to be struck.</p>	
<p><b>7.3 Program of Study</b></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 "<a href="#">Program of Study and Appointment of Advisory Committee</a>" form and should include:</p> <ul style="list-style-type: none"> <li>• information about the minimum or expected time for completion of the degree;</li> <li>• coursework to be taken along with course classification ("S", "X", "A" or "O");</li> <li>• any additional language requirement;</li> <li>• the research area in which the thesis will be written.</li> </ul> <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>A current version of the <del>Ph.D.</del> Program of Study and Appointment of Advisory Committee form must be maintained in the student's file within the Department of Biological Sciences and the original sent to the Faculty of Graduate Studies.</p>
<p><b>7.4 Program Requirements</b></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"> <li>• 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.<sup>1</sup></li> <li>• 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</li> </ul>	<p>Where admission to the <del>Ph.D.</del> is directly from a Master's Degree, a minimum of <del>six (6)</del> credit hours of graded course work at the 7000 level (including the core course BIOL 7220: Critical Thinking in Biological Sciences), and a thesis are required.</p> <p>Where admission to the <del>Ph.D.</del> is directly from an Honours Bachelor's Degree or equivalent, a minimum of 12 credit hours of graded course work at the 7000 level (including <del>two</del> core courses, BIOL 7100: Core Skills in Biological Sciences Research and BIOL 7220: Critical Thinking in Biological Sciences), and a thesis are required.</p>

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<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. 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 normally expected to complete remedial action by the end of the subsequent term.</p>	<p>student thesis defences during their residence. Attendance at seminars and thesis defences will be recorded on the Graduate Program Record (see section 2.3) and be taken into consideration in the student's Progress report.</p> <p>Each PhD student is required to present at least one public seminar dealing with his or her thesis research. This will normally be given in the final year of the PhD program. It is the responsibility of the Advisor to ensure that the seminar is scheduled for a suitable time period, allowing for a presentation followed by questions from the audience. The student's seminar may be scheduled as part of, or in addition to, the normal Departmental Seminar series.</p> <p>It is recommended that all students attend and participate in appropriate journal-discussion groups and the <u>graduate</u> student-seminar series. Each student will be expected to present more than once throughout their studies, at local, national or international seminars/conferences. It will be the responsibility of the <u>Advisory Committee</u> to ensure that the seminar is given, and will be noted on the student's Progress report.</p>
<p><b>7.7 Academic Requirement for Graduation</b></p> <p>All students must:</p> <ul style="list-style-type: none"> <li>• maintain a minimum degree grade point average (DGPA) of 3.0 with no grade below C+;</li> <li>• complete <u>GRAD 7500</u>;</li> <li>• complete <u>GRAD 7300</u>;</li> <li>• <u>complete the Candidacy Examination (GRAD 8010)</u>;</li> <li>• meet the minimum and not exceed the maximum course requirements; and</li> <li>• meet the minimum and not exceed the maximum time requirements (in terms of time in program and lapse or expiration of credit of courses).</li> </ul> <p>Individual departments/units may have additional specific requirements for graduation and students should consult department/unit supplementary regulations for these specific requirements. A degree grade point average of 3.0 or greater is required in those courses that constitute the program of study for graduation from the Faculty of Graduate Studies.</p>	
<p><b>7.8 Candidacy Examination</b></p> <p>The candidacy examination is a 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 department/unit to department/unit. The purpose of the candidacy exam in doctoral programs is to determine the student's competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analyzing, synthesizing, and communicating ideas about that material in depth.</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</p>	<p>The Candidacy Exam <u>will</u> consist of <u>two</u> parts: a written <u>mock</u> grant proposal and an oral examination. Both parts together will be completed over an <u>eight</u>-week time period, typically in the <u>latter</u> part of the Ph.D. program, after the Thesis Proposal has been approved, and no later than <u>one</u> year prior to graduation.</p> <p><u>Two months prior to embarking on the process outlined below, students should contact the GSC Chair or Graduate Secretary, so that a Candidacy</u></p>

to expected graduation, the student must successfully complete the formal candidacy examination.

The examination is conducted according to a procedure established by the department/unit which is approved and documented in departmental/unit supplementary regulations. The department/unit supplementary regulations state the format and composition of the examination committee for the candidacy examination. The candidacy examination may be held virtually. If it is held in-person, it must be held at either The University of Manitoba Fort Garry or Bannatyne campus, or the St. Boniface Hospital Albrechtsen Research Centre normally during regular business hours.

This examination, which must be independent from the thesis proposal, may be oral, written, or both and may cover subjects relevant to the general area of the student's research. The structure of the exam must be made known to the student well in advance of the exam. In the case where there is a required oral component, the student must participate in-person or virtually.

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

The Dean of the Faculty of Graduate Studies must be informed of the results of the examination via the "Report on Ph.D. Candidacy Examination" form.

Any student who fails the candidacy examination twice will be Required to Withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to Withdraw".

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

Examining Committee Chair and the GSC examiner can be appointed prior to the initial meeting.

#### Candidacy Examining Committee:

The Candidacy Examining Committee ~~will~~ consists of the student's advisor, ~~3~~three members of the Advisory ~~C~~committee, ~~1~~one examiner (external) who is not a member of the ~~A~~advisory ~~C~~committee but is a member of the departmental GSC (appointed by the GSC Chair), and a non-voting Chair, also appointed by the GSC Chair.

#### Goals:

The goals of the Candidacy Exam are:

- 1) to evaluate the student's ability to take pertinent information from the literature that may form the basis for further investigation of a research program related to, but not the same as, the Ph.D. project;
- 2) to test the student's ability to use the scientific method and formulate testable hypotheses that are not directly related to ~~their~~his/her specialty topic;
- 3) to examine the student's depth of knowledge in the particular research specialty; and
- 4) to examine the breadth of knowledge required in researching and writing the background material for the grant proposal.

It is also expected that the student be familiar with the methodology used in the proposed research program.

#### Timing:

The Candidacy Exam will occur at a time specified by the ~~A~~advisory ~~C~~committee, no later than ~~1~~one year prior to expected graduation. The ~~8-eight~~ week timeline outlined below is meant to limit the time that students spend away from research and to ensure equitable conditions (~~a "level playing field"~~) for evaluating the Candidacy of all Ph.D. students.

Week 0: Meeting with Candidacy Examining Committee to discuss potential topics and finalizing topic for mock grant proposal.

Week 4: Written proposal submitted to Candidacy Examining Committee by student.

Week 5: Feedback on proposal from Candidacy Examining Committee returned to student.

Week 7: Revised proposal and responses to reviews submitted to Candidacy Examining Committee by student.

Week 8: Oral exam

Week 10: If a fail in one component, revised proposal or repeated oral exam.

Identifying possible times when the Advisory Committee is available for the initial meeting

(Week 0) and oral exam (Week 8) and possible revision meeting (Week 10) is the Chair of the Candidacy Examining Committee's responsibility with support from the Graduate Secretary in the department.

Format of Written grant proposal:

The topic of the grant proposal will be chosen by the Candidacy Examination committee in a discussion with the student that takes place 4 weeks before the proposal is first submitted to the committee (8 weeks before the oral exam).

Although the student and their advisor are encouraged to discuss a minimum of 3 possible topics in advance of the meeting, the focus of the proposal *should not* be determined until the initial meeting with the full Candidacy Examining Committee. At the beginning of the first meeting, the student is encouraged to present a PowerPoint of 1-2 slides summarizing their PhD topic and 1-2 slides per possible topic for the candidacy proposal. After the general topic has been determined and the student has had an opportunity to further explore and consider the topic, they should more clearly describe the specific avenue of research within the bounds of this topic and briefly summarize (300 words maximum) this avenue of research to the Chair of the Candidacy Examining Committee (by email) within 48 hours of the initial meeting. This paragraph should not have details of the hypotheses, but should summarize the topic of the proposal in a similar way to the Summary of a Discovery Grant. The Chair will send the paragraph to the committee and all responses by the committee members will be sent to the Chair within 24 hrs upon which the Chair will communicate feedback to the student on Day 4 of Week 0.

The written grant proposal ~~is modelled on~~ will follow the most recent NSERC Discovery grant format on the NSERC website. The maximum page limit for the proposal will be ~~five~~ pages, plus references (not limited to 2 pages per NSERC guidelines), and -will not require budget information. In unusual circumstances, the grant proposal format may be that of another relevant Tri-Council granting agency. The proposal, both conceptually and as a document, will remain, and be recognized as, the intellectual property of the student. Students are encouraged to use Discovery Grant proposals from their advisor (or other individuals willing to share their proposals) as guides on how to prepare their own proposals, but need to ensure they do not 1) take ideas or wording from these proposals, or 2) pass these proposals on to other individuals without the express permission of the proposal author.

~~The topic of the grant proposal will be chosen by the Candidacy Examination committee in a discussion with the student, during a meeting that takes place four weeks before the proposal is first submitted to the committee (and eight weeks before the oral exam). Within one week of the initial meeting, the student should identify a more specific avenue of research within the bounds of the assigned topic and briefly outline this in writing to the examining committee. The student may seek clarification and advice from members of the examining committee during the four week period, but not ask any members of the committee (or other individuals) to read and give specific feedback on drafts of the proposal. It is expected that the proposal submitted at the end of the four-week period is entirely the student's own work.~~

**The proposal submitted at the end of the 4<sup>th</sup> week must be entirely the student's own work.**  
The student should submit the proposal by email (in MS Word to facilitate editing and insertion of comments) to the Chair by the "Week 4" date determined at the outset. Examiners will provide constructive written feedback on the proposal to the Chair within 1 week of submission. The Chair will email all of the examiners' comments to the student at the start of Week 5.

The student will then have 2 weeks to revise and resubmit the written proposal, based on the written feedback. Additional feedback from the Candidacy Examining Committee will not be provided to the student before the oral exam. The student will submit a letter (maximum 3 pages) with the final proposal outlining how they addressed the committee's major comments. Students may be questioned on their responses at the oral exam.

#### Oral Examination:

The oral exam is closed to all persons except the Candidacy Examining Committee and the student. The Chair will begin the session by outlining the procedure to the committee and the student. The student will make a 20-minute presentation on the written grant proposal. After the presentation is completed, the exam will proceed with 2 rounds of questioning, beginning with the external examiner and then the Advisory Committee members and ending with the Advisor. Questions will assess the student's breadth and depth of knowledge in areas related to the rationale and themes of the research topics in the proposal; related areas outside the proposal background; and current topics in the field. Questions may also explore how feedback provided by the Examining Committee on the first version of the written proposal was incorporated or rebutted. The time allocated to the examination will be a maximum of 2 hours, including

presentation and 2 rounds of questions.

At the end of questioning, the student will be asked to leave the meeting. Each examiner will be asked to evaluate and discuss the outcome of the exam and whether the student has passed or failed the exam (see below). After discussion is completed, the Candidacy Examining Committee members will produce a final evaluation for the entire Candidacy Examination. The Advisor will inform the student of the outcome.

Evaluation:

The student will be evaluated (Pass or Fail) separately on the written proposal and on their performance during the oral exam. Students will be evaluated on how well they have achieved the goals of the examination, as outlined in the Supplemental Regulations. The goals related to the written proposal include goals #1 and #2 (see above). In addition, the oral exam is intended to further probe goals #3 and #4 (see above). Further, consideration will not be given to the question of whether the grant would be funded by NSERC.

To receive a Pass on either component, the decision of the examiners must be unanimous. If the student fails either the written or oral exam (but not both), they will have an additional 2 weeks to make further revisions to the proposal or to repeat the oral exam (as required). These revisions will be based on the feedback provided to the student (within 1 day of the examination) by the Candidacy Examining Committee and Chair. Successful completion of the repeated component will be deemed a Pass.

A student that fails both components at the 8-week point, or fails to successfully revise the proposal or the repeat oral exam at Week 10, will be considered to have failed the first attempt of the Candidacy Examination. The combined written and oral exam may be taken a second (and final) time, within 1 year of the failed attempt. The same membership of the Candidacy Examining Committee should be retained, if possible, although a new Chair may be assigned for the examination by the Chair of the GSC. This proposal will be evaluated by the examining committee who will make constructive comments including the strengths and weaknesses of the proposal within one week after submission. These detailed comments will be given to the student, who will then have two weeks for revisions and resubmission of the written proposal. The student will submit a letter (2-3 pages) with the final proposal outlining how he or she addressed the committee's suggestions; students may also be questioned on this at the oral exam.



~~The oral exam will be held one week from the date of submission of the revised grant proposal; additional feedback from the examining committee will not be provided to the student before the oral exam.~~

Format of oral exam:

~~The oral exam will be closed to all persons except the examining committee. The Chair will begin the session by outlining the procedure making it known to the committee and the student. The student will make a 20-minute presentation on the written grant proposal. After the presentation is completed, the exam will proceed with two rounds of questioning, beginning with the external examiner, then the advisory committee members and ending with the advisor. The time allocated to the examination will be a maximum of two hours, including presentation and two rounds of questions.~~

~~The time allocated to each examiner will be at the discretion of the Chair but will not exceed 20 minutes in total. The questions will be developed by individual examiners from the ideas and material presented by the student. Questions will assess the breadth and depth of knowledge in concepts; areas related to the rationale and themes of the research topics in the grant proposal; related areas outside the grant background; and current topics in the field. Questions may also explore how feedback provided by the examining committee on the first version of the written proposal was incorporated. Questions should not have a major focus on the details of methodology (unless that is the subject of the proposal) or the simple recall of textbook information.~~

~~At the end of questioning, the student will be asked to leave the room. Each examiner will be asked to evaluate and discuss the outcome of the exam and whether the student has passed or failed the exam (see below). After discussion is completed the exam committee members will produce a final evaluation for the entire Candidacy Examination. The Advisor will inform the student of the outcome.~~

Responsibility of the Chair:

The non-voting Chair will supervise all aspects of the examination but may not ask any questions at the examination. It is the responsibility of the Chair to intervene on behalf of the student if the committee's questions are not consistent with the purpose of the Candidacy Examination (stated above), and to ensure that the questions are asked fairly and within the time allowed for the examination.

Responsibility of the ~~Candidacy Examining~~ ~~Committee~~:

~~Members~~ ~~The examining committee~~ will examine the student on aspects of the presentation and written grant proposal in a manner that tests the extent of the student's knowledge on the program of research, the hypotheses of interest, the design and approach to the research, and its impact. The ~~Candidacy Examining~~ ~~Committee~~ should be punctual in providing written comments. It is also the responsibility of the ~~Candidacy Examining~~ ~~Committee~~ to provide guidance to the student, if asked, but should not provide specific feedback on drafts of the proposal prior to its submission.

Responsibility of the student:

The student will be expected to seek discussion with ~~the Candidacy Examining exam~~ ~~Committee~~ members for guidance in preparation, but not to expect excessive explanatory sessions. Plagiarism of the advisor's grant proposal or other sources of literature will not be tolerated. Students will be required to sign an Honesty Declaration in advance of submitting the written proposal. The student is also responsible for punctuality in submission of the written portions of the exam.

Report of the Candidacy Examining Committee:

The Report of the Committee will provide the final decision of the committee and feedback for the student on strengths and weaknesses of ~~theirhis/her~~ performance in the Candidacy examination. The final decision will take into account the results of the initial grant proposal and subsequent revision, oral presentation, and questioning as a whole. The report will include written constructive comments in addition to the "Report on Ph.D. Candidacy Examination" form. The report will be sent to the student, the ~~Associate Head of Graduate Studies/~~Department Head of the Biological Sciences Department, and the Dean of Graduate Studies.

~~A decision of pass among~~ ~~The decision of~~ the examiners must be unanimous. Anything less than unanimity shall be considered a failure. ~~If the student fails either the written or oral exam (but not both), he or she will have an additional two weeks to make further revisions to the proposal or to repeat the oral exam. Successful completion of the repeated component will be deemed a successful first attempt at the Candidacy Examination. If the student fails both components (written and oral) at the eight week point, or fails to successfully revise the proposal or repeat the oral exam at week 10, this will be considered a first failed attempt. In the event of a failed second attempt~~ the Chair will inform the student, in writing, the Department Head, and the Dean of



FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	<p>Graduate Studies, of the area(s) of deficiency.</p> <p><del>The combined written and oral exam may be taken a second time and this will represent the final attempt as defined by the Faculty of Graduate Studies. The eight-week process outlined above would be repeated, with a new topic being chosen.</del></p> <p>Upon successful completion of this examination the Student will be considered a Candidate for the Ph.D. degree.</p>
<p><b>7.9 Thesis Proposal</b></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. The thesis proposal must be independent from the candidacy examination.</p> <p>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>-All students must present a Thesis Proposal early in the program within the first year, prior to beginning the research component and before the Candidacy Examination.</p> <p><u>Goals:</u> The goals of the Thesis Proposal and presentation are:</p> <p><u>1) to test the student's ability to use the scientific method and formulate testable hypotheses.</u> <u>2) to examine the student's understanding in the area of specialization and identify specific weaknesses relevant to the proposed research-specialty area;</u> <u>3) to provide the student and the Advisor with a critical appraisal of the research proposed for the thesis;</u> <u>4) to test the student's ability to communicate in written and oral formats.</u> <del>to examine the student's understanding in the area of specialization;</del> <del>2) to provide the student and the supervisor with a critical appraisal of the research proposed for the thesis;</del> <del>1) to identify specific weaknesses in the student's background relevant to the proposed research-specialty area; and</del> <del>2) to test the student's ability to use the scientific method and formulate testable hypotheses.</del></p> <p><u>Format:</u> The Thesis Proposal will consist of a written proposal and a public presentation.</p> <p>The <i>written</i> proposal will be submitted to the <del>A</del>advisory <del>C</del>committee by the student <del>one</del> week prior to the date of the presentation. The written proposal should be 5-10 pages (excluding reference list, figures, tables and appendices). Details of the methods and protocols can be placed in an appendix unless new methods will be developed specifically as part of the research. The proposal should be developed between the student and the advisor, and in consultation with the <del>A</del>advisory <del>C</del>committee and should be made available for general review within the department at least <del>one</del> week prior to the oral presentation.</p>

The *presentation* will be a public 20-minute presentation to the department, and should be understandable by a broad scientific audience. The presentation will be chaired by a member of the departmental GSC designated by the Chair of that committee. The presentation should highlight the goals of the work, the research strategy and the expected contribution to new knowledge. Details of methods and protocols should be avoided and replaced by a summary table or flow chart. The Chair will provide for the audience a description of the expectations and the purpose of the presentation, at the beginning of the session. After the presentation the audience will be allowed to ask questions for up to 15 minutes. The chair will ~~tell then allow~~ audience members to leave the ~~meeting room~~ and the committee will then ask questions. The presentation and questioning by the committee will take approximately ~~2 one~~ hours. The Chair of the proposal presentation will provide the required form from the Faculty of Graduate Studies on the approval of the "Ph-D: Thesis Proposal" for completion by the committee.

Timing: The Thesis Proposal and presentation will occur at a time specified by the ~~A~~advisory ~~C~~committee and a designate from the GSC, in the first ~~15 months year~~ after registration in the program, ~~but preceding the major portion of research toward the PhD thesis, soon after preliminary studies (e. g. literature review) are carried out, but preceding the major portion of research toward the Ph.D. thesis.~~ These requirements are the same for those students who enter the Ph-D: program directly from a BSc Honours degree program.

Evaluation: ~~The assessment~~ will be based on the written proposal, the clarity of the proposal presentation, and the student's ability to answer questions and respond to feedback. The ~~A~~advisory ~~C~~committee (and members of the audience, if they have constructive comments) will provide useful comments and suggestions for improving the proposal. The Advisory Committee will meet in the absence of the student immediately following the presentation and questions to deliberate on the outcome of the proposal. If the proposal is satisfactory, ~~(with or without minor revisions), the Advisory Committee can sign the thesis proposal form~~ (<https://www.umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/phd-thesis-proposal.pdf>). The committee may ask to see a revised version within 2 weeks or allow the Advisor to ensure the minor revisions are incorporated before submitting the proposal to the department office. If, however, ~~major revisions of the thesis proposal are required, the student will complete the revisions a copy of the final proposal~~

	<p><del>(with minor revisions as appropriate) will be placed on file with the student's records in the department. If the proposal is not satisfactory, revisions will be made by the student in conjunction with the Advisor-supervisor, and submit to the Advisory Committee within 2 weeks (timing may be extended with approval of the GSC Chair). One week after the revision is submitted, the committee should then reconvene for a discussion of the revised proposal. The student is not required to give another public presentation although the committee may require another oral presentation. The committee may question the student for up to 1.5 hours. If the committee approves the revised proposal (with or without minor revisions), they can sign the thesis proposal form (see above link). If, however, the proposal revision is determined to be <i>unsatisfactory</i>, a Progress Report Form (<a href="https://www.umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/interactive-progress-report.pdf">https://www.umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/interactive-progress-report.pdf</a>) should be completed, and the student rating should be "Unsatisfactory", which will lead to withdrawal from the program. the revised proposal will be re-submitted to the advisory committee within two weeks. A copy of the final proposal will be filed with the Student records in the department.</del></p> <p>Once the proposal is approved <u>by the Advisory Committee</u>, the form will be signed <u>by the Department Head</u> and returned to the Faculty of Graduate Studies. <del>The PhD Thesis Proposal form (<a href="http://umanitoba.ca/faculties/graduate-studies/forms/index.html">http://umanitoba.ca/faculties/graduate-studies/forms/index.html</a>) will be provided by the chair.</del></p>
<p><b>7.10 Thesis</b></p> <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 will normally be written in English but may be written in French. Departmental/unit supplementary regulations may allow the thesis/practicum to be written in a language other than English or French..</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). Additional recommendations for a thesis are outlined in Appendix 1: Thesis/Practicum Types.</p> <p>The final version of the thesis must be submitted by the candidate to the Faculty of Graduate Studies following the guidelines found on the Faculty's <u>website</u>.</p>	<p>The student and the advisor(s) will agree on the thesis format in discussion with the advisory committee. The thesis may be written in the style of a traditional thesis or as a series of papers. However, a simple compilation of published or submitted papers is considered unacceptable. The thesis should be a cohesive document with consistent formatting.</p>
<p><b>7.11 Thesis Examination Procedures</b></p> <p>The final examination for the Ph.D. degree proceeds in two (2) stages:</p> <ol style="list-style-type: none"> <li>1. Examination of the candidate's thesis by the examining committee;</li> <li>2. Oral examination of the candidate by all examiners on the subject of the thesis and any matters relating thereto.</li> </ol>	

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<ol style="list-style-type: none"> <li>Any potential breach of <u>The University of Manitoba's Responsible Conduct of Research Policy</u> must be reported to the Office of the Vice President (Research and International).</li> <li>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.</li> </ol>	
<p><b>7.11.6 Process</b></p> <p><b>Examination of the Written Thesis</b></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 "<u>Approval to Proceed to Examination</u>" form. By completing the "Approval to Proceed to Examination" form:</p> <ul style="list-style-type: none"> <li>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 in content and formatting (see Appendix 1);</li> <li>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</li> <li>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.</li> </ul> <p>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.</p> <p>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.</p> <p>The examiners will be asked to place the thesis into one of the following categories:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol> <p>The candidate's advisor (and, if appropriate, co-advisor) may also submit a report.</p> <p>If either the external examiner <u>or</u> two (2) or more internal examiners indicate a failure (i.e. places the thesis in categories 3 or 4), then the candidate fails the examination. Otherwise, the candidate may proceed to the oral examination. 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.</p>	<p><u>In the first stage of review, the department recommends that the Advisory Committee take 3-4 weeks to review the thesis, provide feedback, and sign the Approval to Proceed to Examination form.</u></p>

**Report of the Faculty Council of the Faculty of Graduate Studies on Course, Program, Supplementary Regulation, and Regulation Changes**

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Preamble

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

Observations

1. The **Dept. of Curriculum, Teaching & Learning** proposes M.Ed. supplementary regulation changes. These include eliminating the need for students to take particular required courses as “core courses” in the Language & Literacy concentration to expand a student’s ability to customize their program, and removing EDUB 5520, EDUB 5530, and EDUB 5540 from the list of possible concentration courses for the course-based M.Ed. in the Second Language Education (SLE) concentration, as they are no longer offered and have been replaced by new courses since 2019.

The changes were approved at the department’s Graduate Programs Committee, and then at the Faculty Council of Education meeting on January 23, 2023.

**Recommendations**

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

**Dept. of Curriculum, Teaching & Learning**

Respectfully submitted,

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

/ak

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

concentration coursework in consultation with their advisor. In addition, students may select up to 6 more credit hours of coursework from any Faculty of Education 5000 or 7000 level courses.

### **Language and Literacy Concentration**

Students select 12 credit hours of concentration courses in Language & Literacy (at the 7000-level) in consultation with their advisor. These courses are normally selected from:

- EDUB 7060 Seminar & Practicum in Clinical Diagnosis & Remediation (6 credit hours)
- EDUB 7070 Classical Research in Reading (3 credit hours)
- EDUB 7090 Seminar in Reading Processes (3 credit hours)
- EDUB 7100 Language and Literacy Curriculum Inquiry in the Early Years (3 credit hours)
- EDUB 7110 Research in Language and Literacy Development (3 credit hours)
- EDUB 7120 Curricular Issues in English Language Arts Education (3 credit hours)
- EDUB 7130 Becoming Writers: Power, Place, and Pedagogy in Teaching Writing (6 credit hours)
- EDUB 7142 Topics in Curriculum, Teaching and Learning (in Language and Literacy) (3 credit hours)
- EDUB 7150 Seminar in Reading and Response to Literature (3 credit hours)
- EDUB 7160 Language Teacher as Researcher (3 credit hours)
- EDUB 7180 Research in Written Composition (3 credit hours)
- EDUB 7190 Research in Language for Learning (3 credit hours)
- EDUB 7290 Curriculum Research in the Early Years: Young Children and Social Semiotics (3 credit hours)
- EDUB 7530 Curriculum Development and Implementation in Language and Literacy (3 credit hours)
- or other 7000-level courses in language and literacy approved by the Program Advisor and Department Head.

### **Core Courses:**

From the list below, students select 6 credit hours of core courses in consultation with their advisor.

- EDUB 7530 Curriculum Development and Implementation in Language and Literacy (3 credit hours)
- EDUB 7070 Classical Research in Reading (3 credit hours)
- EDUB 7100 Language and Literacy Curriculum Inquiry in the Early Years (3 credit hours)

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	<ul style="list-style-type: none"> <li>• <del>EDUB 7180 Research in Written Composition (3 Credit Hours)</del></li> <li>• <del>Or any other EDUB 7000-level courses in language and literacy in consultation with their advisor and department head.</del></li> </ul> <p><del>Concentration:</del>  <del>Students select 6 credit hours of coursework in consultation with their advisor. These courses are normally selected from EDUB 7060, EDUB 7070, EDUB 7090, EDUB 7100, EDUB 7110, EDUB 7150, EDUB 7180, EDUB 7190, EDUB 7290, EDUB 7420, EDUB 7550, EDUB 7560, or other courses approved by the Program Advisor and Department Head.</del></p> <p><del>In addition, students may select up to 6 more credit hours of coursework from any Faculty of Education 5000 or 7000 level courses.</del></p> <p><u>Second Language Education</u></p> <p><i>Core Courses (12 credit hours):</i></p> <ul style="list-style-type: none"> <li>• EDUB 7210 Seminar in ESL Theory and Practice (3 credit hours)</li> <li>• EDUB 7212 Critical Applied Linguistics in a Global Context (3 credit hours)</li> <li>• EDUB 7220 Research Issues and Application in TESL (3 credit hours)</li> <li>• EDUB 7580 Social, Cultural, and Political Theories in Second Language Acquisition (3 credit hours)</li> </ul> <p>In addition, students may select up to 6 more credit hours of coursework from any Faculty of Education 5000 or 7000 level courses (except EDUB 5580*)</p> <p>*Advisors may decide that EDUB 5580 is a necessary component for the programs of students who have minimal second/foreign language teaching experience or for other reasons. This course will be added to a student's program as an auxiliary course above and beyond the minimum 18 credit hours.</p>
<p><b>6.3.2 Course-based, Major Research Paper, Project or Comprehensive Examination Route</b></p> <p>A minimum of twenty-four (24) credit hours of coursework is required. If the student is in the comprehensive examination route, a 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. Refer to unit supplementary regulations concerning specific regulations on coursework, major research paper, project and/or comprehensive examination requirements.</p>	<p><b><i>Note: The number of credit hours required in the M.Ed. Program (Course-Based/Comprehensive Route) differs from that required by Faculty of Graduate Studies.</i></b></p> <p><b>Coursework and Comprehensive Examination Route (Course-Based)</b>  Typically students complete a set of <i>core</i> courses, a <i>research</i> course, and a set of <i>concentration</i> courses in this program route. The culminating activity is a comprehensive exam which can take a variety of forms.</p>

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	<ul style="list-style-type: none"> <li>• <u>EDUB 7750 Seminar in Studies in Contemplative, Holistic, and Integrative Education (3)</u></li> <li>• <u>Any 7000-level course deemed relevant to the concentration as determined and approved by the advisor and the Department head.</u></li> </ul> <p><u>Elective Courses (9 credit hours):</u>  <u>In consultation with their advisor, students select 9 credit hours of elective coursework from 5000 and 7000-level courses offered in the Faculty of Education.</u></p> <p><b><u>Studies in Curriculum, Teaching and Learning Concentration</u></b></p> <p><i>Studies in CTL General Core Courses (9 credit hours):</i>  From the list below, students select a total of nine credit hours of 7000 level coursework in consultation with their advisor.</p> <ul style="list-style-type: none"> <li>• EDUB 7142 Special Topics in Curriculum, Teaching, and Learning (3 <del>credit hours</del>) <u>in general curriculum</u></li> <li>• EDUB 7330 Inquiry in Curriculum and Instruction (3 <del>credit hours</del>)</li> <li>• EDUB 7420 Study of Teaching (3 <del>credit hours</del>)</li> <li>• EDUB 7550 Historical &amp; Contemporary Approaches to Curriculum (3 <del>credit hours</del>)</li> <li>• EDUB 7560 Theory &amp; Practice of Curriculum Design and Development (3 <del>credit hours</del>)</li> </ul> <p><i>Concentration Courses (18 credit hours):</i>  Students select 9 credit hours of 7000 level concentration coursework in consultation with their advisor.</p> <p>In addition, students select 9 more credit hours of coursework from any Faculty of Education 5000 or 7000 level courses which may include EDUB 7540 Final Seminar in Curriculum, Teaching and Learning (3 <del>credit hours</del>).</p> <p><b><u>Language and Literacy Concentration</u></b></p> <p><u>Students select 15 credit hours of concentration courses in Language &amp; Literacy in consultation with their advisor (12 of which must be at the 7000-level). These courses are normally selected from:</u></p> <ul style="list-style-type: none"> <li>• <u>EDUB 7060 Seminar &amp; Practicum in Clinical Diagnosis &amp; Remediation (6 credit hours)</u></li> <li>• <u>EDUB 7070 Classical Research in Reading (3</u></li> </ul>



credit hours)  
·EDUB 7090 Seminar in Reading Processes (3 credit hours)  
· EDUB 7100 Language and Literacy Curriculum Inquiry in the Early Years (3 credit hours)  
·EDUB 7110 Research in Language and Literacy Development (3 credit hours)  
·EDUB 7120 Curricular Issues in English Language Arts Education (3 credit hours)  
·EDUB 7130 Becoming Writers: Power, Place, and Pedagogy in Teaching Writing (6 credit hours)  
· EDUB 7142 Topics in Curriculum, Teaching and Learning (in Language and Literacy) (3 credit hours)  
·EDUB 7150 Seminar in Reading and Response to Literature (3 credit hours)  
· EDUB 7160 Language Teacher as Researcher (3 credit hours)  
· EDUB 7180 Research in Written Composition (3 credit hours)  
· EDUB 7190 Research in Language for Learning (3 credit hours)  
· EDUB 7290 Curriculum Research in the Early Years: Young Children and Social Semiotics (3 credit hours)  
· EDUB 7530 Curriculum Development and Implementation in Language and Literacy (3 credit hours)  
· or other courses in language & literacy approved by the Program Advisor and Department Head.

In addition, students select 12 credit hours of electives in consultation with their advisor.  
Core Courses:

From the list below, students select a total of 9 credit hours of 7000-level core courses in consultation with their advisor.

- EDUB 7530-Curriculum Development and Implementation in Language and Literacy (3 credit hours)
- EDUB 7070-Classical Research in Reading (3 credit hours)
- EDUB 7100-Language and Literacy Curriculum in Inquiry in the Early Years (3 credit hours)
- EDUB 7180-Research in Written Composition (3-Credit Hours)
- Or any other EDUB 7000-level courses in language and literacy in consultation with their advisor and department head.

Concentration: Students select 18 credit hours of coursework in consultation with their advisor. These courses are normally selected from EDUB

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	<p><del>7060, EDUB 7070, EDUB 7090, EDUB 7100, EDUB 7110, EDUB 7150, EDUB 7180, EDUB 7190, EDUB 7290, EDUB 7330, EDUB 7420, EDUB 7540, EDUB 7550, EDUB 7560, or other courses approved by the Program Advisor and Department Head.</del></p> <p><b><u>Second Language Education Concentration</u></b></p> <p><i>Core Courses (12 credit hours):</i></p> <ul style="list-style-type: none"> <li>• EDUB 7210 Seminar in ESL Theory and Practice (3 credit hours)</li> <li>• EDUB 7212 Critical Applied Linguistics in a Global Context (3 credit hours)</li> <li>• EDUB 7220 Research Issues and Application in TESL (3 credit hours)</li> <li>• EDUB 7580 Social, Cultural and Political Theories in Second Language Acquisition (3 credit hours)</li> </ul> <p><i>Concentration:</i> In consultation with their advisors, students select 15 credit hours of coursework, with a minimum of 9 credit hours at the 7000 level, from EDUB 7270, EDUB 7280, EDUB 7420, EDUB 5510, <del>EDUB 5520, EDUB 5530, EDUB 5540,</del> EDUB 7070, EDUB 7180, EDUB 7330, EDUB 7420, EDUB 7540, EDUB 7550, EDUB 7560, or other courses approved by the Program Advisor and Department Head (except EDUB 5580*).</p> <p>*Advisors may decide that EDUB 5580 is a necessary component for the programs of students who have minimal second/foreign language teaching experience or for other reasons. This course will be added to a student's program as an auxiliary course above and beyond the minimum 30 credit hours.</p> <p><b>[Please note that not all of the courses listed in the concentration are regularly offered by the Department. Check the "Future Graduate Course Offerings" for Current Students posted on the Faculty of Education's website at <a href="http://umanitoba.ca/education">umanitoba.ca/education</a>.]</b></p>
<p><b>6.3.3 Language Requirements</b></p> <p>Some department/units specify an additional language requirement for the Master's degree. Students should check department/unit supplementary regulations regarding this requirement.</p>	None required.
<p><b>6.3.4 Advance Credit</b></p> <p>Advance credit for courses completed prior to admission to a Master's program will be considered on a case-by-case basis. The student's department/unit must make a</p>	

## **Report of the Faculty Council of the Faculty of Graduate Studies on Course, Program, Supplementary Regulation, and Regulation Changes**

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### Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program, supplementary regulation 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 proposals from the College of Dentistry.

### Observations

1. The **College of Dentistry** proposes supplementary regulation changes to the M.Dent. programs in the Depts. of Dental Diagnostics & Surgical Sciences (Periodontics and Oral & Maxillofacial Surgery), Preventive Dental Sciences (Pediatric Dentistry and Orthodontics & Dentofacial Orthopedics), and Restorative Dentistry (Prosthodontics) to add that a supplemental examination be allowed for the required course DDSS 7230 Advanced Oral Pathology (6). Since DDSS 7230 is only offered every second year, and the M.Dent. programs are for a duration of three years, should a student fail their first attempt at DDSS 7230, a supplemental exam will permit them the required remediation rather than require the student to re-take the course at its next offering, likely outside the three-year program timeframe. The respective department councils approved this change at their department council meetings in January 2023.

In addition, the Dept. of Dental Diagnostics & Surgical Sciences proposes to add DDSS 7030 Advanced Oral Radiology (1) to the list of required courses for the M.Dent. in Oral & Maxillofacial Surgery. The course addresses a current education gap in the program due to three-dimensional imaging now commonly being utilized in the field of dentistry. The addition of this course brings the total credit hours in the program from 48 to 49 CH. The department also proposes that ORLB 7090 Pharmacology (3) be taken in year 1 or 2 for students in the M.Dent. Periodontics. These changes were approved at the Dept. council meet of Dental Diagnostics & Surgical Sciences on November 22, 2022.

### Recommendations

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

#### College of Dentistry

Respectfully submitted,

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

/ak

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

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p><b>2.4 Performance in Coursework</b></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 or DGPA will be Required to Withdraw unless a department/unit recommends remedial action (subject to approval by the Dean of the Faculty of Graduate Studies).</p> <p>A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course as determined by the student's department/unit. 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 remediated coursework. If a course is repeated or replaced, the higher grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of "C" or less in more than six (6) credit hours of coursework are normally Required to Withdraw, unless otherwise stated in the department/unit's supplementary regulations. A student may also be permitted the opportunity to improve a low DGPA as determined by the Graduate Chair of the student's department/unit through the registration and completion of additional course(s).</p> <p>Students are normally expected to complete remedial action by the end of the subsequent term.</p> <p>Graduate students are not permitted to repeat a previously passed course, unless the department/unit recommends that course(s) be re-taken if they have lapsed or expired (refer to <u>Master's Degree General Regulations</u> and <u>Doctor of Philosophy General Regulations</u>).</p> <p><b>Note:</b></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 to the Faculty of Graduate Studies Executive Committee.</p>	<p>The graduate programs in the Department of Dental Diagnostic and Surgical Sciences do not permit any equivalent substitute courses.</p> <p><u>Oral and Maxillofacial Surgery</u> Failure to complete any one of the required clinical courses DDSS 7250, 7270, 7290 within the prescribed time period may result in the student being awarded a failure in the course. All remediation actions must be approved by the Faculty of Graduate Studies and instituted at least three months prior to the end of the course, or when a progress report indicates "in need of improvement" at any time prior to that.</p> <p>As these are courses that extend over 48 months, a final grade is not awarded until the completion of the program. The resident will therefore receive feedback on their progress in these courses twice annually at the time of the progress report. Continued poor performance in any of these courses will result in a "in need of improvement" rating in the progress report. Failure to improve may result in dismissal from the program or, if deemed appropriate by the program director, remediation (additional time spent in the program)</p> <p><u>With approval from the Course Coordinator and respective Program Director, remediation and a supplemental examination may be offered for DDSS 7230.</u></p> <p><u>Periodontics</u> Failure to complete any one of the required courses DDSS 7050, 7120, 7210, 7220 within the prescribed time period may result in the student being awarded a failure in the course.</p> <p>As these are courses that extend over 36 months, a final grade is not awarded until the completion of the program. The resident will therefore receive feedback on their progress in these courses twice annually at the time of the progress report. Continued poor performance in any of these courses will result in a "in need of improvement" rating in the progress report. Failure to improve may result in dismissal from the program or, if deemed appropriate by the program director, remediation (additional time spent in the program).</p> <p><u>With approval from the Course Coordinator and respective Program Director, remediation and a supplemental examination may be offered for DDSS 7230.</u></p>
<p><b>2.5 Mandatory Academic Integrity Course</b></p>	

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	<p>There is a discussion and a final ranking of candidates determined.</p> <p>By agreement with other Canadian programs, the Program Director will offer a position <b>(subject to acceptance by the Faculty of Graduate Studies)</b> once all other Canadian programs have completed their selection process.</p> <p>The Program then recommends the highest ranked candidate to the Faculty of Graduate Studies for admission to the program.</p> <p><u>Periodontics</u> All completed applications received by the application deadline which meet the eligibility requirements will be contacted for interviews. The interviews will usually take place in August at the University of Manitoba. Candidates will be informed of the selection committee decision by the beginning of September.</p> <p>Candidates will be provided with all the information needed for participation in the interview process by the Division.</p> <p>By agreement with other Canadian programs, the Program Director will offer a position <b>(subject to acceptance by the Faculty of Graduate Studies)</b> once all other Canadian programs have completed their selection process.</p> <p>Two to three candidates will be accepted in a given selection year.</p>
<p><b>6.3 Program Requirements</b></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. . Some programs are subject to an external accrediting body. In such programs, the credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body. Students should refer to department/unit supplementary regulations.</p> <p>Any single course cannot be used for credit toward more than one degree.</p>	
<p><b>6.3.1 Thesis/Practicum Route</b></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><b>6.3.2 Course-based, Major Research Paper, Project or Comprehensive Examination Route</b></p>	<p><u>Oral and Maxillofacial Surgery</u></p> <p>This Program requires a total of <del>498</del> credit hours of course work over 48 months.</p>

A minimum of twenty-four (24) credit hours of coursework is required. If the student is in the comprehensive examination route, a 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. Refer to unit supplementary regulations concerning specific regulations on coursework, major research paper, project and/or comprehensive examination requirements.

All clinical rotations and assignments as set out in the four years of hospital residency training

#### Year 1 or 2

- GRAD 7500 Academic Integrity Tutorial (0)
- GRAD 6000 Summer Research (0)
- ~~GRAD 7020 Masters Re-Registration (0)~~
- ~~DDSS 7030 Adv. Oral Radiology (1)~~
- DDSS 7220 Essay/Research Project (0)
- DDSS 7230 Adv. Oral Pathology (6)
- DDSS 7240 Adv. OMFS Seminar 1 (3)
- DDSS 7250 Clinical Adv. OMFS Surgery 1 (6)
- ANAT 7060 Adv. Human Anatomy (6)
- CHSE 6810 Biostatistics for Clinicians (3)
- ORLB 7090 Pharmacology (3)

#### Year 2

- DDSS 7260 Adv. OMFS Seminar 2 (3)
- DDSS 7270 Clinical Adv. OMFS Surgery 2 (6)

#### Year 3

- DDSS 7280 Clinical Adv. OMFS Seminar 3 (6)

#### Year 4

- DDSS 7290 Clinical Adv. OMFS Surgery 4 (6)

All students admitted prior to July 1, 2020 will complete all requirements EXCEPT DDSS 7030 for a total credit hour count of 48 hours.

#### Periodontics

The Program requires a total of 58 credit hours over 36 months.

#### Year 1

- DDSS 7160 Basic Clinical Periodontics (2)
- CHSC 6810 Biostatistics for Clinicians (3)
- ~~ORLB 7090 Pharmacology (3)~~
- GRAD 7500 Academic Integrity Tutorial (0)
- GRAD 6000 Summer Research (0)
- GRAD 7020 Master Re-Registration (0)

#### Year 1 or 2

- DDSS 7010 Biology & Pathology of the Periodontium (6)
- DDSS 7030 Advanced Oral Radiology (1)
- DDSS 7130 Occlusion (3)
- DDSS 7230 Adv. Oral Pathology (6)
- DDSS 7300 Dental Implantology (3)
- ~~ANAT 7060 Adv. Human Anatomy (6)~~
- ~~ORLB 7090 Pharmacology & Therapeutics (3)~~

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p>department/unit. 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 remediated coursework. If a course is repeated or replaced, the higher grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of "C" or less in more than six (6) credit hours of coursework are normally Required to Withdraw, unless otherwise stated in the department/unit's supplementary regulations. A student may also be permitted the opportunity to improve a low DGPA as determined by the Graduate Chair of the student's department/unit through the registration and completion of additional course(s).</p> <p>Students are normally expected to complete remedial action by the end of the subsequent term.</p> <p>Graduate students are not permitted to repeat a previously passed course, unless the department/unit recommends that course(s) be re-taken if they have lapsed or expired (refer to <u>Master's Degree General Regulations</u> and <u>Doctor of Philosophy General Regulations</u>).</p> <p><b>Note:</b></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 to the Faculty of Graduate Studies Executive Committee.</p>	<p>retake will be required to withdraw from the program.</p> <p>If a course is repeated or a supplemental examination is written, the highest grade obtained in that course will be a C+ and will be used in the determination of the grade point average.</p> <p><a href="#">With approval from the Course Coordinator and respective Program Director, remediation and a supplemental examination may be offered for DDSS 7230</a></p>
<p><b>2.5 Mandatory Academic Integrity Course</b></p> <p>All students, including those in a Pre-Master's program, are required to register for and complete <u>GRAD 7500 Academic Integrity Tutorial</u> (0 credit hours) within their first term of initial registration. Université de Saint-Boniface graduate students may choose to complete <u>GRAD 7500</u> or the French-language equivalent, <u>GRAD 7501</u>.</p> <p>Failure to complete this course will result in a registration hold 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><b>Notes:</b></p> <p>Students who have successfully completed GRAD 7500 in a previous program are not normally required to repeat the course upon entry to their new program so long as no more than one (1) term separates one program from another.</p> <p>Students who have not completed GRAD 7500 or GRAD 7501 prior to embarking on a leave of absence must register in the course upon their return to their program.</p> <p>Visiting and Occasional students are not expected to complete <u>GRAD 7500</u>. For further information see <u>GRAD 7500 FAQ</u>.</p>	
<p><b>2.6 Mandatory Research Integrity Online Course</b></p> <p>All students, including those in a Pre-Master's program, are required to register for and complete <u>GRAD 7300</u> 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> <p>Failure to complete this course will result in a registration hold and a grade of "F/NP" being assigned to the course which may lead to being "Required to Withdraw from the graduate program."</p>	



FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	withdraw from the program or spend additional time in the program.
<p><b>2.4 Performance in Coursework</b></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 or DGPA will be Required to Withdraw unless a department/unit recommends remedial action (subject to approval by the Dean of the Faculty of Graduate Studies).</p> <p>A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course as determined by the student's department/unit. 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 remediated coursework. If a course is repeated or replaced, the higher grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of "C" or less in more than six (6) credit hours of coursework are normally Required to Withdraw, unless otherwise stated in the department/unit's supplementary regulations. A student may also be permitted the opportunity to improve a low DGPA as determined by the Graduate Chair of the student's department/unit through the registration and completion of additional course(s).</p> <p>Students are normally expected to complete remedial action by the end of the subsequent term.</p> <p>Graduate students are not permitted to repeat a previously passed course, unless the department/unit recommends that course(s) be re-taken if they have lapsed or expired (refer to <u>Master's Degree General Regulations</u> and <u>Doctor of Philosophy General Regulations</u>).</p> <p><b>Note:</b></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 to the Faculty of Graduate Studies Executive Committee.</p>	<p>Failure to complete any one of the required courses within the prescribed time period may result in the student being awarded a failure in the course.</p> <p>The resident will receive feedback on their progress in their coursework at least once per academic year at the time of the Progress Report. Additional meetings may be scheduled as deemed necessary to monitor progress. Continual poor performance in coursework will result in a "in need of improvement" notation in the Progress Report. Failure to improve may result in the resident being required to withdraw from the program or, if deemed appropriate by the Prosthodontic Program Director, require remediation as outlined in the Progress Report. This might require additional time spent in the program.</p> <p><a href="#">With approval from the Course Coordinator and respective Program Director, remediation and a supplemental examination may be offered for DDSS 7230</a></p>
<p><b>2.5 Mandatory Academic Integrity Course</b></p> <p>All students, including those in a Pre-Master's program, are required to register for and complete <u>GRAD 7500 Academic Integrity Tutorial</u> (0 credit hours) within their first term of initial registration. Université de Saint-Boniface graduate students may choose to complete <u>GRAD 7500</u> or the French-language equivalent, <u>GRAD 7501</u>.</p> <p>Failure to complete this course will result in a registration hold 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><b>Notes:</b></p> <p>Students who have successfully completed GRAD 7500 in a previous program are not normally required to repeat the course upon entry to their new program so long as no more than one (1) term separates one program from another.</p>	



FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p>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><b>6.6.4 Performance in Coursework</b></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 or DGPA will be Required to Withdraw unless the department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p> <p>Students are normally expected to complete remedial action by the end of the subsequent term.</p>	<p>Performance in this program will be evaluated on a continuing basis and regular reviews carried out by the Prosthodontics Program Director and the Advisory Committee. Support measures for remediation must be approved by the Prosthodontics Program Director for any student failing to meet appropriate professional competence standards as revealed by performance evaluations.</p> <p>When a student fails a course, a recommendation of required to withdraw from the program will be made by the Prosthodontics Program Director to the Dean of the Faculty of Graduate Studies.</p> <p><a href="#">With approval from the Course Coordinator and respective Program Director, remediation and a supplemental examination may be offered for DDSS 7230</a></p>
<p><b>6.6.5 Performance not related to Coursework</b></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 “<a href="#">Progress Report</a>” form. 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 who have been suspended from clinical activities at the university or external affiliated training sites for unethical or unprofessional behaviour will be reported to the Faculty of Graduate Studies and may be required to withdraw from the program.</p>
<p><b>6.7 Academic Requirements for Graduation</b></p> <p>All students must:</p> <ul style="list-style-type: none"> <li>• maintain a minimum degree grade point average (DGPA) of 3.0 with no grade below C+;</li> <li>• complete <a href="#">GRAD 7500</a></li> <li>• complete <a href="#">GRAD 7300</a></li> <li>• meet the minimum and not exceed the maximum course requirements; and</li> <li>• meet the minimum and not exceed the maximum time requirements (in terms of time in program and lapse or expiration of credit of courses).</li> </ul> <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><b>6.7.1 Thesis/Practicum Route</b></p> <p><b>6.7.1.1 Thesis vs. Practicum</b></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/practicum will normally be written in English but may be written in French.</p>	<p>A thesis proposal of about 5 pages (introduction, purpose of research project, materials and methods, estimated budget, sources of funding, research time line and references must be approved and signed by the advisory committee</p>

## **Report of the Faculty Council of the Faculty of Graduate Studies on Course, Program, Supplementary Regulation, and Regulation Changes**

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### Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program, supplementary regulation 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 Dept. of Educational Administration, Foundations & Psychology.

### Observations

1. The **Dept. of Educational Administration, Foundations & Psychology** proposes M.Ed. supplementary regulation changes concerning the Counselling Psychology concentration. These include eliminating EDUA 5480 and EDUA 5500 as pre-requisites for admission, adding EDUA 7710, EDUA 5520, and EDUA 5480 to the list of eligible concentration courses, and adding a statement that the Counselling Psychology thesis route will usually consist of 27 credit hours plus a thesis.

The changes were approved at the department's Graduate Programs Committee, and then at the Faculty Council of Education meeting on January 23, 2023.

### Recommendations

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

#### **Dept. of Educational Administration, Foundations & Psychology**

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.

**Note:** This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.

- EDUA 1570 Foundations of Adult Education (3 credit hours);
- EDUA 1580 Program Planning in Adult Education (3 credit hours);
- EDUA 1590 Facilitating Adult Education (3 credit hours);
- plus an additional one hundred (100) hours of elective credit through courses, seminars, and workshops.

The Faculty of Graduate Studies recognizes a complete CACE program as fifteen (15) credit hours towards the admission requirements for the M.Ed.; that is, giving twelve (12) credit hours for the four core courses completed with a grade of 'B' or better and three (3) credit hours (non-assessable) for the one hundred (100) hours of elective study.

Individuals with a three-year undergraduate degree and the four courses listed above (EDUA 1560, EDUA 1570, EDUA 1580 and EDUA 1590) must complete an additional 12 credit hours of senior level courses (i.e.: 5000 level PBDE courses, 1000 or 2000 level B.Ed. courses, or courses at the 3000 level or above in other faculties) to have the 24 credit hours that are the minimal requirements for satisfying the "honours degree or equivalent" admission requirement.

Those with the completed CACE require an additional nine (9) credit hours of senior level courses.

#### **Pre-requisite Coursework:**

The following program areas require pre-requisite coursework that must be completed prior to the start of the M.Ed. program (may be taken in the Post-Baccalaureate Diploma in Education (PBDE) program of the Faculty of Education, or its equivalent).

#### Counselling Psychology:

~~A minimum of six (6) credit hours of university coursework at the 5000 level consisting of (or their equivalent):~~

- ~~• EDUA 5480 Counseling Skills (3 credit hours);~~
- ~~• EDUA 5500 Theories and Issues in School Counseling (3 credit hours);~~

#### Inclusive Education:

A minimum of ~~six (6) eighteen (18)~~ credit hours of university level coursework at the 5000 level or equivalent with a GPA of 3.0 (B) or better, consisting of:

- EDUA 5602 Introduction to Inclusive Education (6 credit hours); or
- Similar coursework from a related Degree program, such as Special Education,

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	<p><u>Psychology, Disability Studies, Social Work, or Counselling</u> EDUA 5632 Assessment and Instruction in Inclusive Education (6 credit hours);</p> <ul style="list-style-type: none"> <li>And; 6 credit hours from: <ul style="list-style-type: none"> <li>EDUA 5612 Field Experience in Inclusive Education (6 credit hours)</li> <li>EDUA 5614 Working with Vulnerable Children: An Introduction to Trauma Care</li> <li>EDUA 5620 Teaching Children through Alternative and Augmented Communication (3 credit hours)</li> <li>EDUA 5642 IE: Transition from School to Adult Life (3 credit hours)</li> <li>EDUA 5662 Delivering Supports for Inclusive Education</li> <li>EDUA 5680 Promoting Responsible Behaviour in Educational Settings (3 credit hours)</li> <li>EDUA 573/4 Recent Developments in Educational Psychology (3 credit hours) [NB: Where content is specific to IE.]</li> <li>Or equivalent courses from other universities.</li> </ul> </li> </ul>
<p><b>6.3 Program Requirements</b></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. . Some programs are subject to an external accrediting body. In such programs, the credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body. Students should refer to department/unit supplementary regulations.</p> <p>Any single course cannot be used for credit toward more than one degree.</p>	
<p><b>6.3.1 Thesis/Practicum Route</b></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><b>The Coursework and Thesis Route (Thesis-Based):</b></p> <p>Typically students complete a set of <i>core</i> courses, <i>research</i> courses, and some courses that, along with the thesis constitute a <i>concentration</i>.</p> <p><b>Coursework:</b></p> <p>All programs consist of a minimum of eighteen (18) credit hours of coursework. At least twelve (12) credit hours must be at the 7000-level or equivalent. The remaining six (6) credit hours may be at the 5000 level or above in the Faculty of Education, and/or at the 3000 level or above in other Faculties.</p> <p><b>Required Research Courses:</b></p> <ul style="list-style-type: none"> <li>EDUA <del>5800</del>7830 Engaging with Introduction to Educational Research (3 credit hours), or its equivalent, is a requirement of all M.Ed. programs in the Faculty of Education.</li> <li>In addition, tThesis students must take an additional three (3) credit hours of research methods at the 7000-level. In special circumstances research courses at the 3000 level or above in other Faculties may be</li> </ul>

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	<p>approved as an appropriate alternative to this requirement.</p> <p><i>Specific Course Requirements:</i> In addition to the two three (3) credit hour research courses, specific course requirements for each <a href="#">program area/specialization/concentration</a> are as follows:</p> <p><u>Adult <del>and</del> Post-Secondary Education</u></p> <p><i>Core Courses:</i></p> <ul style="list-style-type: none"> <li>• EDUA 7402 Development of Adult and Post-Secondary Education (institutional) (3 credit hours);</li> <li>• EDUA 7404 Lifelong Learning in Educational Settings (3 credit hours).</li> </ul> <p><i>Concentration Courses:</i> Students select six (6) credit hours of coursework from EDUA 7406, EDUA 7412, EDUA 7414, EDUB 7416, EDUA 7420, EDUA 7810, EDUB 7390, EDUB 7420, EDUB 7430, EDUB 7450, EDUB 7460, EDUB 7560, or other courses approved by the advisor and department head.</p> <p><u>Counselling Psychology</u></p> <p><i>Core Courses:</i></p> <ul style="list-style-type: none"> <li>• EDUA 7520 Practicum Seminar in Counseling (6 credit hours). *A 3-hour weekly seminar offered over fall and winter terms taken concurrently with a minimum of 180 hours of supervised practicum experience in a selected placement. Students are required to be available September to April during the day for a minimum of one to one-and-a-half days per week for the practicum component;</li> <li>• EDUA 7550 Theories in Counseling (3 credit hours).</li> </ul> <p><i>Concentration Courses:</i> Students select three (3) credit hours from, <a href="#">EDUA 5480</a>, <a href="#">EDUA 5520</a>, EDUA 7510, EDUA 7530, EDUA 7540, <a href="#">EDUA 7710</a>, EDUA 7750, EDUA 7760 or other courses approved by the program advisor and department head.</p> <p><u>Usually, the program will be 27 credit hours plus a thesis.</u></p> <p><u>Cross-Cultural, Sociological and Philosophical Foundations in Education</u></p> <p><i>Core Courses:</i> Six credit hours of coursework selected from EDUA 7200, EDUA 7210, EDUA 7270.</p> <p><i>Concentration Courses:</i> Students select six (6) credit hours from EDUA</p>

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p>	<p>7230, EDUA 7240, EDUA 7250, EDUA 7270, EDUA 7280, EDUA 7300, EDUA 7340, or other courses selected from the Curriculum, Teaching and Learning Department, the Faculty of Arts at the University of Manitoba or other universities, and approved by the advisor and department head.</p> <p><u>Educational Administration</u></p> <p><i>Core Courses:</i></p> <ul style="list-style-type: none"> <li>• EDUA 7010 Educational Administration as a Field of Study and Practice (3 Credit hours);</li> <li>• EDUA 7050 Theoretical Perspectives in Educational Administration (3 credit hours)</li> </ul> <p><i>Concentration <u>Courses</u>:</i></p> <p>Students select six (6) credit hours of coursework in consultation with the advisor, at least 3 credit hours of which must be at the 7000-level. The courses are usually selected from EDUA 5040, EDUA 5100, EDUA 7020, EDUA 7030, EDUA 7040, EDUA 7060, EDUA 7070, <u>EDUA 7082</u>, or other courses approved by the advisor and department head.</p> <p><u>Inclusive Education</u></p> <p><i>Core Courses:</i></p> <ul style="list-style-type: none"> <li>• EDUA 7602 Seminar in Inclusive Education (6 credit hours).</li> </ul> <p><i>Concentration <u>Courses</u>:</i></p> <p>Students select six (6) credit hours, with a minimum of 3 credit hours at the 7000-level, from EDUA 7610, EDUA 7630, EDUA 7652, EDUA 7740, EDUA 7750, EDUA <del>5642</del><u>5614</u>, EDUA 5620, EDUA 5642, EDUA 5662, EDUA 5680, or other courses approved by the advisor and department head.</p>
<p><b>6.3.2 Course-based, Major Research Paper, Project or Comprehensive Examination Route</b></p> <p>A minimum of twenty-four (24) credit hours of coursework is required. If the student is in the comprehensive examination route, a 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. Refer to unit supplementary regulations concerning specific regulations on coursework, major research paper, project and/or comprehensive examination requirements.</p>	<p><b>Coursework and Comprehensive Examination Route (Course-Based)</b></p> <p>This program route consists of four elements:</p> <ol style="list-style-type: none"> <li>1. <i>core</i> (or specific required) courses;</li> <li>2. <i>concentration <u>courses</u></i> (or courses related closely to the core);</li> <li>3. a <i>research methods</i> course; and</li> <li>4. approved <i>elective</i> courses.</li> </ol> <p>The culminating activity is a comprehensive examination.</p> <p><i>Coursework:</i></p> <p>The coursework and comprehensive examination route to the M.Ed. in the Department of Educational Administration, Foundations and Psychology involves a minimum of thirty (30) credit hours of approved courses. At least eighteen (18) credit</p>

hours must be at the 7000-level; the remaining twelve (12) credits may be at the 5000 level or above in the Faculty of Education and/or at the 3000 level or above in other Faculties.

*Required Research Course:*

EDUA ~~5800~~7830 Engaging with ~~Introduction to Educational Research~~ (3 credit hours), or equivalent, is a requirement of all M.Ed. programs in the department.

Specific course requirements for each program area/specialization/concentration are as follows:

Adult ~~and~~ Post-Secondary Education

*Core Courses:*

- EDUA 7402 Development of Adult and Post-Secondary Education (institutional) (3 credit hours);
- EDUA 7404 Lifelong Learning in Educational Settings (3 credit hours); and
- EDUA 7408 Seminar in Adult and Post-Secondary Education (3 credit hours)

*Concentration Courses:*

Students select nine (9) credit hours of coursework from EDUA 7406, EDUA 7412, EDUA 7414, EDUB 7416, EDUA 7420, EDUA 7810, EDUB 7390, EDUB 7420, EDUB 7430, EDUB 7450, EDUB 7460, EDUB 7560, or other courses approved by the advisor and department head.

*Electives:*

Students are required to take nine (9) credit hours of approved elective courses.

Counselling Psychology

*Core Courses:*

- EDUA 7520 Practicum Seminar in Counseling (6 credit hours). \*A 3-hour weekly seminar offered over fall and winter terms taken concurrently with a minimum of 180 hours of supervised practicum experience in a selected placement. Students are required to be available September to April during the day for a minimum of one to one-and-a-half days per week for the practicum component; and
- EDUA 7550 Theories in Counseling (3 credit hours)

*Concentration Courses:*

Students select eighteen (18) credit hours from EDUA 5480, EDUA 5520, EDUA 7510, EDUA 7530, EDUA 7540, EDUA 7710, EDUA 7750, EDUA 7760 or other courses, such as 5000 level Guidance and Counseling courses or courses from other Faculties, approved by the program advisor and department head.

Usually, the program will be 33 credit hours plus

[a comprehensive exam.](#)

Cross Cultural, Sociological, and Philosophical Foundations in Education

*Core Courses:*

- EDUA 7200 Philosophy of Education (3 credit hours);
- EDUA 7210 Educational Sociology (3 credit hours);
- EDUA 7270 Seminar in Cross Cultural [Education 1](#) (3 credit hours); ~~and~~
- ~~• Education 1 (3 credit hours)~~

*Concentration Courses:*

Students select eighteen (18) credit hours from EDUA 7230 Social Criticism in Education (~~3 credit hours~~), EDUA 7240 Values in Education (~~3 credit hours~~), EDUA 7250 Comparative Education (~~3 credit hours~~), EDUA 7280 Seminar in Cross Cultural Education 2 (~~3 credit hours~~), EDUA 7300 History of Canadian Education since 1867 (~~3 credit hours~~), EDUA 7340 Seminar in Educational Thought (~~3 credit hours~~), or other courses selected from the Department of Curriculum, Teaching and Learning, Faculty of Arts at the University of Manitoba, or elsewhere, and approved by the program advisor and the department head.

Educational Administration

*Core Courses:*

- EDUA 7010 Educational Administration as a Field of Study and Practice (3 credit hours);
  - EDUA 7050 Theoretical Perspectives in Educational Administration (3 credit hours);
- and one of:**
- EDUA 7200 Philosophy of Education (3 credit hours)
  - EDUA 7210 Education Sociology (3 credit hours)
  - EDUA 7270 Seminar in Cross Cultural Education 1 (3 credit hours).

*Concentration Courses:*

Students select twelve (12) credit hours of coursework in consultation with the advisor. The courses are usually selected from EDUA 5040, EDUA 5100, EDUA 7020, EDUA 7030, EDUA 7040, EDUA 7060, EDUA 7070, [EDUA 7082](#), or other courses approved by the program advisor and department head.

*Electives:*

Students are required to take six (6) credit hours of approved elective courses.

Inclusive Education

*Core Courses:*

EDUA 7602 Seminar in Inclusive Education (6 credit hours)



## **Report of the Faculty Council of the Faculty of Graduate Studies on Course, Program, Supplementary Regulation, and Regulation Changes**

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### Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program, supplementary regulation 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 Human Anatomy & Cell Science.

### Observations

1. The **Dept. of Human Anatomy & Cell Science** proposes (4) course introductions: ANAT 7468, 7478, 7480, 7482; (7) course deletions: ANAT 7460, 7462, 7464, 7466, 7472, 7474, 7476; M.Sc. & Ph.D. supplementary regulation changes.

The supplementary regulation changes consist of adding the requirement that all incoming graduate students be provided a minimum of one (1) year of funding, minor edits to the HACS course offerings and required/elective coursework for all M.Sc. and Ph.D. students, a change to the composition requirements for all M.Sc. and Ph.D. advisory committees, and the addition of a "HACS Oral Presentation Scheduling" form that must be submitted by all students prior to scheduling of M.Sc. proposal/defense and Ph.D. proposal/candidacy examinations.

The course changes consist of replacing the "smaller modular style" (1.5 or 2 credit hours) that has previously been offered as elective courses. All students enrolled in HACS graduate programs will now be required to complete at least one 3 CH "core" human anatomy course.

The changes were approved at the Max Rady College of Medicine Executive Council on January 24, 2023.

### Course Introductions

#### **ANAT 7468 Human Histology: Basic Tissues and Organ Systems**

**+3**

This graduate level course commences by introducing students to the histological features of the four basic tissues composing the human body (epithelium, connective tissue, muscle, and nervous tissue). With an understanding of these fundamentals, this course next examines in depth the specialized cells composing the gastrointestinal, endocrine, circulatory, respiratory, reproductive, and urinary systems of the human body. This course is appropriate for students studying human tissues in their thesis research or students interested in building their background in the anatomical sciences for teaching purposes. May not be held with ANAT 7460, ANAT 7462, ANAT 7464, or ANAT 7466.

#### **ANAT 7478 Human Gross Anatomy: Musculoskeletal**

**+3**

This dissection-based human gross anatomy course will provide a detailed understanding of the musculoskeletal (MSK) system of the human body.

Students will learn about the anatomical complexities of bones, joints, ligaments, tendons, muscles, nerves and blood vessels of the upper extremity, lower extremity, and spine regions. Common MSK disorders will also be discussed using clinical cases to highlight the relation between anatomical structures and normal human function. May not be held with ANAT 7470 or ANAT 7472.

**ANAT 7480 Human Gross Anatomy: Trunk (Thorax, Abdomen, Pelvis) +3**

This course will provide an introduction to the structure and function of the trunk (thorax, abdomen, and pelvis) from an anatomical perspective. Using a combination of lectures, seminars, and dissection-based gross anatomy laboratory sessions, students will learn about thoracic wall anatomy and thoracic cavity contents including the heart and lung; abdominal wall anatomy and abdominal cavity contents including intestines and accessory digestive organs (liver, pancreas, and gallbladder), and spleen; and the pelvic wall and cavity anatomy in both males and females. May not be held with ANAT 7470 or ANAT 7476.

**ANAT 7482 Human Gross Anatomy: Head and Neck +3**

This dissection-based course will provide a detailed understanding of the anatomy of the head and neck region. Students will learn about the skull and cranial cavity, muscles of the neck and face, general aspects of the brain and cranial nerves, eyes and ears, nasal and oral cavities, pharynx and larynx, glands and blood vessels of the head and neck. Common head and neck disorders will be discussed to highlight the relation between anatomical structures and normal human function. Upon completion, students will receive letter grades. May not be held with ANAT 7470 or ANAT 7476.

Course Deletions

**ANAT 7460 Human Histology: Basic Tissues -1.5**

**ANAT 7462 Human Histology: Systems I (Blood, Immunology & Cardiopulmonary Systems) -1.5**

**ANAT 7464 Human Histology: Systems II (Gastrointestinal System & Endocrine Glands) -1.5**

**ANAT 7466 Human Histology: Systems III (Genitourinary Systems, Skin and Special Senses) -1.5**

**ANAT 7472 Human Gross Anatomy: Musculoskeletal -2**

**ANAT 7474 Human Gross Anatomy: Thorax -2**

**ANAT 7476 Human Gross Anatomy: Head and Neck -2**

**NET CREDIT HOUR CHANGE 0**

Recommendations

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

Dept. of Human Anatomy & Cell Science

Respectfully submitted,

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

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

FGS Academic Guide Regulation 2022/23	Supplementary Regulation																
<p>vary depending on the program to which the applicant is applying and whether the applicant is domestic or international. Deadlines can be found by clicking the appropriate application program page on the <a href="#">Graduate programs of study website</a>.</p> <p><b>Note:</b> International students must pay special attention to transcript requirements (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><u>As part of the application, the student must provide a letter of support from the proposed advisor which confirms that the student will receive a stipend of no less than the value of a University of Manitoba Graduate Fellowship for atleast the first year of their graduate program (whether from a studentship, research grants, or a combination of both).</u></p> <p><u>Note: The requirement for the advisor to provide a stipend may be waived on a case-by case basis (for example, other guaranteed graduate funding, part-time graduate studies, etc). The stipend waiver is subject to approval by the both the head and GSC chair of HACS, and requires a Letter of Agreement signed by both the advisor and the applicant.</u></p> <p><del>As part of the application, the student must provide a letter of support from the proposed advisor which provides information regarding the amount &amp; duration of financial support available to the student during the course of their studies.</del></p> <p><b>Applications that do not include an advisor's letter of support will be rejected by the Department's Graduate Studies Committee</b></p> <p>Please also refer to section 1.1.8 - Letters of Recommendation for further information regarding the advisor's letter of support.</p>																
<p><b>1.1.2 Deadlines for Recommended Applications (from Departments/Units to the Faculty of Graduate Studies)</b></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><b>IMPORTANT:</b> <u>These are not unit-specific application deadlines.</u> Prospective applicants must consult the appropriate application program page on the <a href="#">Graduate programs of study website</a>.</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><b>Completed applications and necessary supporting documents</b> should be submitted to the Faculty of Graduate Studies <b>at least one month prior</b> to the dates shown at the link below. Because of possible delays in processing, earlier submission is recommended.</p> <p>For upcoming application deadlines, please consult the Graduate Program Page: <a href="http://umanitoba.ca/faculties/graduate_studies/admissions/programs/hacs.html">http://umanitoba.ca/faculties/graduate_studies/admissions/programs/hacs.html</a></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><b>1.1.3 Application Fee</b></p> <p>A \$100.00 (CDN) non-refundable fee must accompany an application for admission. The Physician Assistant Studies and Orthodontics programs charge an additional fee of \$25 and \$50, respectively.</p>																	
<p><b>1.1.4 Transcripts</b></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. <b>All</b></p>																	

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p>o Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies.</p> <p>All students applying for a Master's degree program must have attained a minimum GPA of 3.0 (or equivalent) in the last two (2) years of full-time university study (60 credit hours). This includes those applying for direct admission and those entering from a Pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.</p> <p><b>Note:</b> This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	<p><u>As part of the application, the student must provide a letter of support from the proposed advisor which confirms that the student will receive a stipend of no less than the value of a University of Manitoba Graduate Fellowship for at least the first year of their graduate program (whether from a studentship, research grants, or a combination of both).</u></p> <p><u>Note: The requirement for the advisor to provide a stipend may be waived on a case-by case basis (for example, other guaranteed graduate funding, part-time graduate studies, etc). The stipend waiver is subject to approval by the both the head and GSC chair of HACS, and requires a Letter of Agreement signed by both the advisor and the applicant.</u></p> <p><del>As part of the application, the student must provide a letter of support from the proposed advisor which provides information regarding the amount &amp; duration of financial support available to the student.</del></p> <p><b>Applications that do not include an advisor's letter of support will be rejected by the Department's Graduate Studies Committee.</b></p> <p>All students applying for a Master's degree program within the Department of HACS must have attained a minimum GPA of 3.5 in the last two (2) full years (60 credit hours) of study. In special circumstances, and with the prior approval of the proposed advisor, chair of the departmental Graduate Studies Committee, and head of the department, this departmental GPA requirement may be waived.</p>
<p><b>6.3 Program Requirements</b></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. . Some programs are subject to an external accrediting body. In such programs, the credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body. Students should refer to department/unit supplementary regulations.</p> <p>Any single course cannot be used for credit toward more than one degree.</p>	
<p><b>6.3.1 Thesis/Practicum Route</b></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>Required course work at the Master's level will consist of a <b>minimum of 9 credit hours</b> of approved course work at the 7000 level.</p> <p>All students are required to complete:</p> <ul style="list-style-type: none"> <li>• IMED 7410 – Biomedical Trainee Skills (3 CH)</li> </ul> <p>Plus at least <del>one of the</del> <u>3 CH of coursework from the</u> following core ANAT courses:</p> <ul style="list-style-type: none"> <li>• ANAT 7380 – Human Developmental Anatomy (Embryology) (3 CH)</li> </ul>

- ANAT 7392 – Human Neuroanatomy (3 CH)
- ANAT 746~~89~~ – Human Histology: Basic Tissues & Organ Systems (34.5 CH)
- ~~ANAT 7462 – Human Histology: Systems I (1.5 CH)~~
- ANAT 747~~82~~ Graduate Gross Anatomy – Musculoskeletal (3~~2~~ CH)
- ANAT 748~~074~~ Graduate Gross Anatomy – Thorax (3 CH-2)
- ANAT 748~~276~~ Graduate Gross Anatomy – Head & Neck (3 CH-2)
- ~~ANAT 7330 – Readings in Anatomy (3 CH)~~
- ANAT 7400 – Morphological Techniques (3 CH)
- \_\_\_\_\_

Additional elective coursework at the 7000 level may be completed through other U of M departments/faculties, or include Students may also complete any of the following ANAT / IMED elective courses taught by HACS faculty:

- ANAT 7012 Advanced Level Human Brain Imaging Medthods (1.5 CH)
- ANAT 7014 – Functional Human Anatomy (2.0 CH)
- ANAT 7320 Introduction to Scanning and Transmission Electron Microscopy (3.0 CH)
- ~~ANAT 7400 – Morphological Techniques (3 CH)~~
- ~~ANAT 7464 – Human Histology: Systems II (1.5 CH)~~
- ~~ANAT 7466 – Human Histology: Systems III (1.5 CH)~~
- IMED 7004 – Human Brain Imaging Methods (1.5 CH)
- IMED 7112 – Fundamental Cellular Neurobiology (1.5 CH)
- IMED 7114 – Fundamental Neural Development and Plasticity (1.5 CH)
- ~~IMED 7302 – Advanced Molecular Imaging (3 CH)~~
- ANAT 7330 – Readings in Anatomy (3 CH)

Mandatory attendance at seminars that are part of the Departmental Seminar Program is required. Failure to attend a minimum of 80% of the seminars over the course of an academic year will be taken into consideration at the time of the annual progress report.

The course work required for an individual student will be specified in consultation with the student's faculty advisor, and will depend upon the student's academic background and area of research.

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p>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 sequentially to the Department/Unit Graduate Chair, the Head of the department/unit, then to the Dean of the Faculty of Graduate Studies (or designate). It is the responsibility of the department/unit offering the program in which the student is studying to arrange an alternate advisor if this is appropriate and necessary. All students should consult department/unit supplementary regulations for specific details regarding advisor/co-advisor requirements.</p>	
<p><b>6.5 Advisory Committee</b></p> <p><b>6.5.1 Conflict of Interest</b></p> <p>There are several circumstances that might lead to a real, perceived or potential Conflict of Interest (COI) in advisory and examining committees. A real COI could be present due to the existence of a (past or present) personal relationship that is romantic, sexual, marital, personal or familial. There is a potential for a perceived COI in cases of recent (within the last 5 years) collaboration among committee members, which may result in the perception of a lack of fairness or impartiality. These examples are not intended to be comprehensive, and are provided solely for illustration. The University of Manitoba <a href="#">Conflict of Interest Policy</a> and <a href="#">Conflict of Interest Procedures</a> as well as the <a href="#">Conflict of Interest Between Evaluators and Students due to Close Personal Relationships</a> should also be consulted.</p> <p>In addition to following the processes outlined in the above policies, COIs that exist within advisory and examining committees and proposed mitigation should be declared in writing to the Faculty of Graduate Studies to provide transparency to all relevant parties (including the student, committee members, unit leadership, and the Faculty of Graduate Studies). All reported conflicts will be reviewed by the Dean of the Faculty of Graduate Studies (or designate). If the conflict is deemed sufficiently significant and cannot be mitigated, a new committee may need to be struck.</p>	
<p><b>6.5.2 Thesis/Practicum Route</b></p> <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 advisor/co-advisor is the Chair of the advisory committee.</p> <p>The advisory committee must consist of a minimum of three (3) voting members (the advisor/co-advisor have a single vote), at least two (2) of whom must be members of the <a href="#">Faculty of Graduate Studies</a>.</p> <p>All examiners must be deemed qualified by the Department/Unit Head and be willing to serve. <b>It is expected that advisory committee members will have a Master's degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies or designate.</b></p> <p>Individuals who are not a member of the Faculty of Graduate Studies, and who do not hold a Master's degree or equivalent, but who possess specific and extensive expertise and experience, such as professionals, artists, Knowledge Keepers or Elders, may serve on the advisory committee as a full voting member. No more than one such knowledge expert may serve on any individual advisory committee and must be nominated by the Department/Unit Head or Graduate Chair with a justification of their role and be approved by the Dean of the Faculty of Graduate Studies or designate.</p> <p>Advisory committees may <u>alternatively</u> include one (1) non-voting invited member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. Committees may include a Knowledge Expert or invited member, not both.</p>	<p>An Advisory Committee must be selected within <b>six months</b> of the student's entry to the M.Sc. program.</p> <p>At least one member of the advisory committee <del>(in addition to the student's advisor)</del> must hold <b>primary appointment</b> within <del>the</del> <a href="#">department/HACS</a>.</p>

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p><b>6.6.4 Performance in Coursework</b></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 or DGPA will be Required to Withdraw unless the department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p> <p>Students are normally expected to complete remedial action by the end of the subsequent term.</p>	
<p><b>6.6.5 Performance not related to Coursework</b></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 “<u>Progress Report</u>” form. 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>Attendance at departmental seminars is mandatory. Departmental seminars include seminars that are part of the Departmental Seminar Program as well as Ph.D. proposal seminars, candidacy exams, and thesis defences. Failure to attend a minimum of 80% of the seminars over the course of an academic year will be taken into consideration at the time of the annual progress report and can lead to an unsatisfactory performance evaluation. In addition, attendance and participation at departmental seminars will be taken into consideration when the GSC evaluates applications for studentships and awards (e.g. Mann Award, department merit awards, department/faculty travel awards, etc.).</p> <p>M.Sc. students will usually be required to present at least one paper (poster or platform) at a scientific meeting before submission of their thesis for examination.</p>
<p><b>6.7 Academic Requirements for Graduation</b></p> <p>All students must:</p> <ul style="list-style-type: none"> <li>• maintain a minimum degree grade point average (DGPA) of 3.0 with no grade below C+;</li> <li>• complete <u>GRAD 7500</u></li> <li>• complete <u>GRAD 7300</u></li> <li>• meet the minimum and not exceed the maximum course requirements; and</li> <li>• meet the minimum and not exceed the maximum time requirements (in terms of time in program and lapse or expiration of credit of courses).</li> </ul> <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><b>6.7.1 Thesis/Practicum Route</b></p> <p><b>6.7.1.1 Thesis vs. Practicum</b></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/practicum will normally be written in English but may be written in French. Departmental/unit supplementary regulations may allow the thesis/practicum to be written in a language other than English or French.</p>	<p>MSc Research Proposal</p> <p>Written Component: A written research proposal must be submitted to the department for approval <b>within six to nine months</b> of the student's entering the program. The proposal (a maximum of 10 pages <u>not including title page, figures, tables, and references; 1.5 inch line spacing, 12 point font, 1 inch page margins</u><del>double spaced not including figures and references</del>) will outline the research</p>



FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p>The thesis must be written according to a standard style acknowledged within the student'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). Additional recommendations for a thesis are outlined in Appendix 1: Thesis/Practicum Types.</p> <p>The thesis is developed under the mentorship of the advisor/co-advisor. Individual departments/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>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 departments/units have specific requirements for graduation and students should consult department/unit supplementary regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the practicum.</p>	<p>question / hypothesis, as well as the background and rationale for the study. The proposal will also describe the experimental approach, the anticipated results, and the significance of the study.</p> <p>The proposal will be circulated to <u>all the</u> advisory committee members and <del>one member of the GSC</del> <u>(to be determined by the Chair of the departmental GSC-)</u> for review and approval. Reviewers have a maximum of 4 weeks to complete their review and submit written feedback to the student's advisor and the <u>GSC chair</u> <del>person of the departmental Grad Studies Committee</del>. Students may be required to incorporate feedback from the committee into the proposal. Revised proposals incorporating suggestions from the committee members may need to be re-submitted to the committee.</p> <p><b>Oral Component: Oral presentation of the MSc research proposal is not a requirement within the department.</b></p>
<p><b>6.7.1.2 Examining Committee</b></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 "<u>Master's Thesis/Practicum Title and Appointment of Examiners</u>" form. 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. Knowledge Experts and invited members are exempt from this requirement. 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 departments/units establish specific requirements for examination and students should consult department/unit supplementary regulations for specific requirements.</p> <p>Under no circumstances are graduate students, Post-Doctoral fellows, and Research Assistants or Associates to serve on graduate student examining committees, regardless if they hold a rank of Adjunct Professor.</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"> <li>• Acceptable, without modification or with minor revision(s); or</li> <li>• Acceptable, subject to modification and/or revision(s); or</li> <li>• Not acceptable.</li> </ul> <p>If two or more examiners do not approve the thesis, then the student is deemed to have failed the distribution.</p>	<p>The examining committee will usually consist of the members of the student's advisory committee.</p> <p>The student's <del>advisor</del> will distribute the thesis to all members of the advisory committee and the chair of the departmental Grad Studies Committee.</p>



FGS Academic Guide Regulation 2022/23	Supplementary Regulation
Note that advisors and co-advisors share a single vote.	
<p><b>6.7.1.3 Oral Examination</b></p> <p>For departments/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>The examination should be completed within one (1) month of distribution of the thesis/practicum to the examining committee.</p> <p>Normally, all members of the examining committee should be present in real time at the examination. Under exceptional circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one (1) member may be absent from the proceedings. No recordings will be permitted. Any in-person components of 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 must request a closed examination to the Dean of the Faculty of Graduate Studies, who shall then decide that the final examination be closed to all but the examining committee. The Dean of the Faculty of Graduate Studies (or delegate) reserves the right to attend a closed examination.</p> <p>The oral examination will normally be held in English, but may be held in French. Departmental/unit supplementary regulations may allow the oral examination to be held in a language other than English or French.</p> <p>Following completion of the examination of the thesis/practicum, examiners will determine the results of 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 (via MSpace). The advisor/co-advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee.</p> <p>The final assessment of the examiners shall be reported to the Faculty of Graduate Studies as either "approved" or "not approved" on the <a href="#">Master's Thesis/Practicum Final Report</a> form submitted by the advisor. Each examiner must sign the form. If two (2) or more examiners do not approve the thesis/practicum, the student is deemed to have failed the examination.</p>	<p>MSc Thesis Defense: <del>Students must notify the chair of the departmental Grad Studies Committee at least four (4) weeks in advance of their scheduled date of the thesis defence. The written thesis must be submitted to all members of the advisory committee and the GSC chair a minimum of four (4) weeks in advance of the proposed date and time of the oral examination.</del></p> <p><u>The student must confirm that all members of the advisory committee are able to attend the oral examination and provide the GSC Chairperson and Graduate Program Assistant with a completed HACS Oral Presentation Scheduling form that includes the signatures of all examiners a minimum of one (1) week in advance of the proposed date and time of the oral presentation</u></p> <p>Students must pass an oral examination on the subject of the thesis and related matters. The student will be given a maximum of 30 minutes to present their thesis research—and this will be followed by an oral examination of the thesis, with a question period that is not to exceed one (1) hour in duration. The Chair of the GSC (or designate) will act as the Chair of the thesis defence.</p>
<p><b>6.7.1.4 Failure</b></p> <p>In the case of a failure of the thesis/practicum at the Master's level, the student may be allowed to defend the thesis a second time. In this case, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student, the student's advisor/co-advisor and the Department/Unit Head. Without this detailed report, the student may not defend the thesis the second time. The Department/Unit Head shall convene a meeting of the members of the examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard and/or prepare for the second defence.</p>	

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p><b>Note:</b> This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission. Some departments/units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.</p>	<p>contact a HACS faculty member and confirm that the faculty member is willing to serve as their graduate program advisor,</p> <p><u>As part of the application, the student must provide a letter of support from the proposed advisor which confirms that the student will receive a stipend of no less than the value of a University of Manitoba Graduate Fellowship for at least the first year of their graduate program (whether from a studentship, research grants, or a combination of both).</u></p> <p><u>Note: The requirement for the advisor to provide a stipend may be waived on a case-by case basis (for example, other guaranteed graduate funding, part-time graduate studies, etc). The stipend waiver is subject to approval by the both the head and GSC chair of HACS, and requires a Letter of Agreement signed by both the advisor and the applicant.</u></p> <p><del>As part of the application, the student must provide a letter of support from the proposed advisor which provides information regarding the amount &amp; duration of financial support available to the student.</del></p> <p><b>Applications that do not include an advisor's letter of support will be rejected by the Department's Graduate Studies Committee</b></p> <p>Please also refer to section 7.2.1 – Student's Advisor for further information regarding the advisor's letter of support.</p> <p>All students applying for the PhD degree program within the Department of HACS must have attained a minimum GPA of 3.5 over their last 12 credit hours of study completed at a Masters (or 7000) level (or 6 credit hours of study if transferring directly from the HACS MSc program)</p> <p>In special circumstances, and with the prior approval of the proposed advisor, chair of the departmental Graduate Studies Committee, and head of the Department, this departmental GPA requirement may be waived.</p>
<p><b>7.1.2 Direct Admission from the Bachelor's Honours or Equivalent</b></p> <p>With special recommendation of the department/unit, applicants without a Master's degree who have an honours Bachelor's degree or equivalent may be considered for entry to the Ph.D. program. These students must be outstanding in their academic background (GPA well above 3.0 in the last two (2) full years (60 credit hours) of undergraduate study).</p> <p><b>Note:</b> This is the minimum requirement of the Faculty of Graduate Studies and departments/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</p>	<p>The department may consider students from entry-to-practice undergraduate programs (eg. medicine, dentistry, nursing) for direct entry to a Ph.D degree program.</p> <p>Students must have attained a minimum cumulative GPA of 3.5 during their Bachelor's or equivalent degree in order to be eligible for direct entry to a Ph.D degree program.</p> <p>Applicants will be considered on an individual case-by-case basis, and be at the discretion of the</p>

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p>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>proposed advisor, chair of the departmental Graduate Studies Committee, and head of the Department.</p> <p>Required course work at the PhD level will consist of a minimum of 12 credit hours of approved course work at the 7000 level.</p>
<p><b>7.1.3 Transfer from the Master's to the Ph.D. Program</b></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 Department/Unit Head to the Faculty of Graduate Studies. The recommendation should be made within four (4) terms 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 via the Faculty's admission application at least one (1) month prior to the term for which the student intends to start the Ph.D. program. The applicant must indicate a request for transfer in their application.</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 Department/Unit Head. 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>	<ol style="list-style-type: none"> <li>1. The student must have a GPA of at least 3.5 while enrolled in the M.Sc. program, have completed a minimum of 6 credit hours of coursework at the 7000 level <u>while enrolled in the M.Sc. program</u>, and also received a satisfactory rating in their most recent progress report.</li> <li>2. The student must have the consent of the supervisor to transfer to the Ph.D. program:</li> <li>3. <b>Written Component:</b> The student will submit a written report to their advisory committee and the GSC. The written report (maximum of 15 pages, double spaced, not including figures, tables, and references) will describe their progress in their research project and will include background information, rationale, hypothesis, methods, results, discussion, and future directions. The report must be submitted at least two (2) weeks before the scheduled date of the "transfer" seminar (see below).</li> <li>4. <b>Oral Component:</b> The student must present their report (see above) at a seminar (no more than 30 minutes in duration) open to all department members. The presentation will be followed by a question period from the examining committee (no more than one hour in duration). The examining committee will consist of the advisory committee and one member of GSC (to be determined by the Chair of the GSC in consultation with the Department Head). Following the question period the committee will deliberate as to whether to endorse a transfer to the Ph.D. program. The Examining Committee can endorse a transfer only if there is not more than one dissenting voice. The Chair of the Examining Committee will be the Chair of the GSC, or their designate. The candidate must ensure that all examiners are able to attend the oral examination and must notify the chair of the departmental Graduate Studies Committee at least four (4) weeks in advance of the scheduled date of their seminar.</li> <li>5. <del>The student is required to complete a total of 12 credit hours (M.Sc. 6 credit hours + Ph.D. 6 credit hours).</del></li> </ol>
<p><b>7.1.4 Provisional Admission to the Ph.D.</b></p>	

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<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 "<a href="#">Concurrent Curriculum Permission</a>" form in the Master's and Ph.D. program simultaneously.</p>	
<p><b>7.2 Student's Advisor, Co-advisor and Advisory Committee</b></p> <p><b>7.2.1 Student's Advisor</b></p> <p>Every Ph.D. student must have an advisor throughout their program, who is recommended to the Faculty of Graduate Studies by the Department/Unit Head. The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at the University of Manitoba and must be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/unit. In this capacity, the advisor assists the student in planning the graduate program and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic department/unit, the Faculty of Graduate Studies, the university, and external funding agencies. The advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the department/unit and the Faculty of Graduate Studies.</p> <p>The advisor must:</p> <ul style="list-style-type: none"> <li>• hold an appointment in the student's department/unit.</li> <li>• be a member of the Faculty of Graduate Studies (see the <a href="#">FGS website</a> for details);</li> <li>• hold a Ph.D. or equivalent (see note below);</li> <li>• be active in research; and</li> <li>• have expertise in a discipline related to the student's program.</li> </ul> <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 Ph.D.</p> <p>Usually the student and the advisor choose to work together by mutual agreement. In departments/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 program and course requirements. This interim period must not exceed eighteen (18) months after entry into the program before a permanent advisor is chosen.</p>	<p>All PhD program student advisors and co-advisors must hold appointment with the Department of HACS.</p> <p>Prior to submitting an application to the Faculty of Graduate Studies, a prospective student must contact a HACS faculty member and confirm that the faculty member is willing to serve as their graduate program advisor.</p> <p><u>As part of the application process, the student must provide a letter of support from the proposed advisor which confirms that the student will receive a stipend of no less than the value of a University of Manitoba Graduate Fellowship for at least the first year of their graduate program (whether from a studentship, research grants, or a combination of both).</u></p> <p><u>Note: The requirement for the advisor to provide a stipend may be waived on a case-by case basis (for example, other guaranteed graduate funding, part-time graduate studies, etc). The stipend waiver is subject to approval by the both the head and GSC chair of HACS, and requires a Letter of Agreement signed by both the advisor and the applicant. The student must provide a letter of support from the proposed advisor which provides information regarding the amount &amp; duration of financial support available to the student.</u></p> <p><b>Applications that do not include an advisor's letter of support will be rejected by the Department's Graduate Studies Committee</b> Please also refer to 7.1.1: Admission Criteria for further information.</p>
<p><b>7.2.2 Student's Co-advisor</b></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"> <li>• be a member of the Faculty of Graduate Studies (see the <a href="#">FGS website</a> for details);</li> <li>• hold a Ph.D. or equivalent (see note below);</li> </ul>	

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<ul style="list-style-type: none"> <li>• be active in research; and</li> <li>• have expertise in a discipline related to the student's program.</li> </ul> <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. and J.D. are undergraduate degrees and are not equivalent to a Ph.D.</p> <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 fulfill the role of the advisor (that is, neither fulfills any other advisory or examining committee membership requirements for that student). One (1) advisor must be identified as the primary advisor. The advisor and co-advisor share a single vote. Both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.</p>	
<p><b>7.2.3 Student's Advisor/Co-advisor</b></p> <p>A student who also holds an appointment at the University of Manitoba at the rank of Assistant Professor and above or Instructor 1 and 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 Department/Unit Head, or the Dean of the Faculty of Graduate Studies. A new Advisor-Student Guidelines is to be completed 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 Department/Unit Head, 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><b>7.2.4 Advisory Committee</b></p> <p>The Department/Unit Head is responsible for recommending the 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 advisor/co-advisor is the Chair of the advisory committee</p> <p>The advisory committee must consist of a minimum of three (3) voting members (including the advisor/co-advisor as a single member sharing a single vote), all of whom must be <u>members of the Faculty of Graduate Studies</u>. It is expected that advisory committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies or designate.</p> <p>In addition, individuals who are not a member of the Faculty of Graduate Studies, and who do not hold a Ph.D. degree or equivalent, but who possess specific and extensive expertise and experience, such as professionals, artists, Knowledge Keepers or</p>	<p>Within the first year in the program, an advisory committee must be selected. The advisory committee will consist of a minimum of 4 members of the Faculty of Graduate Studies (including the advisor).</p> <p>At least one member of the advisory committee (<del>in addition to the student advisor</del>) must hold <b>primary appointment</b> within <del>the</del> <u>department</u> <u>HACS</u>.</p>



FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p>result in the student being Required to Withdraw from the Faculty of Graduate Studies.</p> <p><b>7.4 Program Requirements</b></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"> <li>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.<sup>1</sup></li> <li>Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a minimum of 24 credit hours plus a thesis is required. The coursework must include a minimum of 18 credit hours at the 7000-level or higher with the balance of the coursework at the 3000-level or higher. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program unless department/unit's supplementary regulations indicate otherwise.</li> </ul>	<p>Required course work at the PhD level will consist of a minimum of 12 credit hours of approved course work at the 7000 level <del>beyond the MSc.</del></p> <p>All students are required to complete:</p> <ul style="list-style-type: none"> <li>IMED 7410 – Biomedical Trainee Skills (3 CH)</li> </ul> <p>Plus at <del>least least one</del> <u>3 CH</u> of <u>coursework from</u> the following core ANAT courses:</p> <ul style="list-style-type: none"> <li>ANAT 7380 – Human Developmental Anatomy (Embryology) (3 CH)</li> <li>ANAT 7392 – Human Neuroanatomy (3 CH)</li> <li>ANAT 74680 – Human Histology: Basic Tissues &amp; Organ Systems (31.5 CH)</li> <li><del>ANAT 7462 – Human Histology: Systems I (1.5 CH)</del></li> <li>ANAT 74782 Graduate Gross Anatomy – Musculoskeletal (2 CH)</li> <li>ANAT 748074 Graduate Gross Anatomy – Thorax (CH 2)</li> <li><del>ANAT 748276 Graduate Gross Anatomy – Head &amp; Neck (CH 2)</del></li> <li><u>ANAT 7400 – Morphological Techniques (3 CH)</u></li> <li><del>ANAT 7330 – Readings in Anatomy (3 CH)</del></li> </ul> <p><u>Additional elective coursework at the 7000 level may be completed through other U of M departments/faculties, or include any of the following ANAT / IMED elective courses taught by HACS faculty:</u></p> <p><del>Students may also complete any of the following ANAT / IMED elective courses:</del></p> <ul style="list-style-type: none"> <li>ANAT 7012 Advanced Level Human Brain Imaging Medthods (1.5 CH)</li> <li>ANAT 7014 – Functional Human Anatomy (2.0 CH)</li> <li>ANAT 7320 Introduction to Scanning and Transmission Electron Microscopy (3.0 CH)</li> <li><del>ANAT 7400 – Morphological Techniques (3 CH)</del></li> <li><del>ANAT 7464 – Human Histology: Systems II (1.5 CH)</del></li> <li><del>ANAT 7466 – Human Histology: Systems III (1.5 CH)</del></li> <li>IMED 7004 – Human Brain Imaging Methods (1.5 CH)</li> <li>IMED 7112 – Fundamental Cellular Neurobiology (1.5 CH)</li> <li>IMED 7114 – Fundamental Neural Development and Plasticity (1.5 CH)</li> </ul>

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	<ul style="list-style-type: none"> <li>• <u>IMED 7302 – Advanced Molecular Imaging (3 CH)</u></li> <li>• <u>ANAT 7330 – Readings in Anatomy (3 CH)</u></li> </ul> <p>Mandatory attendance at seminars that are part of the Departmental Seminar Program is required. Failure to attend a minimum of 80% of the seminars over the course of an academic year will be taken into consideration at the time of the annual progress report.</p> <p>The course work required for an individual student will be specified in consultation with the student's faculty advisor, and will depend upon the student's background.</p>
<p><b>7.4.1 Language Requirements</b></p> <p>Some departments/units specify a language requirement for the Ph.D. degree. Students are advised to consult department/unit supplementary regulations regarding this requirement.</p>	
<p><b>7.4.2 Advance Credit</b></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 "<u>Advance Credit-Transfer of Courses</u>" form.</p> <ul style="list-style-type: none"> <li>• Application for advance credit must be made within the first year of the program (please refer to <u>Lapse or Expiration of Credit of Courses</u>)</li> <li>• No more than 50% of the required coursework for the program can be achieved using advance credit.</li> <li>• A course may not be used for credit toward more than one degree, diploma, micro-diploma or certificate.</li> <li>• 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 advance credit received, all students are required to pay applicable program fees.</li> </ul>	
<p><b>7.4.3 Transfer Credit</b></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"> <li>• 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;</li> <li>• are considered on an individual basis;</li> <li>• cannot be used for credit towards another degree, diploma, micro-diploma or certificate;</li> <li>• may not exceed 50% of the minimum credit hours of coursework required of the student's graduate program at The University of Manitoba.</li> </ul>	

The candidacy examination is a 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 department/unit to department/unit. The purpose of the candidacy exam in doctoral programs is to determine the student's competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analyzing, synthesizing, and communicating ideas about that material in depth.

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

The examination is conducted according to a procedure established by the department/unit which is approved and documented in departmental/unit supplementary regulations. The department/unit supplementary regulations state the format and composition of the examination committee for the candidacy examination. The candidacy examination may be held virtually. If it is held in-person, it must be held at either The University of Manitoba Fort Garry or Bannatyne campus, or the St. Boniface Hospital Albrechtsen Research Centre normally during regular business hours.

This examination, which must be independent from the thesis proposal, may be oral, written, or both and may cover subjects relevant to the general area of the student's research. The structure of the exam must be made known to the student well in advance of the exam. In the case where there is a required oral component, the student must participate in-person or virtually.

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

The Dean of the Faculty of Graduate Studies must be informed of the results of the examination via the "Report on Ph.D. Candidacy Examination" form.

Any student who fails the candidacy examination twice will be Required to Withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to Withdraw".

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

1. The candidacy exam should be completed within the first 3 years in the PhD program, and no later than 1 year prior to the expected date of graduation. The purpose of the Ph.D. candidacy examination is to evaluate the student's state of knowledge related to his/her area of research and ability to integrate and apply this knowledge. The candidacy exam will consist of 3 related components: 1) Written, 2) Oral Presentation, and 3) Oral examination. The student must pass all 3 components in order to pass the candidacy exam.
2. The Examining Committee will consist of all members of the student's Advisory Committee and one member of the GSC (to be determined by the Chair of the GSC in consultation with the Department Head). The Chair of the Examining Committee will be the Chair of the GSC, or designate.
3. **Written Component:** This will consist of a review of their research area (a maximum of 20 pages, not including title page, figures, tables, and references; 1.5 inch line spacing, 12 point font, 1 inch page margins double spaced not including figures, tables, and references) that gives background to their thesis. The content will be similar to the review of literature section of a Ph.D. thesis. The written component must be submitted to the examining committee and the GSC chair a **minimum of four (4) weeks in advance** of the proposed date and time of the oral presentation component. The written component must be approved unanimously (i.e.: passed) by the examining committee before the process can proceed to the next step. If the written component is not approved, the examining committee will provide feedback to the candidate outlining the deficiencies and feedback for the student to improve the document.
4. **Presentation and Oral Examination Components:** The presentation (no more than 30 minutes in duration) will be open to all department members. Following the presentation, the oral examination period (no more than 90 minutes in duration) will take place during which time the examiners will ask questions related to the candidate's area of research. The candidate must confirm that all members of the examining committee are able to attend the oral examination and provide the GSC Chairperson and Graduate Program Assistant with a completed HACS Oral Presentation Scheduling form that includes the signatures of all examiners a minimum of one (1) week in advance of the proposed date and time of the oral examination. The candidate



FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	<p><del>must ensure that all examiners are able to attend the presentation and oral examination and that the GSC chair is informed of the date and time of the exam four (4) weeks in advance.</del></p> <p>The oral examination component <del>of the examination</del> is only open to members of the examining committee <u>and the GSC chairperson, or their designate.</u></p> <p>5. Following the oral examination period the committee will deliberate and evaluate the candidate's performance on both the presentation and oral examination. The examining committee can pass the candidate only if there is not more than one dissenting voice. Candidates must pass both of these components in order to pass the candidacy exam. If the candidate does not pass, the presentation and/or oral examination will be re-scheduled within 2 months. The second presentation and/or oral examination will be open only to the examining committee and the chair.</p> <p>6. The advisor must ensure that all Advisory Committee members (or their designates) are able to attend the examination. In the event that this does not occur, the examination must be postponed.</p>
<p><b>7.9 Thesis Proposal</b></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. The thesis proposal must be independent from the candidacy examination.</p> <p>The proposed thesis research must be approved by the advisory committee and, if necessary, by the Human Research Ethics Board or Animal Care Committee before the work has begun on the thesis research or project.</p>	<p>The thesis proposal should be completed within two (2) years of entering the program. It consists of a written component and an oral component. The proposal will be evaluated by the student's advisory committee and one member of the GSC (to be determined by the Chair of the GSC in consultation with the Department Head).</p> <p>1. <b>Written Component:</b> The research proposal must be prepared and written by the student (with the assistance of their faculty advisor). The proposal (a maximum of 10 pages, <u>not including title page, figures, tables, and references; 1.5 inch line spacing, 12 point font, 1 inch page margins double spaced, not including figures, tables, and references</u>) will include an introduction/background, hypothesis, rationale, an outline of specific objectives, methods, and the anticipated results. The emphasis of the proposal will be the experimental approach to be employed. <u>The candidate must provide all examiners and the GSC chairperson with a copy of the written component of the thesis proposal a minimum of four (4) weeks in advance of the proposed date and time of the oral presentation.</u><del>The proposal must be submitted to all members of the student's advisory committee and the GSC chairperson at least two (2) weeks before the scheduled date of the proposal seminar.</del></p>

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	<p>2. <b>Oral Component:</b> The student must present their proposal (see above) at a seminar (no more than 30 minutes in duration) open to all department members. The presentation will be followed by questions from the examining committee (no more than one hour in duration). The examining committee will consist of the advisory committee and one member of the <u>departmental GSC, who will chair the proposal. The session will be chaired by the Chair of the GSC, or their designate.</u> The candidate must <u>confirm that all members of the examining committee are able to attend the presentation and provide ensure that all examiners the GSC Chairperson and Graduate Program Assistant with a completed HACS Oral Presentation Scheduling form that includes the signatures of all examiners a minimum of one (1) week in advance of the proposed date and time of the oral presentation are able to attend the presentation and that the department GSC chairperson is informed of the date and time of the of the thesis proposal oral presentation a minimum of four (4) weeks in advance.</u></p> <p>The proposal must receive the approval of all members of the advisory committee and the selected member of the GSC. Students may be required to incorporate feedback from the committee into a revised written version of the proposal.</p>
<p><b>7.10 Thesis</b></p> <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 will normally be written in English but may be written in French. Departmental/unit supplementary regulations may allow the thesis/practicum to be written in a language other than English or French..</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). Additional recommendations for a thesis are outlined in Appendix 1: Thesis/Practicum Types.</p> <p>The final version of the thesis must be submitted by the candidate to the Faculty of Graduate Studies following the guidelines found on the Faculty's <u>website</u>.</p>	<p>In addition to the copies of the thesis required by the Faculty of Graduate Studies, the Department of Human Anatomy and Cell Science requires an electronic copy of the final version of all Ph.D. theses (submitted to the departmental office).</p>
<p><b>7.11 Thesis Examination Procedures</b></p> <p>The final examination for the Ph.D. degree proceeds in two (2) stages:</p> <ol style="list-style-type: none"> <li>1. Examination of the candidate's thesis by the examining committee;</li> <li>2. Oral examination of the candidate by all examiners on the subject of the thesis and any matters relating thereto.</li> </ol>	
<p><b>7.11.1 Formation of the Examining Committee - University of Manitoba (Internal Examiners</b></p>	

## **Report of the Faculty Council of the Faculty of Graduate Studies on Course, Program, Supplementary Regulation, and Regulation Changes**

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### Preamble

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

### Observations

1. The **College of Nursing** proposes (1) course modification: NURS 7110; M.N. and Ph.D. supplementary regulation changes.

The supplementary regulation changes entail a change to the admission criteria for Master of Nursing Nurse Practitioner stream in that preference may be given to applicants who opt for full-time studies. There is a need to increase the graduation rate of Nurse Practitioners to a fill high vacancy rate of positions across Manitoba. The admission criteria for the Ph.D. in Nursing Program has also been revised. In previous years, several applicants were able to secure a faculty advisor in the College of Nursing. However, many of these applicants lacked a pre-requisite course and were deemed ineligible for admission. In other Master's programs, a 3 credit-hour research methods course often encompasses both qualitative and quantitative methods, while Nursing's admission criteria stipulates a 3 credit-hour qualitative research methods course and a 3 credit-hour quantitative research methods course. Nursing is proposing an opportunity for applicants without the pre-requisite course(s) to acquire the pre-requisite course(s) with a letter of recommendation from the faculty advisor, justifying why the applicant is suitable for admission. With these revisions, applicants who lack (a) pre-requisite course(s) will be informed that they must complete them in their first two years of study.

Concerning the course modification, a process for approving an elective readings course was not formally established in the College of Nursing. The proposal for a course modification includes revisions to the course description to expand access to all graduate students rather than only graduate students in the College of Nursing. Thus, topics in the general field of nursing have been expanded to include topics in health research. Also added is the statement "with approval from the Associate Dean, Graduate Programs in the College of Nursing at least one month prior to the course start date."

The changes were approved at the College of Nursing's faculty council on December 20, 2022 and February 21, 2023.

### Course Modification

#### **NURS 7110 Readings in Selected Topics**

**3**

An intensive readings course for graduate students. Topics may be selected within the general field of nursing and health research to suit the special needs and research interests of students, for example, transcultural nursing, women's health, or palliative care. Students must have a faculty member agree to advise them before registering with approval from the Associate Dean, Graduate Programs in the College of Nursing, at least one month prior to the course start date.

**Recommendations**

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

**College of Nursing**

Respectfully submitted,

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

/ak

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

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
	<p>Studies. Admission to the program is on a competitive basis and submission of the above requirements in no way guarantees acceptance into the program.</p> <p>Students are selected on a competitive basis using the minimum entry requirements and ranking criteria. In addition, Canadian Indigenous people who meet all entry requirements will be given priority for up to 20% of the enrolment quota; proof of Indigenous ancestry is required. Proof of Indigenous ancestry may include certificate of First Nation status, letter from the Band Council, Manitoba Métis Federation identification card, or document indicating Inuit ancestry. In the event that the number of Indigenous applicants do not meet the 20% of enrolment quota, those seats will be made available to non-Indigenous applicants.</p> <ul style="list-style-type: none"> <li>• <u>Applicants to the MN Program (NP stream) who indicate that they opt for full-time studies may have a preference in the admission consideration.</u></li> </ul>
<p><b>6.3 Program Requirements</b></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. Some programs are subject to an external accrediting body. In such programs, the credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body. Students should refer to department/unit supplementary regulations.</p> <p>Any single course cannot be used for credit toward more than one degree.</p>	
<p><b>6.3.1 Thesis/Practicum Route</b></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><u>Thesis Route:</u> All MN students in the College of Nursing who choose the thesis route will complete a minimum of 21 credit hours of coursework.</p> <p><u>Required Courses:</u></p> <ul style="list-style-type: none"> <li>• NURS 7210 Qualitative Research Methods in Nursing (3 credit hour);</li> <li>• NURS 7220 Quantitative Research Methods in Nursing (3 credit hour);</li> <li>• NURS 7320 Philosophy of Nursing Science (3 credit hour);</li> <li>• NURS 7340 Evidence Informed Practice (3 credit hour);</li> <li>• NURS 7352 Leadership in Advanced Practice Nursing (3 credit hour);</li> <li>• NURS 7360 Integrative Focus (6 credit hour) OR 6 credit hours of elective courses to support the focus of the student's program;</li> <li>• GRAD 7000 Master's Thesis.</li> </ul>

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p>The final requirements of the degree must be submitted to the Faculty of Graduate Studies by the appropriate deadline. For those programs that do not have a GRAD course associated with their culminating exercise, the department/unit must forward a list of names of their potential graduands to the Faculty of Graduate Studies by the deadline published on the <a href="#">Faculty of Graduate Studies</a> website.</p>	
<p><b>SECTION 7: Doctor of Philosophy General Regulations</b></p> <p>The degree of Doctor of Philosophy (Ph.D.) is granted only upon evidence of general proficiency and distinctive achievement 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 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 (please refer to the <a href="#">website</a>), 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><b>7.1 Admission</b></p> <p><b>7.1.1 General criteria</b></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) years of full-time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program.</p> <p><b>Note:</b> This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission. Some departments/units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.</p>	<p>In addition to the minimum requirements for admission to the Faculty of Graduate Studies (see: <a href="https://umanitoba.ca/graduate-studies/graduate-student-admissions/requirements">https://umanitoba.ca/graduate-studies/graduate-student-admissions/requirements</a>):</p> <ol style="list-style-type: none"> <li>1. Master of Nursing (MN) degree preferable. Other qualifications will be considered on a case by case basis. <a href="#">Applicants who do not meet the below requirements will be considered on a case by case basis.</a> Prerequisites for entry into the PhD Program include the equivalence of the following <a href="#">3 credit hour</a> MN courses: <ol style="list-style-type: none"> <li>a. NURS 7210 Qualitative Research Methods in Nursing;</li> <li>b. NURS 7220 Quantitative Research Methods in Nursing; and</li> <li>c. NURS 7320 Philosophy of Nursing Science.</li> </ol> <p>Students engaging in research projects in Manitoba which entail specific nursing practice competencies as outlined by the CRNM require active practicing registration with the CRNM prior to commencing the project. Students engaging in research projects in other Canadian provinces/territories which entail specific nursing practice competencies as outlined by their provincial/territorial regulatory bodies require proof of active practicing registration in their province/territory.</p> <p>Applicants or students with RN or RPN registration outside of Manitoba and who will require RN or RPN registration in Manitoba for the purpose of their thesis research are</p> </li> </ol>

advised to contact the CRNM at [www.crnmb.ca](http://www.crnmb.ca) or CRPNM at [www.crpnm.mb.ca](http://www.crpnm.mb.ca) prior to application to the PhD in Nursing program.

2. Statement of Interest (no more than 500 words):
  - a. short biographical sketch;
  - b. reason for pursuing the doctoral program at the University of Manitoba, College of Nursing;
  - c. area of substantive interest;
  - d. prior work in that area of interest;
  - e. rationale for selection of the faculty advisor; and
  - f. readiness for doctoral study at this time.
3. Current Curriculum Vitae.
4. Written confirmation from the faculty member who has agreed to function as the Advisor for the potential doctoral student.
5. Two pieces of writing (i.e.: scholarly work or publication where the applicant is the principal author, summary of Master's work, documents written for professional work [briefs, advisories, guidelines, protocols, policies]).
6. Three letters of recommendation; [one letter of recommendation from the proposed faculty advisor that provides rationale as to why the applicant should be admitted and preferably at least one another letter of recommendation](#) of which is an academic reference.
7. The completion of a minimum of 12 credit hours for exceptional MN students from the University of Manitoba who wish to transfer to the PhD program, to include: NURS 7210; NURS 7220; NURS 7320; and NURS 7340.

See Section 7.1.3

[Students admitted to the doctoral program at the University of Manitoba, College of Nursing, without the pre-requisite course\(s\) will be required to complete the pre-requisite course\(s\) in the first two years of their program in addition to the required twelve credit hours of 8000-level course-work and the NURS 8030 and NURS 8040 Doctoral Student Seminars. This requirement will be clearly stated upon acceptance of the student.](#)

Students are selected on a competitive basis using the minimum entry requirements and ranking criteria. In addition, Canadian Indigenous people who meet all entry requirements will be given priority for up to 20% of the enrolment quota; proof of Indigenous ancestry is required. Proof of

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p><b>7.1.4 Provisional Admission to the Ph.D.</b></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 in the Master's and Ph.D. program simultaneously.</p>	
<p><b>7.2 Student's Advisor, Co-advisor and Advisory Committee</b></p> <p><b>7.2.1 Student's Advisor</b></p> <p>Every Ph.D. student must have an advisor throughout their program, who is recommended to the Faculty of Graduate Studies by the Department/Unit Head. The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at the University of Manitoba and must be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/unit. In this capacity, the advisor assists the student in planning the graduate program and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic department/unit, the Faculty of Graduate Studies, the university, and external funding agencies. The advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the department/unit and the Faculty of Graduate Studies.</p> <p>The advisor must:</p> <ul style="list-style-type: none"> <li>• hold an appointment in the student's department/unit.</li> <li>• be a member of the Faculty of Graduate Studies (see the <a href="#">FGS website</a> for details);</li> <li>• hold a Ph.D. or equivalent (see note below);</li> <li>• be active in research; and</li> <li>• have expertise in a discipline related to the student's program.</li> </ul> <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 Ph.D.</p> <p>Usually the student and the advisor choose to work together by mutual agreement. In departments/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 program and course requirements. This interim period must not exceed eighteen (18) months after entry into the program before a permanent advisor is chosen.</p>	<p>Prior to admission to the PhD Program, each applicant will be required to specify his/her area of research interest and a PhD advisor (member of the College of Nursing and Faculty of Graduate Studies) who is willing to supervise <a href="#">the applicant him/her</a> in the program.</p>
<p><b>7.2.2 Student's Co-advisor</b></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"> <li>• be a member of the Faculty of Graduate Studies (see the <a href="#">FGS website</a> for details);</li> </ul>	



FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p>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><b>7.4 Program Requirements</b></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"> <li>• 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.<sup>1</sup></li> <li>• Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a minimum of 24 credit hours plus a thesis is required. The coursework must include a minimum of 18 credit hours at the 7000-level or higher with the balance of the coursework at the 3000-level or higher. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program unless department/unit's supplementary regulations indicate otherwise.</li> </ul>	<p>The course-work requirement will consist of a minimum of twelve credit hours of 8000-level course-work:</p> <ul style="list-style-type: none"> <li>• NURS 8002 Advanced Philosophy of Nursing Science (3 credit hour);</li> <li>• NURS 8010 Advanced Qualitative Research for Nursing (3 credit hour);</li> <li>• NURS 8020 Advanced Knowledge Translation and Health Care Policy (3 credit hour);</li> <li>• NURS 8030 Doctoral Student Seminars I (0 credit hour);</li> <li>• NURS 8040 Doctoral Student Seminars II (0 credit hour), and</li> <li>• NURS 8220 Advanced Quantitative Research Design &amp; Methods in Nursing and Health Care, or an equivalent Quantitative Research Methods course (3 credit hour).</li> </ul> <p><a href="#">Students admitted to the doctoral program at the University of Manitoba, College of Nursing, without the pre-requisite course(s) will be required to complete the pre-requisite course(s) in the first two years of their program in addition to the required twelve credit hours of 8000-level course-work and the NURS 8030 and NURS 8040 Doctoral Student Seminars. This requirement will be clearly stated upon acceptance of the student.</a></p> <p>Students may augment their learning, as negotiated with their advisors, with other elective courses to enhance theoretical, clinical, methodological, statistical, and/or policy knowledge.</p>
<p><b>7.4.1 Language Requirements</b></p> <p>Some departments/units specify a language requirement for the Ph.D. degree. Students are advised to consult department/unit supplementary regulations regarding this requirement.</p>	
<p><b>7.4.2 Advance Credit</b></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 "<a href="#">Advance Credit-Transfer of Courses</a>" form.</p> <ul style="list-style-type: none"> <li>• Application for advance credit must be made within the first year of the program (please refer to <a href="#">Lapse or Expiration of Credit of Courses</a>)</li> <li>• No more than 50% of the required coursework for the program can be achieved using advance credit.</li> <li>• A course may not be used for credit toward more than one degree, diploma, micro-diploma or certificate.</li> </ul>	

**Report of the Senate Committee on Curriculum and Course Changes RE: Renewal of Articulation Agreement, University of Manitoba, Bachelor of Commerce (Honours) – Red River College Polytechnic, Diploma in Business Administration**

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**Preamble:**

1. The [terms of reference](#) for the Senate Committee on Curriculum and Course Changes (SCCCC) are available on the University Governance website. The SCCCC is “to recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses.”
2. At its meeting on May 11, 2023, the SCCCC considered a proposal from the Faculty of Management (I.H. Asper School of Business) to renew an articulation agreement between the University of Manitoba (UM) and Red River College Polytechnic (RRCP) concerning advanced standing in the Bachelor of Commerce (Honours) degree for graduates of the Diploma in Business Administration offered at RRCP.
3. The long-standing agreement between the two institutions was last renewed for a five-year term ending on August 31, 2022 (Senate, March 1, 2017), and subsequently was extended for one year (Senate, May 18, 2022).
4. In the previous three years, both institutions have made significant modifications to the courses and curriculum for their respective programs. Modifications to the courses and curriculum for the Diploma were made effective for the Fall 2020. Modifications to the courses and curriculum for the B.Comm.(Hons.) degree, including the various Major programs, were approved by Senate on February 1, 2023.
5. The Faculty Council of the Faculty of Management endorsed the proposal at its meeting on April 20, 2023. The Senate Committee on Admissions also considered the proposal at its meeting on May 16, 2023.

**Observations:**

1. The articulation agreement provides for graduates of the Diploma in Business Administration to be admitted to the Bachelor of Commerce (Honours) degree with a minimum of 42 credit hours up to a maximum of 54 credit hours of transfer credit, for courses completed at RRCP toward the Diploma. Students admitted under the agreement would complete the balance of the 120 credit hours (66 - 78 credit hours) required for the degree at the University. Any students who have not completed Pre-Calculus Mathematics 40S (or equivalent) with a grade of at least 60 percent will need to complete MATH 0100 Mathematical Skills, in order to register in some UM MATH and STAT courses required in the degree.
2. The course mapping form included with the proposal describes the RRCP courses for which students admitted under the articulation agreement would receive transfer credit, based on course and curriculum changes recently made at both institutions. The SCCCC received and reviewed course syllabi for the RRCP courses. The courses have also been evaluated for transfer credit following the established process at the UM. The Faculty has also included program plans for the B.Comm.(Hons.) degree and each of the relevant Major programs, to show courses that students would need to complete at

the UM and RRCP courses for which they would received transfer credit under the agreement.

3. The objective of the articulation agreement is to provide a pathway for graduates of the Dip. in Business Administration offered at the RRCP to complete a four-year B.Comm.(Hons.) degree at the University. A four-year B.Comm.(Hons.) degree is required by the Chartered Professional Accountants (CPA) Manitoba for entry to the CPA Preparatory Course and subsequent admission to the CPA Professional Education Program (PEP) that is needed to write the CPA Common Final Exam (CFE). Completion of the degree with a Major in Accounting provides a pathway for graduates of the Diploma to enter the CPA PEP without the need to complete the Preparatory Course. Admission to the B.Comm.(Hons.) under the agreement also provides a pathway for RRCP graduates to complete the requirements for a Chartered Professional in Human Resources (CPHR) designation.
4. A benefit analysis report (Articulation Agreement Success Analysis, 2017-2022) is attached to the request for renewal. The analysis shows that 140 students were admitted under the agreement during the reporting period. The majority (n=97) of these students were admitted into Year 3 of the degree; 63 (46 percent) students have graduated – most within two or three years of admission; 54 percent of the students are continuing and have yet to graduate; the average Degree Grade Point Average for students admitted under the agreement (3.3) is not significantly different from that for other students in the B.Comm.(Hons.) degree (3.4).

**Recommendation:**

The Senate Committee on Curriculum and Course Changes recommends:

**THAT Senate approve the renewal of an articulation agreement between the University of Manitoba, I.H. Asper School of Business, and Red River College Polytechnic concerning advanced standing in the Bachelor of Commerce (Honours) degree at the University of Manitoba for graduates of the Diploma in Business Administration, for a five-year term, beginning September 1, 2023.**

Respectfully submitted,

Professor Dean McNeill, Chair  
Senate Committee on Curriculum and Course Changes

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

**Report of the Senate Committee on Admissions concerning a proposal from the I.H. Asper School of business to renew an articulation agreement with Red River College Polytechnic (2023.05.16)**

**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](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm).
2. The I.H. Asper School of Business is proposing the renewal of an articulation agreement with Red River College Polytechnic.
3. The proposal was approved by the Asper Faculty Council on April 20<sup>th</sup>, 2023, and was endorsed by SCADM on May 16<sup>th</sup>, 2023.

**Observations:**

1. This pathway was established primarily to accommodate RRCP graduates who are interested in pursuing a CPA designation.
2. To be eligible, students will be required to present a minimum cumulative GPA of 3.00 and will be required to achieve the same cumulative GPA or greater on their Business Administration Diploma as those admitted into the Asper School via Track 1 Advanced Entry category.
3. Up to 50 seats will be available each year with 20 of the seats being dedicated to applicants with an accounting major.
4. Up to 54 credit hours of RRCP coursework can be transferred in towards the degree at the U of M.

**Recommendation:**

The Senate Committee on Admissions recommends that the proposal to renew an articulation agreement with Red River College Polytechnic be approved effective for the fall 2024 intake.

Respectfully submitted  
Laurie Schnarr, Chair, Senate Committee on Admissions



University  
of Manitoba

## SENATE ARTICULATION AGREEMENT PROPOSAL

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### Section A: UM Program and Partner Information

1. **Agreement Type:** New ☐ Renewal ☒ Domestic ☐ International ☐
2. **Name and Address of Partner Institution:**  
  
Red River College Polytechnic, School of Business and Applied Arts, P311-160 Princess Street.,  
Winnipeg, MB, M3B 1K9
3. **UM Program Contact:**  
Name: Bruno Silvestre Designation: Dean, Asper School of Business  
Email: b.silvestre@umanitoba.ca Phone: 204-474-9431  
  
Signature: \_\_\_\_\_ Date: [Click here to enter a date.](#)
4. **Name and designation of contact person from partner institution (*include full contact information*):**  
  
Name: Jeanine Webber, Ph.D., RSW Designation: Executive Director Academic  
Address: Red River College Polytechnic, C7125-2055 Notre Dame, Winnipeg, MB, M3H 0J9  
Email: jawebber@rrc.ca Phone: 204-632-2914
5. **Name and designation of signing authority for the partner institution (*include full contact information*):**  
  
Name: Kirk Johnson Designation: Dean  
Address: Red River College Polytechnic, School of Business and Applied Arts, P311-160  
Princess Street., Winnipeg, MB M3B 1K9  
Email: kjohnson@rrc.ca Phone: 204-949-8377

### Section B: Articulation Program Proposal

#### PROGRAM INFORMATION

6. **UM Faculty/College/School:** Asper School of Business  
**UM Department:** N/A  
**UM Program to which advanced entry is sought (*provide program name and credential*).**

Bachelor of Commerce (Honours); B. Comm. (Hons); with or without Coop option

7. **Program at Partner Institution from which advanced entry is sought (*provide program name and credential*).**

Diploma in Business Administration

8. **Start date (*number of years for which the agreement is proposed to run, generally to a maximum of 5 years*).**

Start Date: 1<sup>st</sup> September, 2024    Period (yrs.): 5

9. **Combined duration of the articulation program, in years (e.g. 4 years – UM 2 + Partner 2).**

4 years (120 credit hours) = 2.2 years (66 credit hours) at UM + 1.8 years (54 credit hours) at RRCP). If a student transfers with fewer than 54 credit hours, then time split between the two institutions will change increasing the proportion of time spent at the University of Manitoba.

10. **If applicable, will students be able to participate in a co-op option in the program?**

Y ☒    N    ☐    NA ☐

11. **Detail any costs accrued to the UM arising from this proposal. Costs should include any resources required to support the program and any tuition and/or fee implications, including application fees.**

*A letter from the budget Dean detailing how any costs will be met must accompany the completed proposal.*

RRCP students admitted in the agreement will pay the regular University of Manitoba tuition fees based on whether they are a domestic or international student. Asper School's Undergraduate Program Office, with the help of the Enrolment Services, will manage the course mapping of students coming to UofM under this agreement, as they do for other transfer students. Students opting for the Co-op program during the B. Comm (Hons.) program will be treated as any regular Asper student applying for the program.

12. **Outline any additional interactions planned in relation to the agreement. For example, formal interactions with the faculty and staff at the partner institution; development of joint curriculum between institutions, etc. *Please describe.***

RRCP has sent us the list of courses (and their respective course outlines) in the Business Administration Diploma program. Based on the information provided, course evaluations and course mapping has been completed. These evaluations have been done based on the recently adopted program changes at RRCP as well as the changes to the B. Comm program approved at University of Manitoba Senate on 1<sup>st</sup> February 2023.

On an annual basis the Undergraduate Program Office will be communicating with RRCP to assist with providing students with information about the program, and information sessions to assist with recruiting. The faculty has dedicated web pages available to RRCP students to access this constantly maintained information throughout their program to help them make course choices in line with the course mapping. These interactions will also check for any changes in courses which might affect course mapping. Any changes in course mapping will be presented to Senate via established channels for approval.

## **STUDENT SELECTION AND SUPPORT**

**13. Number of students to be admitted at each intake.**

Expected No. 30    Maximum No. 50

**14. Is advanced standing limited to graduates of the partner institution program?**    Y ☒    N ☐

**15. Provide details of the program requirements, highlighting where students will receive advanced standing in the UM program and outlining the course and any other program requirements/outcomes that students must meet at UM to obtain their degree.**

Append the following: (i) Articulation Course Mapping form; (ii) a revised program chart, indicating which courses students will have completed at the partner institution and which will be completed at UM; and (iii) all applicable course syllabi from the partner program.

[Click here to enter text.](#)

**16. Describe the entry pathway for admission and selection for articulation at UM. Include information on admission requirements, including minimum GPA requirements and English language requirements, should they fall outside the standard UM requirements.**

[International agreements should identify and address the role of a UM faculty member \(or representative\) in the student selection process.](#)

1. Students must complete the Business Administration Diploma at Red River College Polytechnic within the past 5 years
2. Admission is limited to students who achieve a minimum cumulative grade point average of 3.00 at RRCP. Students will be required to achieve the same cumulative GPA or greater on their Business Administration Diploma as those admitted into the Asper School via Track 1 Advanced Entry category.
3. Up to 50 qualifying RRCP Students will be admitted into the B. Comm. (Hons.) program per year. 20 of the 50 annual seats will be limited to students from the Accounting Major at Red River Polytechnic.
4. In the event that there are less than 20 eligible applicants from the Accounting Major, the seats can be filled by other students. However, if there are more than 20 eligible applicants with an Accounting Major they will compete with all other Majors for the remaining seats allotted to RRCP applicants.
5. Up to 54 credit hours from RRCP can be transferred; a minimum of 42 transferable credit must be presented for an admission offer.
6. Students must present a minimum grade of "C" in each Red River College Polytechnic course that is part of the required minimum of 42 transferable credits.
7. Red River College Polytechnic applicants are admitted solely based on their polytechnic coursework. If the student has additional post-secondary work, it will be assessed for potential transfer credit. The maximum allowed external transfer credit is 60 credit hours.
8. Applicants whose primary language is not English and do not qualify for the waiver under the University of Manitoba's English Language proficiency regulations will be required to demonstrate proficiency in English through one of the options listed at the University of Manitoba Admissions website. <https://umanitoba.ca/admissions/undergraduate/requirements/english-language-proficiency>

- 17. Outline any recruitment strategies associated with the proposed program. Include information on efforts by both the UM and partner institution where applicable.**

The Asper School actively recruits at RRCP. On an annual basis Asper Staff and Students conduct presentations and information sessions at both the Princess and King Edward Campuses of RRCP. If in-person information sessions are not possible, they will be delivered virtually. The Asper School also provides program and recruitment material to RRCP staff who distribute it to RRCP Business Administration Students. The Asper School also has webpages specifically for RRCP students outlining admission and application criteria. RRCP students are invited on campus for our recruitment events.

- 18. What types of student support will the UM be required to provide to students participating in this program? This could include such things as orientation, advisory services, accommodation, language courses, etc.**

As this is a renewal of an already long-standing agreement no special student support is required other than those offered to all Asper students. Our experience is that RRCP business students are well prepared for our program and don't require any additional supports other than those already existing within the Asper School and University of Manitoba.

## **QUALITY ASSURANCE**

- 19. Please indicate how often the agreement will be reviewed as well as an outline of the review process.**

Every 5 years. The review process will examine student performance in comparison to the mainstream student body. Course syllabi will be evaluated on an annual basis during annual communications about program updates and during recruitment efforts.

- 20. Outline how feedback will be provided to the partner institution in terms of student performance.**

The partner institution will be provided with a graduation report showing the academic performance of their students as well as majors selected.

- 21. If the UM program is accredited by an external body, will the proposed articulation impact the accreditation? If so, what steps are required to maintain accredited status?**

No

- 22. What mechanisms are in place to allow any students on the articulation pathway to complete their studies should the articulation be withdrawn?**

In the event the articulation agreement is withdrawn, any students on the articulation pathway will be treated as regular transfer students and allowed to complete their degree program.

- 23. What is the partner institution's policy on academic freedom? What are the implications of this (if any) on course content.**



Red River College Polytechnic students have freedom of expression, spirituality, assembly and participation in college community and student associations. These rights are outlined in Section 4.4 Non Academic Rights of the Student Code of Rights and Responsibilities.

<https://www.rrc.ca/legal/policies/student-code-of-rights-and-responsibilities/>

Red River College Polytechnic faculty and instructors also have freedom to participate in scholarly activities in any way they choose, whilst not being forced to participate in these activities and are required to do so within set ethical guidelines. These principles are outlined in Section 4.1 of the Research and Scholarly Activity Policy

<https://www.rrc.ca/legal/policies/research-and-scholarly-activity/>

## **BENEFIT ANALYSIS**

### **24. Outline the anticipated benefits expected from this agreement to the partners and students.**

The agreement continues to make spaces available for students from RRCP. This will provide opportunity for students at RRCP to complete a four year B.Comm.(Hons.). degree at the University of Manitoba. Given the current requirement of CPA Manitoba, students must present with a four-year degree to be eligible to complete CPA Preparatory Course and subsequent entry into the CPA Professional Education Program (PEP). This agreement provides a pathway for those students to enter the PEP program with CPA Manitoba, without the need to complete any other preparatory courses. In addition, the Human Resource Management Association of Manitoba is now also providing advanced standing for HR majors from a four-year degree. The articulation agreement will allow students from RRCP wanting to complete their HR designation to complete their studies at the Asper School/

### **25. Have any challenges or barriers to this agreement been identified? If so, how will they be ameliorated?**

No challenges have been identified other than ensuring that sufficient resources are in place for students entering through the articulation agreement. This agreement does not allow for an increase in the overall enrolment into the program so only currently available resources are required to meet the needs of the agreement. One foreseeable challenge is keeping the course mapping up to date. This will be ensured through formal and informal communication with the Dean's office and other staff and faculty at RRCP to keep up to date with any changes that may have been made in their program and ensuring the course mapping and course equivalencies are also kept up to date.

## **ADDITIONAL INFORMATION**

### **26. Please provide any additional information on the proposed program that is deemed relevant to this process. Append any supporting documentation, if required.**

- Red River Polytechnic students will have access to all the student services and programs (Career Development Centre, Co-op program, International Exchange program, etc.) as other Asper students.

- Red River Polytechnic students will be eligible to participate in the Asper School Co-op program, and subject to the same eligibility requirement as regular Asper students. For entry into the Co-op program students must present with a minimum of 24 credit hours and be a student registered in the B. Comm program. Under the new curriculum being implemented in Fall 2023, all students will also be required to have completed IDM 1010 Communications for Career Development. RRCP students will be advised of this during recruitment and in our communications to ensure they make suitable course choices as early as possible upon acceptance.
- Red River Polytechnic students will be eligible to participate in the Asper School International Exchange program and subject to the same eligibility requirement as regular Asper students.
- Red River students who do not have 60% or better in Pre-Calculus Mathematics 40S or equivalent from high school, must take an equivalency course (for example, Math Skills offered through Extended Education at the University of Manitoba). The make-up course is a non-credit course but is necessary in order to register in University mathematics courses required as part of the list of foundation courses.

### Section C: Review and Approvals

Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Council: \_\_\_\_\_ Date: \_\_\_\_\_

Senate Approval: Date: \_\_\_\_\_

### UM PROVOST APPROVAL TO IMPLEMENT

Provost & Vice-President (Academic): \_\_\_\_\_ Date: \_\_\_\_\_

Additional Conditions:

### PARTNER INSTITUTION APPROVAL

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For international agreements only:** *following approval of the Senate articulation agreement, the next step will be to complete an International Articulation Agreement for approval by the Associate Vice President (Partnerships).* **Please contact the International Centre for further details.** Copies of the signed international articulation agreement must be sent to the Office of the Provost prior to program commencement.

International Articulation Agreement Required: Y ☐ N ☐ Date Received: \_\_\_\_\_

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**Signed copies to:** (*action by Provost's Office*)

- |  |                                     |   |
|--|-------------------------------------|---|
| <input type="checkbox"/> Dean's Office, Proposing UM Faculty | <input type="checkbox"/> Registrar  | <input type="checkbox"/> University Secretary             |
| <input type="checkbox"/> Partner Institution Signatory       | <input type="checkbox"/> Admissions | <input type="checkbox"/> Office of Institutional Analysis |



## ARTICULATION AGREEMENT COURSE MAPPING FORM

Please provide detailed mapping for the Partner's course experience to the UM equivalences. Mapping of courses must be assessed and approved by the UM unit responsible for delivering the corresponding course content. Courses should be grouped together by transfer type. Rows can be added or deleted as required. **Please attach course syllabi or course descriptions for the partner program's coursework.**

Questions related to the facilitation of course mapping and/or transfer credit can be directed to the UM Transfer Credit Evaluations Coordinator (Jeff Huston).

Partner Institution:				UM Program:			
Transfer Type <sup>1</sup>	Course Name	Min. Grade	Syllabus (Y/N)	Course No.	Course Name	Cr. Hrs.	Course Type <sup>2</sup>
C	ACCT-1071 Accounting Fundamentals	C	Y	ACC 1100	Introductory Financial Accounting	3	R
C	ACCT-2071 Financial Accounting	C	Y				
C	ACCT-4071 Cost Accounting	C	Y	ACC 1110	Introductory Managerial Accounting	3	R
C	ECON-1011 Economics	C	Y	ECON 1020	Introduction of Macroeconomic Principles	3	R
C	ADMN-2056 Entrepreneurship	C	Y	ENTR 2030	Introduction to Entrepreneurship: Business and Social Perspectives	3	R
C	COMM-2174 Communication for Business	C	Y	GMGT 1000	Writing Skills for Business	1.5	R
C	ADMN-2058 Organizational Behaviour	C	Y	GMGT 2070	Introduction to Organizational Behaviour	3	R
C	HUMR-1064 Human Resource Management	C	Y	HRIR 2440	Human Resource Management	3	R
C	MRKT-1017 Marketing Foundations	C	Y	MKT 2210	Fundamentals of Marketing	3	R
C	PROJ-1009 Project Management	C	Y	SCM 1000	Introduction to Project Management	1.5	R
C	ADMN-1017 Introduction to International Business	C	Y	SGMT 2200	Global Management	3	R
C	ACCT-1079 Tax Fundamentals	C	Y	ACC 3080	Canadian Income Tax	3	E
C	ACCT-3070 Intermediate Accounting 1	C	Y	ACC 2010	Intermediate Accounting - Assets	3	E
C	ACCT-4070 Intermediate Accounting 2	C	Y	ACC 2020	Intermediate Accounting - Equities	3	E
C	COMP-1255 Business Applications	C	Y	COMP 1500	Computing: Ideas and Innovation	3	E
C	COMP-1255 Business Applications	C	Y	COMP 1600	Navigating Your Digital World	3	E
C	MGMT-2025 Small Business Management	C	Y	ENTR 3100	Small Business Management	3	E
C	FNCE-1011 Fundamentals of Insurance	C	Y	FIN 3270	Personal Financial Planning	3	E
C	FNCE-1016 Personal Finance	C	Y				
C	FNCE-1021 Financial Services Selling 1	C	Y				
C	FNCE-3013 Canadian Investment Funds	C	Y				
C	HUMR-2069 Labour Relations	C	Y	HRIR 3450	Labour and Employment Relations	3	E
C	HUMR-2065 Recruitment and Selection	C	Y	HRIR 4410	Staffing and Management Development	3	E
C	HUMR-2067 Compensation and Benefits	C	Y	HRIR 4420	Compensation	3	E
C	MGMT 1093 Conflict Resolution	C	Y	LEAD 3010	Negotiation and Conflict Management	1.5	E



## ARTICULATION AGREEMENT COURSE MAPPING FORM

Please provide detailed mapping for the Partner's course experience to the UM equivalences. Mapping of courses must be assessed and approved by the UM unit responsible for delivering the corresponding course content. Courses should be grouped together by transfer type. Rows can be added or deleted as required. **Please attach course syllabi or course descriptions for the partner program's coursework.**

Questions related to the facilitation of course mapping and/or transfer credit can be directed to the UM Transfer Credit Evaluations Coordinator (Jeff Huston).

Partner Institution:				UM Program:			
Transfer Type <sup>1</sup>	Course Name	Min. Grade	Syllabus (Y/N)	Course No.	Course Name	Cr. Hrs.	Course Type <sup>2</sup>
C	ACCT-2014 Management Information Systems	C	Y	MIS 2000	Information Systems for Management	3	E
C	MRKT -2010 Marketing Research	C	Y	MKT 3220	Marketing Research	3	E
C	MRKT-2017 Consumer Behaviour	C	Y	MKT 3230	Consumer Behaviour	3	E
C	MRKT-2019 Service Marketing	C	Y	MKT 3340	Services Marketing	3	E
C	MGMT-2023 Procurement and Supply Management	C	Y	SCM 2240	Purchasing and Supply Management	3	E
C	ADMN-1020 Introduction to Supply Chain Management	C	Y	SCM 3360	Supply Chain Logistics	3	E
U	ADMN-2057 Topics in Global Business	C	Y	GMGT 2XXX		3	E
U	ADMN-2051 Social Innovation	C	Y	GMGT 2XXX		3	E
U	MGMT-2026 Management and Leadership	C	Y	GMGT 2XXX		3	E
U	ADMN-2053 Business Law	C	Y	GMGT 2XXX or GMGT 3XXX		3	E
U	ADMN-2052 Business Strategy	C	Y	GMGT 3XXX		3	E
U	HUMR-2016 Contemporary Topics in HR Management	C	Y	HRIR 3XXX		3	E
U	HUMR-2068 HR Management Research and Planning	C	Y	HRIR 4XXX		3	E

<sup>1</sup>. Indicate how the course will be transferred to the UM program - **C** = Equivalent Course Credit; **U** = Unallocated Credit; **B** = Block Credit. Where multiple transfer types exist, list courses in order of equivalent, unallocated, and block.

<sup>2</sup>. Indicate whether the course is required/core (**R**), or elective (**E**) in the UM program.

Business Administration Diploma Requirements Effective Fall 2020 (Updated July 20 2021)				2024-2029 Mapping to NEW Curriculum Courses		Legacy 2017-2022 Course Mapping	
		Credit Hours	Prerequisite	UM Equivalent (Courses are 3cr unless otherwise indicated)	Notes	UM Equivalent	Notes
<b>Term 1</b>							
ACCT-1071	Accounting Fundamentals	6		ACC NO CREDIT		ACC NO CREDIT	RRC ACCT 1071 & RRC ACCT 2071 = UM ACC 1100
ADMN-1010	Introduction to Canadian Business	3		GMGT NO CREDIT		GMGT NO CREDIT	
COMM-1173	Communication Strategies	3				GMGT NO CREDIT	RRC COMM 1173 & RRC COMM 2174 = UM GMGT 2010
COMP-1255	Business Applications	6		COM 1500 and COMP 1600		COMP 1500 & COMP 1600	MIS NO CREDIT
MATH-1078	Business Mathematics	3				FIN/MATH NO CREDIT	
MRKT-1017	Marketing Foundations	6		MKT 2210		MKT 2210	
<b>Total Credit Hours per term</b>							
<b>Term 2</b>							
ACCT-2071	Financial Accounting	6	ACCT-1071	ACC NO CREDIT	RRC ACCT 1071 & RRC ACCT 2071 = UM ACC 1100	ACC NO CREDIT	RRC ACCT 1071 & RRC ACCT 2071 = UM ACC 1100
ADMN-1012	Research Methods	3		GMGT NO CREDIT		MIS NO CREDIT	
ADMN-1020	Introduction to Supply Chain Management	3		SCM 3360		SCM NO CREDIT	
COMM-2174	Communication for Business	3	COMM-1173	GMGT 1000 (1.5)		GMGT NO CREDIT	RRC COMM 1173 & RRC COMM 2174 = UM GMGT 2010
ECON-1011	Economics	6		ECON 1020		ECON 1020	
FNCE-1016	Personal Finance	6	MATH-2078 (co-req)	FIN NO CREDIT	RRC FNCE 1011 & RRC FNCE 1016 & RRC FNCE 1021 & RRC FNCE 3013 = UM FIN 3270	FIN NO CREDIT	RRC FNCE 1011 & RRC FNCE 1016 & RRC FNCE 1021 & RRC FNCE 3013 = UM FIN 3270
HUMR-1064	Human Resource Management	3		HRIR 2440		HRIR 2440	
MATH-2078	Financial Mathematics	3	MATH-1078	FIN NO CREDIT		FIN/MATH NO CREDIT	
MGMT 1093	Conflict Resolution	3		LEAD 3010 (1.5)	This course only warrants a 1.5 credit hour credit and it only covers half of the UM course	LEAD 3010	
MRKT-2017	Consumer Behaviour	3	MRKT-1017	MKT 3230		MKT 3230	
PROJ-1009	Project Management	3		SCM 1000		GMGT/SCM NO CREDIT	
	Any other term 2 level course (3 CR min)						
	Any other term 2 level course (3 CR min)						
<b>Total Credit Hours per term</b>							

Business Administration Diploma Requirements Effective Fall 2020 (Updated July 20 2021)				2024-2029 Mapping to NEW Curriculum Courses		Legacy 2017-2022 Course Mapping	
		Credit Hours	Prerequisite	UM Equivalent (Courses are 3cr unless otherwise indicated)	Notes	UM Equivalent	Notes
<b>Term 3 (S-Suggested elective)</b>							
ACCT-1079	Tax Fundamentals	3	ACCT-1071	ACC3080		ACC 3080	
ACCT-3070	Intermediate Accounting 1	6	ACCT-2071 & MATH-2078	ACC 2010		ACC 2010	
ACCT-3072	Accounting Applications	3	ACCT-1071	ACC NO CREDIT		ACC 9999	
ADMN-1017	Introduction to International Business	3		SGMT 2200		INTB 2200	
ADMN-2014	Basic Business Analytics	3	ADMN-1012 & COMP 1255	MIS NO CREDIT		MIS NO CREDIT	
ADMN-2022	Transportation and Logistics Processes	6	ADMN-1020	SCM NO CREDIT		SCM NO CREDIT	
ADMN-2050	Applied Projects (offered terms 3 & 4)	3	ACCT-1071 & COMP 1255 & MRKT-1017 & HUMR-1064 & COMM-2174	GMGT NO CREDIT		GMGT INDIVIDUAL EVAL REQUIRED	
ADMN-2056	Entrepreneurship	3		ENTR 2030		ENTR 2030	
ADMN-2057	Topics in Global Business	3		GMGT 2XXX		GMGT 2XXX (3)	
ADMN-2058	Organizational Behaviour	3		GMGT 2070		GMGT 2070	
COMM-2055	Client Relationships	3	COMM-1173	GMGT NO CREDIT		GMGT 9999	
COMM-3064	Human Resources Communications	6	HUMR-1064 & COMM-2174	HRIR NO CREDIT		HRIR 3XXX (3) RMAJ	
COMM-3117	Integrated Marketing Communications	6	MRKT-1017	GMGT NO CREDIT		MKT NO CREDIT	
FNCE-1011	Fundamentals of Insurance	3		FIN NO CREDIT	RRC FNCE 1011 & RRC FNCE 1016 & RRC FNCE 1021 & RRC FNCE 3013 = UM FIN 3270	FIN NO CREDIT	RRC FNCE 1011 & RRC FNCE 1016 & RRC FNCE 1021 & RRC FNCE 3013 = UM FIN 3270
FNCE-1021	Financial Services Selling 1	3		FIN NO CREDIT	RRC FNCE 1011 & RRC FNCE 1016 & RRC FNCE 1021 & RRC FNCE 3013 = UM FIN 3270	FIN NO CREDIT	RRC FNCE 1011 & RRC FNCE 1016 & RRC FNCE 1021 & RRC FNCE 3013 = UM FIN 3270
FNCE-2022	Professional Selling	6	MRKT-1017	MKT NO CREDIT		MKT NO CREDIT	
FNCE-3013	Canadian Investment Funds	6	MATH-2078	FIN NO CREDIT	RRC FNCE 1011 & RRC FNCE 1016 & RRC FNCE 1021 & RRC FNCE 3013 = UM FIN 3270	FIN NO CREDIT	RRC FNCE 1011 & RRC FNCE 1016 & RRC FNCE 1021 & RRC FNCE 3013 = UM FIN 3270
HUMR-2065	Recruitment and Selection	3	HUMR-1064	HRIR 4410		HRIR 4410	
HUMR-2066	Training and Development	3	HUMR-1064	HRIR 2XXX		HRIR 2XXX (3) RMAJ	
MGMT-2023	Procurement and Supply Management	3	ADMN-1020	SCM 2240		SCM NO CREDIT	
MGMT-2024	Operations and Process Management	3	ADMN 1020	SCM NO CREDIT		SCM 2160	
MRKT-2010	Marketing Research	3	ADMN-1012	MKT 3220		MKT NO CREDIT	
MRKT-1045	Digital Marketing 1	3	MRKT-1017	MKT NO CREDIT	RRC MKT 1045 (3) & RRC MKT (3) = UM MKT 3248 (3)	MKT NO CREDIT	RRC MKT 1045 (3) & RRC MKT (3) = UM MKT 3248 (3)
SAFE-2020	Workplace Health and Safety	3	HUMR-1064			LABR 2XXX (1.5)	HRIR NO CREDIT
	Any other term 3 level course (3 CR min)						
	Any other term 3 level course (3 CR min)						
	Any other term 3 level course (3 CR min)						
	Any other term 3 level course (3 CR min)						

Business Administration Diploma Requirements Effective Fall 2020 (Updated July 20 2021)				2024-2029 Mapping to NEW Curriculum Courses		Legacy 2017-2022 Course Mapping	
		Credit Hours	Prerequisite	UM Equivalent (Courses are 3cr unless otherwise indicated)	Notes	UM Equivalent	Notes
<b>Total Credit Hours per term</b>							
<b>Term 4 (S= Suggested elective)</b>							
ACCT-2014	Management Information Systems	3		MIS 2000		MIS 2000	
ACCT-4070	Intermediate Accounting 2	6	ACCT-3070	ACC 2020		ACC 2020	
ACCT-4071	Cost Accounting	6	ACCT-2071	ACC 1110		ACC 1110	
ADMN-2047	General Studies	3					
ADMN-2048	Global Entrepreneurship	3					
ADMN-2049	Applied Research in Social Innovation	3					
ADMN-2050	Applied Projects (offered terms 3 & 4)	3	ACCT-1071 & COMP-1255 & MRKT-1017 & HUMR-1064 & COMM-2174			GMGT INDIVIDUAL EVAL REQUIRED	
ADMN-2051	Social Innovation	3		GMGT 2XXX		GMGT 2XXX (3)	
ADMN-2052	Business Strategy	6	Final term	GMGT 3XXX		GMGT 3XXX (3)	
ADMN-2053	Business Law	3		GMGT 2XXX-3XXX		GMGT 2XXX (3)	
ADMN-2054	Small Business Plans	3	ADMN-2056	GMGT NO CREDIT		GMGT NO CREDIT	
ADMN-2022	Integrated Logistics	6	ADMN-2022	SCM NO CREDIT		SCM NO CREDIT	
ADMN-2023	Supply Chain Strategy	6	ADMN-2022 & MGMT-2023 & MGMT-2024	SCM NO CREDIT		SCM NO CREDIT	
FNCE-2015	Life Licence Qualification	6	FNCE-3013	FIN NO CREDIT		FIN NO CREDIT	
FNCE-2016	Commercial Insurance	3	FNCE 1011	FIN NO CREDIT		FIN NO CREDIT	
FNCE-2021	Financial Services Selling 2	3	FNCE-1021	FIN NO CREDIT		FIN NO CREDIT	
FNCE-2121	Personal Financial Planning	6	FNCE-1011 & FNCE 1016 & FNCE-1021 & FNCE-3013	FIN 3270		FIN 3270	
FNCE-3014	Small Business Finance	3	MATH-2078	FIN NO CREDIT		FIN 9999	
HUMR-2016	Contemporary Topics in HR Management	3	HUMR-1064	HRIR 3XXX		HRIR 3XXX (3) RMAJ RMIN	
HUMR-2067	Compensation and Benefits	3	HUMR-1064	HRIR 4420		HRIR 4420	
HUMR-2068	HR Management Research and Planning	6	HUMR-1064	HRIR 4XXX		HRIR 4XXX (3) RMAJ RMIN	
HUMR-2069	Labour Relations	6	HUMR-1064	HRIR 3450		HRIR 3450	
MATH-3014	Statistical Analysis	6	ADMN-2014	UM STAT 2XXX???		STAT 2XXX (3) RGEN RMAJ RMIN RHON	NO CREDIT IN ACC.
MGMT-1094	Introduction to Total Quality Management	3	ADMN-1020	GMGT NO CREDIT		SCM NO CREDIT	
MGMT-2025	Small Business Management	6		ENTR 3100		ENTR 3100	
MGMT-2026	Management and Leadership	3		GMGT 2XXX		GMGT 2XXX (1.5)	
MRKT-2016	International Marketing	3	MRKT-1017	MKT NO CREDIT		MKT 3300	
MRKT-2018	Event Marketing & Management	3	MRKT-1017	MKT NO CREDIT		MKT NO CREDIT	



Business Administration Diploma Requirements Effective Fall 2020 (Updated July 20 2021)				2024-2029 Mapping to NEW Curriculum Courses		Legacy 2017-2022 Course Mapping	
		Credit Hours	Prerequisite	UM Equivalent (Courses are 3cr unless otherwise indicated)	Notes	UM Equivalent	Notes
MRKT-2019	Service Marketing	3	MRKT-1017	MKT 3340		MKT NO CREDIT	
MRKT-2045	Digital Marketing 2	3	MRKT-1045	MKT NO CREDIT	RRC MKT 1045 (3) & RRC MKT (3) = UM MKT 3248 (3)	MKT NO CREDIT	RRC MKT 1045 (3) & RRC MKT (3) = UM MKT 3248 (3)
MRKT-3019	Marketing Strategy	6	MRKT-1045 & MRKT-2010 & COMM-3117	MKT NO CREDIT		MKT 4210	
SABA-3001	Student Association Credit	3					
SEMR-2001	COOP Preparation Workshop (required for all Coop Students)	0					
	<b>FNCE-2015 OR FNCE-2016 OR FNCE-2021</b> (3 CR min)						
	<b>MRKT-2016 OR MRKT-2018 OR MRKT-2019</b> (3CR min)						
	Any Term 4 level course (3 CR min)						
	Any Term 4 level course (3 CR min)						
	Any Term 4 level course (3 CR min)						
	Any Term 4 level course (3 CR min)						
<b>Total Credit Hours per term</b>							
	<b>Cumulative credit hours</b>						
	<b>CREDIT HOUR threshold</b> (additional Term 3 or Term 4 courses possibly needed to meet minimum diploma credit hours)						
	<b>Total Diploma credit hours</b> (min of 99 hours required)						
<b>Term 5 (Optional)</b>							
COOP-2002	Coop Education	6	80 Cr hours completed				

Effective for September 2024

## Single Major Course Requirements for Direct Entry, Track 1 and Track 2 Students

Course	RRCP Equivalent	Title	Hours
ECON 1010		Introduction to Microeconomic Principles	3
<b>ECON 1020</b>	<b>ECON 1011</b>	<b>Introduction to Macroeconomic Principles</b>	<b>3</b>
MATH 1524		Mathematics for Management and Social Sciences <sup>1</sup>	3
Select 3 credit hours from:			3
STAT 1000		Basic Statistical Analysis 1	3
STAT 1150		Introduction to Statistics and Computing	
Select 6 credit hours of Non-Business Electives or 3 credit hours Non-Business Electives plus MATH 1300 <sup>1,2</sup>			6
Select 3 credit hours of Written English "W" <sup>3</sup>			3
Select 3 credit hours of Non-Business Electives			
GMGT 1010		Business and Society	3
<b>GMGT 2070</b>	<b>ADMN 2058</b>	<b>Introduction to Organizational Behaviour <sup>4</sup></b>	<b>3</b>
<b>MKT 2210</b>	<b>MRKT 1017</b>	<b>Fundamentals of Marketing <sup>4</sup></b>	<b>3</b>
		<b>Hours</b>	<b>33</b>
<b>Year 2</b>			
<b>ACC 1100</b>	<b>ACCT 1071</b> <b>ACCT 2071</b>	<b>Introductory Financial Accounting</b>	<b>3</b>
<b>ACC 1110</b>	<b>ACCT 4071</b>	<b>Introductory Managerial Accounting</b>	<b>3</b>
<b>ENTR 2030</b>	<b>ADMN 2056</b>	<b>Introduction to Entrepreneurship: Business and Social Perspectives</b>	<b>3</b>
FIN 2010		Introduction to Finance <sup>5</sup>	3
<b>GMGT 1000</b>	<b>COMM 2174</b>	<b>Writing Skills for Business</b>	<b>1.5</b>
GMGT 2010		Business Communications <sup>6</sup>	3
<b>HRIR 2440</b>	<b>HUMR 1064</b>	<b>Human Resource Management</b>	<b>3</b>
IDM 1010		Communication for Career Management	1.5
IDM 1020		Data Software for Business	1.5
IDM 2020		Introduction to Business Analytics <sup>7</sup>	3
<b>SCM 1000</b>	<b>PROJ 1009</b>	<b>Introduction to Project Management <sup>8</sup></b>	<b>1.5</b>
SCM 2160		Operations Management	3
		<b>Hours</b>	<b>30</b>
<b>Year 3</b>			
IDM 2010		Indigenous Peoples and Canadian Business	3
IDM 3010		Sustainable Business	3
<b>SGMT 2200</b>	<b>ADMN 1017</b>	<b>Global Management</b>	<b>3</b>
		<b>Hours</b>	<b>9</b>

### Year 3-4

Select one Major and Business Elective courses <sup>9</sup>		<b>27</b>
Select 12 -18 credit hours for the Major		
Select 9-15 credit hours of Business Electives		
Select 15 credit hours of Business or Non-Business Electives <sup>10</sup>		<b>15</b>
	<b>Hours</b>	<b>42</b>

### Year 4

GMGT 3300	Business Law	3
GMGT 4010	Strategic Management <sup>11</sup>	3
	<b>Hours</b>	<b>6</b>
	<b>Total Hours</b>	<b>120</b>

<sup>1</sup> MATH 1524 is the preferred MATH course for Asper students. Students who have completed one of (MATH 1230 or MATH 1500 or MATH 1510 or the former MATH 1520) but not MATH 1524 are required to complete MATH 1300 (or MATH 1301 or MATH 1310) for admission and degree requirements. Finance majors who have not completed MATH 1524 must complete either MATH 1300 (C) (or MATH 1301 (C) or MATH 1310 (C)).

<sup>2</sup> 6 credit hours of any Non-Business course Electives at the 1000 level or higher. If MATH 1524 was not completed, then MATH 1300 is required to meet degree requirements and should be taken as one of the Non-Business Electives. Finance majors should take STAT 2000 as one of the Non-Business Electives. Actuarial Mathematics majors should take MATH 1700 as one of the Non-Business Electives. Indigenous Business Studies Majors should take INDG 1220 and/or INDG 1240 as a Non-Business Elective(s). See Major descriptions for full details, including minimum required grades for Major courses.

<sup>3</sup> Choose any course from the list of approved Written English Courses, with the exception of ARTS 1110, GMGT 1010 and GMGT 2010.

<sup>4</sup> GMGT 2070 and MKT 2210 can be taken in Year 2 if entering with 24 credit hours.

<sup>5</sup> The former FIN 2200 may be substituted for FIN 2010.

<sup>6</sup> It is highly recommended that all students take GMGT 1000 prior to GMGT 2010. Non-Asper students officially pursuing a Management Minor or in programs in which GMGT 2010 is mandatory or an elective may take GMGT 2010 without the GMGT 1000 prerequisite, with departmental permission.

<sup>7</sup> IDM 2020 or the former MIS 2000 or MSCI 2150 if completed before Fall 2023 (but not both). IDM 2020 with a grade C or higher is required to graduate with a Business Analytics Major.

<sup>8</sup> The former SCM 3280 may be substituted for SCM 1000.

<sup>9</sup> Major and Business Electives must total 27 credit hours. Business Electives must be at the 2000 Level or higher. See Major descriptions for full details.

<sup>10</sup> A minimum of 9 credit hours of Business Electives or Non-Business Elective courses must be at the 2000 level or higher; the remaining must be at the 1000 level or higher.

Effective for September 2024

<sup>11</sup> For Asper students following the curriculum prior to September 2023, the prerequisite of GMGT 4010 will be: Year 4 and [FIN 2200 (D), SCM 2160 (D) and ACC 1110 (D)]. Such students will have to contact an Asper Program Advisor for permission.

**Double Major Course Requirements for Direct Entry, Track 1 and Track 2 Students**

<b>Course</b>	<b>RRCP Equivalent</b>	<b>Title</b>	<b>Hours</b>
ECON 1010		Introduction to Microeconomic Principles	3
<b>ECON 1020</b>	<b>ECON 1011</b>	<b>Introduction to Macroeconomic Principles</b>	<b>3</b>
MATH 1524		Mathematics for Management and Social Sciences <sup>1</sup>	3
Select 3 credit hours from:			3
STAT 1000		Basic Statistical Analysis 1	
STAT 1150		Introduction to Statistics and Computing	
Select 3 credit hours of Non-Business Electives or 3 credit hours Non-Business Electives plus MATH 1300 <sup>1,2</sup>			6
Select 3 credit hours of Written English "W" <sup>3</sup>			3
Select 3 credit hours of Non-Business Electives			3
GMGT 1010		Business and Society	3
<b>GMGT 2070</b>	<b>ADMN 2058</b>	<b>Introduction to Organizational Behaviour <sup>4</sup></b>	<b>3</b>
<b>MKT 2210</b>	<b>MKRT 1017</b>	<b>Fundamentals of Marketing 4</b>	<b>3</b>
		<b>Hours</b>	<b>33</b>
Year 2			
<b>ACC 1100</b>	<b>ACCT 1071</b>	<b>Introductory Financial Accounting</b>	<b>3</b>
	<b>ACCT 2071</b>		
<b>ACC 1110</b>	<b>ACCT 4071</b>	<b>Introductory Managerial Accounting</b>	<b>3</b>
<b>ENTR 2030</b>	<b>ADMN 2056</b>	<b>Business and Social Perspectives</b>	<b>3</b>
FIN 2010		Introduction to Finance <sup>5</sup>	3
<b>GMGT 1000</b>	<b>COMM 2174</b>	<b>Writing Skills for Business</b>	<b>1.5</b>
GMGT 2010		Business Communications <sup>6</sup>	3
<b>HRIR 2440</b>	<b>COMM 2174</b>	<b>Human Resource Management</b>	<b>3</b>
		Communication for Career	
IDM 1010		Management	1.5
IDM 1020		Data Software for Business	1.5
IDM 2020		Introduction to Business Analytics <sup>7</sup>	3
<b>SCM 1000</b>	<b>PROJ 1009</b>	<b>Introduction to Project Management <sup>8</sup></b>	<b>1.5</b>
SCM 2160		Operations Management	3
		<b>Hours</b>	<b>30</b>
Year 3			
IDM 2010		Indigenous Peoples and Canadian Business	3
IDM 3010		Sustainable Business	3
<b>SGMT 2200</b>	<b>ADMN 1017</b>	<b>Global Management</b>	<b>3</b>
		<b>Hours</b>	<b>9</b>

### Years 3-4

Select two Majors and Business Elective courses<sup>9</sup>

42

Select 12 -18 credit hours for the first Major

Select 12-18 credit hours for the second Major

Select 0-3 credit hours of Business Electives. 3 credit hours of Business Electives are required if two 12 credit hour majors are declared.

Select 9-15 credit hours of Business or Non-Business Electives<sup>10</sup>

**Hours**

**42**

### Year 4

GMGT 3300

Business Law

3

GMGT 4010

Strategic Management<sup>11</sup>

3

**Hours**

**6**

**Total Hours**

**120**

<sup>1</sup> MATH 1524 is the preferred MATH course for Asper students. Students who have completed one of (MATH 1230 or MATH 1500 or MATH 1510 or the former MATH 1520) but not MATH 1524 are required to complete MATH 1300 (or MATH 1301 or MATH 1310) for admission and degree requirements. Finance majors who have not completed MATH 1524 must complete either MATH 1300 (C) (or MATH 1301 (C) or MATH 1310 (C)).

<sup>2</sup> 6 credit hours of any Non-Business course Electives at the 1000 level or higher. If MATH 1524 was not completed, then MATH 1300 is required to meet degree requirements and should be taken as one of the Non-Business Electives. Finance majors should take STAT 2000 as one of the Non-Business Electives. Actuarial Mathematics majors should take MATH 1700 as one of the Non-Business Electives. Indigenous Business Studies Majors should take INDG 1220 and/or INDG 1240 as a Non-Business Elective(s). See Major descriptions for full details, including minimum required grades for Major courses.

<sup>3</sup> Choose any course from the list of approved Written English Courses, with the exception of ARTS 1110, GMGT 1010 and GMGT 2010.

<sup>4</sup> GMGT 2070 and MKT 2210 can be taken in Year 2 if entering with 24 credit hours.

<sup>5</sup> The former FIN 2200 may be substituted for FIN 2010.

<sup>6</sup> It is highly recommended that all students take GMGT 1000 prior to GMGT 2010. Non-Asper students officially pursuing a Management Minor or in programs in which GMGT 2010 is mandatory or an elective may take GMGT 2010 without the GMGT 1000 prerequisite, with departmental permission.

<sup>7</sup> IDM 2020 or the former MIS 2000 or MSCI 2150 if completed before Fall 2023 (but not both). IDM 2020 with a grade C or higher is required to graduate with a Business Analytics Major.

<sup>8</sup> The former SCM 3280 may be substituted for SCM 1000.

<sup>9</sup> Major and Business Electives must total 42 credit hours. Business Electives must be at the 2000 Level

Effective for September 2024

or higher. See Major descriptions for full details.”

<sup>10</sup> A minimum of 9 credit hours of Business Electives or Non-Business Elective courses must be at the 2000 level or higher; the remaining must be at the 1000 level or higher.

<sup>11</sup> For Asper students following the curriculum prior to September 2023, the prerequisite of GMGT 4010 will be: Year 4 and [FIN 2200 (D), SCM 2160 (D) and ACC 1110 (D)]. Such students will have to contact an Asper Program Advisor for permission.

**Accounting Major**  
**Effective Fall 2023**

<b>Course</b>	<b>RRCP Equivalent</b>	<b>Title</b>	<b>Hours</b>
<b>ACC 3110<sup>1</sup></b>	<b>ACCT-3070</b>	<b>Intermediate Accounting - Assets (C)</b>	<b>3</b>
<b>ACC 3120<sup>2</sup></b>	<b>ACCT-4070</b>	<b>Intermediate Accounting - Equities (C)</b>	<b>3</b>
ACC 3040		Cost Accounting (C)	3
ACC 4030		Accounting Theory (C)	3
Select 6 credit hours from the following:			<b>6</b>
ACC 3010		Data Analytics in Accounting (C)	
ACC 3130 <sup>3</sup>		Advanced Financial Accounting (C)	
<b>ACC 3080</b>	<b>ACCT-1079</b>	<b>Canadian Income Tax (C)</b>	
ACC 3530		Accounting Information Systems (C)	
ACC 4010		Auditing (C)	
ACC 4040		Advanced Managerial Accounting (C)	
<b>Total Hours</b>			<b>18</b>

**Notes:**

To graduate with an Accounting Major, it is a requirement that students have a minimum of C+ in the prerequisite courses of ACC 1100 and ACC 1110 and a minimum grade of C in each of the Accounting courses used towards the major.

- <sup>1</sup> Previously ACC 2010
- <sup>2</sup> Previously ACC 2020
- <sup>3</sup> Previously ACC 3030



**Generalist Major**  
**Effective Fall 2023**

<b>Course</b>	<b>RRCP Equivalent</b>	<b>Title</b>	<b>Hours</b>
Select 12 credit hours from the following:			12
<b>Accounting</b>			
<b>ACC 3110</b>	<b>ACCT 3070</b>	<b>Intermediate Accounting - Assets (C)</b>	<b>3</b>
<b>ACC 3120</b>	<b>ACCT 4070</b>	<b>Intermediate Accounting - Equities (C)</b>	<b>3</b>
ACC 3040		Cost Accounting (C)	<b>3</b>
ACC 4030		Accounting Theory (C)	3
<b>Actuarial Mathematics</b>			
ACT 2120		Interest Theory	3
ACT 3130		Actuarial Models 1	<b>3</b>
ACT 3230		Actuarial Models 2	3
ACT 4010		Regression Modeling in Actuarial Science	<b>3</b>
ACT 4020		Short Term Actuarial Mathematics I	3
ACT 4030		Short Term Actuarial Mathematics II	<b>3</b>
ACT 4040		Time Series and Statistical Learning in Actuarial Science	3
<b>Business Analytics</b>			
MIS 3020		Programming for Business	3
MIS 3500		Database Management Systems	3
<b>Entrepreneurship and Innovation</b>			
ENTR 3060		Creative and Entrepreneurial Thinking	3
<b>Finance</b>			
FIN 2420		Financial Risk Management <sup>1</sup>	3
<a href="#"><u>FIN 3410</u></a>		Investments <sup>1</sup>	3
<a href="#"><u>FIN 3480</u></a>		Corporate Finance Theory and Practice <sup>1</sup>	3
<a href="#"><u>FIN 4400</u></a>		Financial Management Practices	3
<b>Human Resource Management/Industrial Relations</b>			
<b>HRIR 3450</b>	<b>HUMR 2069</b>	<b>Labour and Employment Relations</b>	<b>3</b>
<b>Indigenous Business Studies</b>			
INDG 3120		Exploring Indigenous Economic Perspectives	3
INDG 4320		Indigenous Economic Leadership	3
<b>Supply Chain Management and Logistics</b>			
SCM 2230		Introduction to Supply Chain Management	3

**Human Resources and Management/Industrial Relations Major  
Effective Fall 2023**

<b>Course</b>	<b>RRCP Equivalent</b>	<b>Title</b>	<b>Hours</b>
<b>HRIR 3450</b>	<b>HUMR 2069</b>	<b>Labour and Employment Relations</b>	<b>3</b>
Select one of the following options:			9
Option 1 - Select three courses from List A			
Option 2 - Select two courses from List A and one course from List B			
<b>Total Hours</b>			<b>12</b>

**List A**

<b>Course</b>	<b>RRCP Equivalent</b>	<b>Title</b>	<b>Hours</b>
<b>HRIR 4410</b>	<b>HUMR 2065</b>	<b>Staffing and Management Development</b>	<b>3</b>
<b>HRIR 4420</b>	<b>HUMR 2067</b>	<b>Compensation</b>	<b>3</b>
HRIR 4480		Collective Bargaining and Administration	3
HRIR 4520		Comparative Industrial Relations and Human Resource Management	3

**List B**

<b>Course</b>	<b>RRCP Equivalent</b>	<b>Title</b>	<b>Hours</b>
HRIR 3430		Selected Topics in Industrial Relations	3
LABR 3010		Labour Law	3
LABR 3060		Workplace Health and Safety	3
LABR 3070		Labour Relations and Occupational Health and Safety Law	3
LABR 3130		Employment Legislation and the Protection of Workers	3
LABR 3140		Pensions and Benefits	3

Students entering the second year of the four-year program are advised to take HRIR 2440 since it is a prerequisite to advanced courses in the area.

**Indigenous Business Studies Major  
Effective for September 2023**

<b>Course</b>	<b>RRCP Equivalent</b>	<b>Title</b>	<b>Hours</b>
INDG 3120		Exploring Indigenous Economic Perspectives <sup>1</sup>	3
INDG 4320		Indigenous Economic Leadership <sup>1</sup>	3
Select 3 credit hours from List A			3
Select 3 credit hours from List A (not already taken) or from List B			3
<b>Total Hours</b>			<b>12</b>

**LIST A**

<b>Course</b>	<b>RRCP Equivalent</b>	<b>Title</b>	<b>Hours</b>
ACC 3040		Cost Accounting	3
<b>ENTR 3100</b>	<b>MGMT 2025</b>	<b>Small Business Management</b>	<b>3</b>
ENTR 4100		New Venture Analysis	3
<b>FIN 3270</b>	<b>FNCE 1011, FNCE 1016, FNCE 1021, FNCE 3013</b>	<b>Personal Financial Planning</b>	<b>3</b>
FIN 3240		Entrepreneurial Finance	3
<b>HRIR 4410</b>	<b>HUMR 2065</b>	<b>Staffing and Management Development</b>	<b>3</b>
LEAD 2010		Learning to Lead	3

**LIST B<sup>1</sup>**

<b>Course</b>	<b>RRCP Equivalent</b>	<b>Title</b>	<b>Hours</b>
INDG 2110		Introduction to Indigenous Community Development	3
INDG 2220		Indigenous Societies and the Political Process	3
INDG 2530		Introduction to Indigenous Theory	3
INDG 3100		Indigenous Healing Ways	3
INDG 3160		Fundraising for Indigenous Organizations	3
INDG 3310		Canadian Law and Indigenous Peoples	3
INDG 3360		Indigenous Women of Canada	3
INDG 3370		Political Development in the North	3
INDG 4200		First Nations' Government	3
INDG 4220		Environment, Economy and Aboriginal Peoples	3

**Notes:**

1. Students are recommended to take INDG 1220 and/or INDG 1240 as part of their non-business electives.
2. Students interest in the Indigenous Business Studies Major generally, are encouraged to discuss course options with an Asper Program Advisor as not all courses are offered every year.

**Marketing Major**  
**Effective Fall 2023**

<b>Course</b>	<b>RRCP Equivalent</b>	<b>Title</b>	<b>Hours</b>
<b>MKT 3220</b>	<b>MKRT 2010</b>	<b>Marketing Research</b>	<b>3</b>
<b>MKT 3230</b>	<b>MKRT 2017</b>	<b>Consumer Behaviour</b>	<b>3</b>
MKT 3248		Digital Marketing	3
MKT 3390		Integrated Marketing Communications	3
MKT 4210		Marketing Management <sup>1</sup>	3
<b>Total Hours</b>			<b>15</b>

Note:

<sup>1</sup> MKT 4210 Marketing Management is the capstone course for the Marketing major and cannot be taken elsewhere on a Letter of Permission.

**Strategy and Global Management Major**  
**Effective Fall 2023**

<b>Course</b>	<b>RRCP Equivalent</b>	<b>Title</b>	<b>Hours</b>
LEAD 4010		Leading to Change	3
SGMT 3060		Strategic Thinking and Cross-Functional Management	3
SGMT 3070		Current Issues in Strategy and Global Management	3
Plus one of the following:			3
GMGT 3010		Management Decision Making	
GMGT 4210		Seminar in Management and Capitalism	
<b>LEAD 3010</b>	<b>MGMT 1093</b>	<b>Negotiation and Conflict Management</b>	
LEAD 3020		Team Building and Diversity	
Plus one of the following:			3
FIN 3450		International Finance <sup>1</sup>	
HRIR 4250		Comparative IR and HRM	
MKT 3300		International Marketing	
SCM 3230		Global Supply Chains	
Total Hours			15

<sup>1</sup> FIN 2000 (C+) or FIN 2201 (C+) or FIN 2420 (C+) is a prerequisite for FIN 3450.

**Supply Chain Management and Logistics Major**  
**Effective Fall 2023**

**Specific Requirements for the Major**

<b>Course</b>	<b>RRCP Equivalent</b>	<b>Title</b>	<b>Hours</b>
SCM 2230		Introduction to Supply Chain Management	3
Select 9 credit hours from:			9
SCM 2210		Transportation Principles	
SCM 3240		Supply Chain Analytics	
SCM 3260		Supply Chain Sustainability	
<b>SCM 3360</b>	<b>ADMN 1020</b>	<b>Supply Chain Logistics</b>	
		Plus one additional 3 credit hour Supply Chain Management course at the 2000 level or higher.	3
<b>Total Hours</b>			<b>15</b>

**RECOMMENDED BUSINESS OPTIONS ELECTIVES IN THIS AREA**

<b>Course</b>	<b>RRCP Equivalent</b>	<b>Title</b>	<b>Hours</b>
MIS 3500		Database Management Systems	3
MIS 3510		Systems Analysis and Design	3
<b>SGMT 2200</b>	<b>ADMN 1017</b>	<b>Global Management (or the former INTB 2200 International Management)</b>	<b>3</b>
HRIR 3450		Labour and Employment Relations	3
MSCI 3400		Intermediate Management Science	3
IDM 4050		Readings in Management	3
MKT 3220		Marketing Research	3
MKT 3340		Services Marketing	3
ECON 2010		Microeconomic Theory 1	3
ECON 3010		Microeconomic Theory 2	3

# Red River Polytechnic

## Articulation Agreement Success Analysis

### 2017-2022

#### Summary

The 2017-2021 Articulation Agreement with Red River College Polytech (RRCP) continued to be a success for students enrolled in the Bachelor of Commerce (Honours) program with the Asper School of Business. This brief report highlights the success of the Agreement in terms of the primary objective of the Agreement to provide RRCP students an entry path into the CPA program which requires a recognized undergraduate degree. The program has seen 46% of all enrolled students graduating to date when measured in terms of student graduations. Given students enter with 42-54 credit hours, they would need at least 2 years to graduate, and in some cases 3 years. Should success be measured using graduating GPA, then articulation students perform similarly to all other Asper students. In fact the median graduating GPA is the same for all students. When success is measured in the number of credit hours students were able to claim on admission, then the average is 51 credit hours. This is close to the maximum allowable under the Agreement. Articulation students do make the most of credits that are available when entering the program. It also suggests that course selection prior to coming to Asper may be considered in order to maximize the number of credits. Students have also been able to participate in other programs offered by Asper. For example, one student was matched with a European school as part of the exchange program while 10 individual students participated in 26 placements as part of the Co-op program.

#### Offers Made

The most recent Articulation Agreement facilitated admission offer to 140 students. Table 1 shows the total number of students who received an offer of admission during the 5 years of the Agreement. In the early years of the Agreement, 30 students were allowed to enter from RRCP as a broader Manitoba Colleges entry category. Even though the Agreement was designed to end in 2021, an extension was sought in Winter term of 2022 for the Fall 2022 intake. Unfortunately, this extension did not succeed in lining up with application deadlines and led to only 1 student entering through the Agreement in 2022. Nonetheless the agreement was still successful in giving 140 students the opportunity of entering the faculty.

#### Number of Annual Articulation Student Offers

Enrolment Year	
2017	32
2018	29
2019	22
2020	27
2021	29
2022	1
Grand Total	140

Sum of (No column name) broken down by Enrolment Year.

Table 1

The majority of the students were Canadian Citizen and to date only 2 offers have been extended to international students through that category. Figure 1 breaks down the residency status of the students made offers.

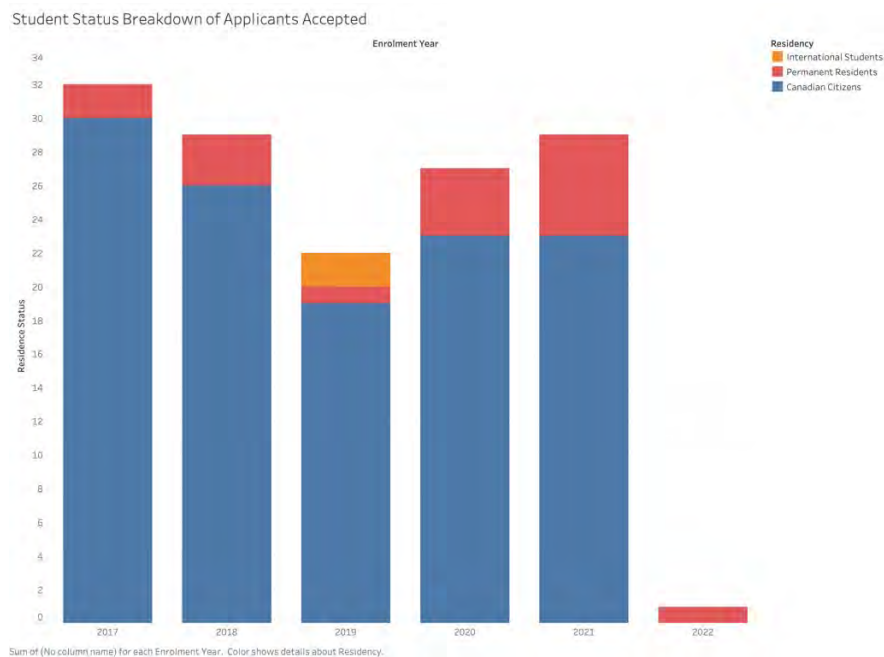


Figure 1

Out of the total number of students accepted over the 6 years of the Agreement being in place, only 4 students did not convert their offer of admission into an enrolment as shown in Table 2.

### Student Admission Status after Acceptance

Enrolment ..	Active	No Registration	Grand Total
2017	32		32
2018	29		29
2019	21	1	22
2020	27		27
2021	26	3	29
2022	1		1
Grand Total	136	4	140

Sum of (No column name) broken down by Statusdesc (group) 1 vs. Enrolment Year.

Table 2

### Credit Hours and Course Selection

Out of the students accepted the majority (n=97) were accepted directly into Year 3 of the Asper program, Figure 2 and Table 3 show a breakdown of the degree year based on year of admission.



Degree Year Admitted Students Entered Into

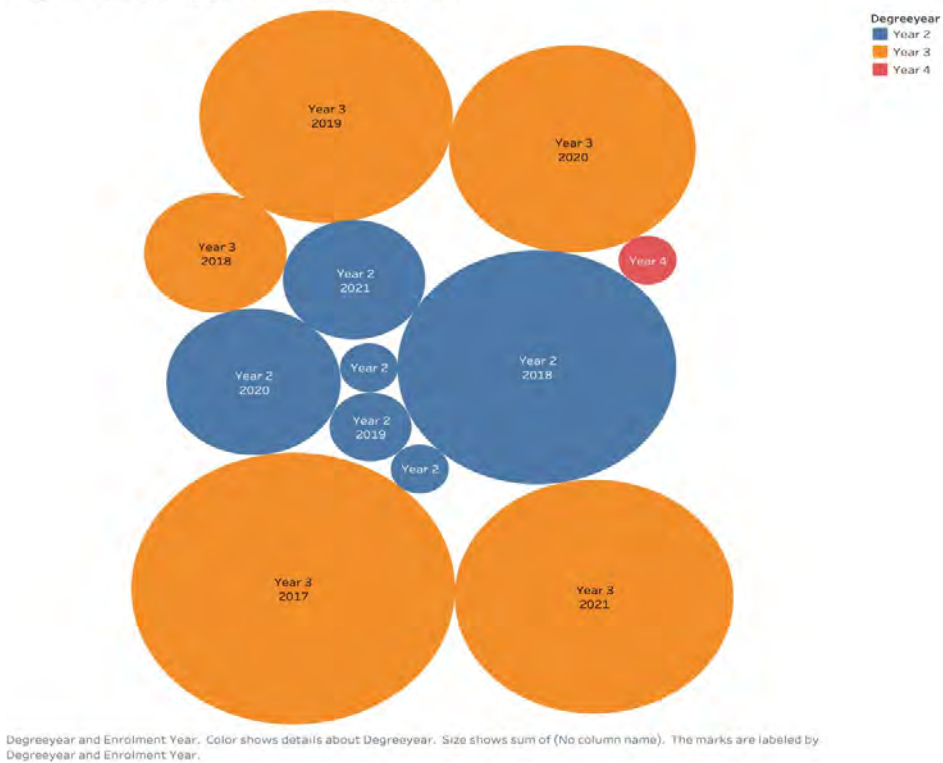


Figure 2

Degree Year of Student Admission

Degreeyear	2017	2018	2019	2020	2021	2022	Grand T..
Year 2	1	23	2	9	6	1	42
Year 3	31	6	19	18	23		97
Year 4			1				1

Sum of (No column name) broken down by Enrolment Year vs. Degreeyear.

Table 3

Students in year 3 and 4 of their studies are usually completing the requirements of their first and second major and not expected to take a significant number of course outside of their major. Even though the majority of students enter into Year 3 of the B. Comm program, there is still a significant impact on classes taken in other faculties. Out of all the classes taken by student, over 33% of these classes taken by student are taken in other faculties. A detailed breakdown of the number of student instances<sup>1</sup> in other faculties is shown in Table 4.

<sup>1</sup> A student section instance is defined as a student enrolled in a section (3 or 6 credit hour).

## Number of Classes Taken By Articulation Students (Fall 2017-Winter 2023)

Faculty School		Number of Student Section Instances
Agricultural and Food Sciences	1.61%	44
Architecture	0.04%	1
Arts	20.00%	545
Environment, Earth, and Resources	0.40%	11
Exchange	0.04%	1
Extended Education	1.32%	36
Kinesiology and Recreation Management	1.03%	28
Kinesiology, Phys.Ed and Recreation	0.37%	10
Letter of Permission	0.07%	2
Management	66.53%	1,813
Medicine	0.70%	19
Music	0.04%	1
Science	7.85%	214
<b>Grand Total</b>	<b>100.00%</b>	<b>2,725</b>

and Number of Student Section Instances broken down by Faculty School.

Table 4

Figure 3 further breaks down the student instances to show in which terms students take courses, showing that students take advantage of the summer term classes offered in the Faculty.

Number of Courses Taken by Articulation Students  
(Fall 2017 - Winter 2023)

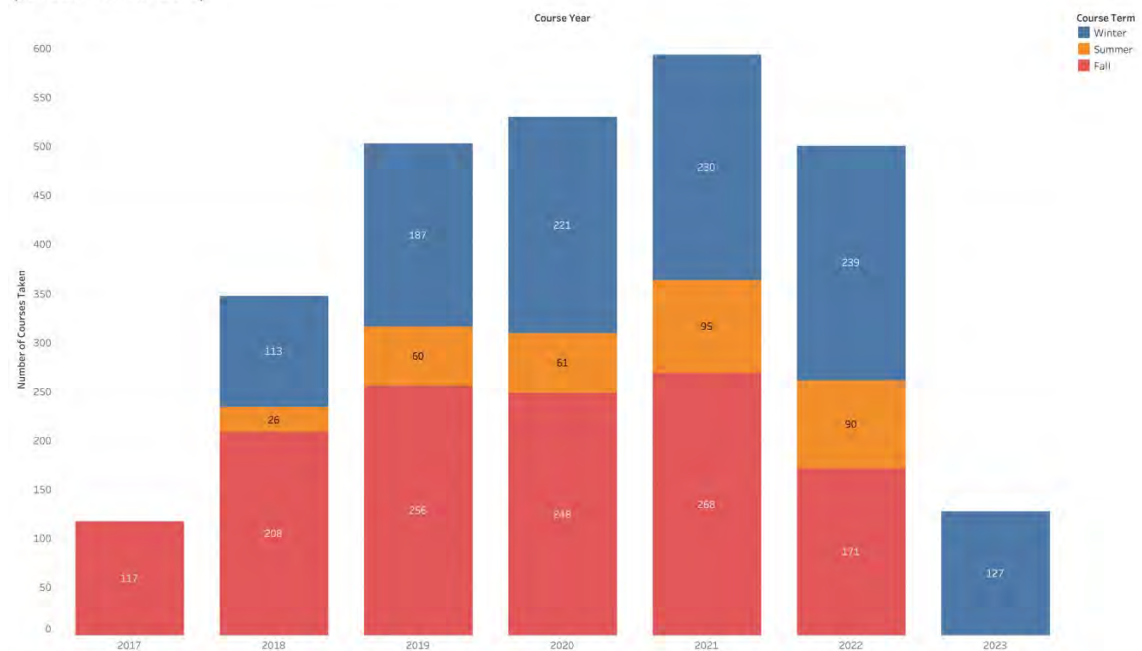


Figure 3

## Graduated Students

Out of the students entering the B. Comm program, 63 (46%) have successfully graduated. Most students taking just over 2-3 years to complete their degree as would be expected given the greatest number of credits articulation agreement students were eligible to claim was 54 credit hours. Table 5 shows the year of enrolment and term and year of graduation. At the time of writing, there were 54% of students that have not yet graduated which is in line with expected progression given most students entered the program at the beginning of Year 3.

Grad Year/Period

Enrolment Year	Students Not Yet Graduated	Grad Year / Grad Period											Grand Total
		2019		2020			2021			2022			
		Fall	Summer	Fall	Summer	Winter	Fall	Summer	Winter	Error	Summer	Winter	
2017	5	3	4	1	11	2	2	1	2		1		32
2018	8			1	4		4	7	1	1	1	2	29
2019	8				1			2			8	2	21
2020	25										1	1	27
2021	26												26
2022	1												1
Grand Total	73	3	4	2	16	2	6	10	3	1	11	5	136

Sum of (No column name) (sheet11) broken down by Grad Year and Grad Period vs. Enrolment Year.

Table 5

## Student Majors

The primary motivation of the articulation agreement was to help students in Manitoba seek entry into the CPA program since the merger of the three legacy accounting bodies.<sup>2</sup> Of the students graduated at the time of writing, 29 (46%) of the students that have graduated declaring Accounting as their first major. Marketing and Finance are the second and third most frequently declared first major respectively.

First and Second Majors Of Graduating Student  
(by Year of Graduation)

First Major	Second Major	Grad Year				Grand Total
		2019	2020	2021	2022	
Aboriginal Business Studies	H.R.Mgmt/Industrial Relations		1			1
Accounting	No second major	3	4	5	10	22
	Finance	1				1
	Log/Supp Ch Mgmt			1		1
	Marketing	2	1	1	1	5
Actuarial Mathematics	No second major			1		1
Finance	No second major		3		2	5
	Accounting			1		1
	Log/Supp Ch Mgmt			2		2
	Marketing	1				1
H.R.Mgmt/Industrial Relations	No second major		2	1		3
International Business	Log/Supp Ch Mgmt		1			1
Leadership and Organizations	H.R.Mgmt/Industrial Relations				2	2
Log/Supp Ch Mgmt	No second major			1		1
	Finance			1		1
	Marketing		1		1	2
Marketing	No second major		5	3	1	9
	Aboriginal Business Studies			1		1
	Finance		1			1
	Leadership and Organizations		1			1
	Log/Supp Ch Mgmt			1		1
Grand Total		7	20	19	17	63

Sum of (No column name) (sheet11) broken down by Grad Year vs. First Major and Second Major. The view is filtered on First Major, which excludes Null.

Table 6

<sup>2</sup> Certified General Accountants (CGA), Certified Management Accountants (CMA), and Chartered Accountants (CA).

## Graduating GPA Analysis

An analysis of graduating GPA is shown in Table 7. The GPA of articulation students is not significantly different to that of other Asper students and the median GPA's are actually the same even when broken down into year of admission. This is a testament to the quality of RRCP student not being different to other Asper students entering from the other entry routes. The table also shows the minimum, maximum and average degree hours earned to graduation showing the values are within those suggested in the previous Agreement. Articulation students completed approximately 69 credit hours on average to complete their degree. This shows that on average students had 51 credit hours on admission which is towards the maximum allowed by the Agreement.

GPA Comparison on Enrolment Year

Enrolment Year	Program (group)	Avg. DEGREE GPA	Median DEGREE GPA	Min. DEGREE HOURS EARNED	Max. DEGREE HOURS EARNED	Median DEGREE HOURS EARNED	Avg. DEGREE HOURS EARNED	Avg. DEGREE HOURS ATTEMPTED
2017	Articulation Agreement Students	3.3	3.2	60.0	87.0	69.0	69.1	69.3
	Other Students	3.4	3.2	0.0	126.0	69.0	108.1	108.1
2018	Articulation Agreement Students	3.3	3.2	60.0	84.0	66.0	68.4	68.9
	Other Students	3.4	3.2	0.0	126.0	66.0	107.8	107.9
2019	Articulation Agreement Students	3.3	3.2	60.0	84.0	67.5	69.0	69.2
	Other Students	3.4	3.2	0.0	126.0	67.5	108.5	108.6
2020	Articulation Agreement Students	3.3	3.3	63.0	81.0	67.5	69.0	69.0
	Other Students	3.4	3.3	0.0	120.0	67.5	109.2	109.2

Avg. DEGREE GPA, Median DEGREE GPA, Min. DEGREE HOURS EARNED, Max. DEGREE HOURS EARNED, Median DEGREE HOURS EARNED, Avg. DEGREE HOURS EARNED and Avg. DEGREE HOURS ATTEMPTED broken down by Enrolment Year and Program (group). The data is filtered on Program and Gradperiod (Sheet12). The Program filter keeps 06-AA03RR-H, 06-H and 06-RR. The Gradperiod (Sheet12) filter keeps non-Null values only.

Table 7

## Opportunities Beyond the Classroom

Articulation students are also able to take advantage of the Asper Co-op program. The program successfully coordination 26 individual work placements for 10 students.

### Coop Placements

Coop Year	Coop Term	
2018	Winter	1
	Summer	2
	Fall	1
2019	Winter	2
	Summer	3
	Fall	1
2020	Winter	2
	Summer	3
	Fall	1
2021	Winter	5
	Summer	1
	Fall	3
2022	Winter	1
Grand Total		26

Count of STUDENTID (sheet15) broken down by Coop Year and Coop Term. The data is filtered on Work Term, which excludes Null.

## Broader Implications

The success of the Articulation Agreement has positive implications for both RRCP and Asper School of Business. RRCP students now have an opportunity to pursue a recognized undergraduate degree that is required for admission into the CPA program. Asper School of Business has been able to attract a pool of talented students from RRCP who perform equally well as other Asper students.

**Report of the Senate Committee on Admissions concerning a proposal from the Office of the Registrar and Enrolment Services to modify the institutional English language proficiency requirements (2023.05.16)**

**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](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm).
2. The Office of the Registrar and Enrolment Services is proposing that the Duolingo English Test be added to the list of acceptable English proficiency tests for undergraduate admissions.
3. The proposal was endorsed by SCADM on May 16<sup>th</sup>, 2023.

**Observations:**

1. The Duolingo English test is an English proficiency assessment for international students and is recognized globally as a comparator to the IELTS and TOEFL iBT exams. The test is available online, via computer and webcam.
2. In 2020, with the COVID-19 outbreak worldwide, schools and testing centres administering English proficiency tests in impacted regions had been shut down. At that time, we temporarily approved the Duolingo English test as an option for meeting our minimum requirements as it was the only testing option available.
3. Every U15 institution where English is the language of instruction accepts the Duolingo test to satisfy their language proficiency requirements.
4. The proposed minimum score is in alignment with our current IELTS test requirement and with the standards set at other U15 institutions.

**Recommendation:**

The Senate Committee on Admissions recommends that the proposal to modify the institutional English language proficiency requirements be approved effective for the fall 2024 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.

A proposal from Enrolment Services requesting that the Duolingo English Test be added to the list of acceptable English proficiency tests for undergraduate admissions.

## Section I – Description of the change

At the University of Manitoba if an applicant's primary language is not English, they are required to demonstrate a minimum level of English language proficiency in order to be eligible for admission to undergraduate programs. A number of proficiency test options are available to applicants with minimum scores required to fulfill this requirement.

For a complete list of the English language proficiency tests and scores, please visit:

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



The Duolingo English test is an English proficiency assessment for international students and is recognized globally as a comparator to the IELTS and TOEFL iBT exams. The test is available online, via computer and webcam.

In 2020, with the COVID-19 outbreak worldwide, schools and testing centres administering English proficiency tests in impacted regions had been shut down. At that time, we temporarily approved the Duolingo English test as an option for meeting our minimum requirements as it was the only testing option available. This temporary approval was for two terms only (Fall 2020 and Winter 2021) which was inline with other schools in Canada at that time. However, since then, all other schools in Canada have continued to accept Duolingo a viable proficiency test option for admission.

The following Canadian schools have continued to accept the Duolingo English test for admission:

School	Overall Score	Component Scores
UBC	125	N/A
SFU	125	N/A
Waterloo	120	N/A
U of T	120	N/A
uOttawa	120	N/A
Concordia	120	no less than 90
Saint Mary's	120	N/A
Windsor	120	N/A
Lakehead	120	N/A
U of A	115	No less than 95
U of C	115	N/A
Western	115	No less than 100
McGill	115	N/A
Dalhousie	115	no less than 95
Carleton	115	no less than 90
Royal Roads	115	min 115 in production, min 110 for others
U of S	110	No less than 95
Queen's	110	N/A
Mount Allison	110	N/A
St. Thomas University	105	N/A

Based on Duolingo research, a score of 120 equates to a minimum IELTS score of a 6.5 (at this time UM requires a minimum overall 6.5) and a minimum TOEFL iBT score of 92 (UM requires a minimum overall score of 86):

	TOEFL iBT		IELTS Academic
160	120	160	8.5-9
155	119	155	8
150	117-118	150	7.5
145	113-116	145	7
140	109-112	140	6.5
135	104-108	135	6
130	98-103	130	5.5
125	93-97	125	5
120	87-92	120	4.5
115	82-86	115	4
110	76-81	110	3.5
105	70-75	105	3
100	65-69	100	2.5
95	59-64	95	2
90	53-58	90	1.5
85	47-52	85	1
80	41-46	80	0.5
75	35-40	75	0
70	30-34	70	0
65	24-29	65	0
10-60	0-23	10-60	0-4

Other U15 institutions who have minimum 6.5 IELTS requirements are accepting a range of minimum scores for Duolingo (110-125); some with minimum component scores and some without.

It is proposed that we accept an overall score of 120 with no component scores (literacy (read and write), comprehension (read and listen), production (write and speak), and conversation (listen and speak)) less than 105. These proposed scores align with our standard for IELTS of 6.5 with no score less than 6.0.

Since 2020, we have 899 students who released Duolingo English test scores to the UM. Of those, 414 had overall scores of 120 or higher; with 112 of them having one of the four subcomponent scores being less than 105. Based on the proposed requirements this would mean that of the 414 with scores 120 and higher, 112 of them would be refused as ineligible for not meeting one or more of the minimum required component scores.

## Section II – Recommendation

That the Duolingo English Test with a minimum score of 120 and no component score less than 105 be recognized as an acceptable English Proficiency test for admission effective Fall 2024.

**Report of the Senate Committee on Admissions concerning a proposal from the Office of the Registrar and Enrolment Services to modify the approved English language proficiency country waiver list (2023.05.16)**

**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](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm).
2. The Office of the Registrar and Enrolment Services is proposing that Ethiopia be added to the approved English language proficiency country waiver list.
3. The proposal was endorsed by SCADM on May 16<sup>th</sup>, 2023.

**Observations:**

1. The waiver list is established using several different resources and assessments for inclusion including reviewing the CIA Factbook to determine primary language for the country, review of the medium of instruction at elementary to tertiary institutions, review of applicant ELP test scores from the country, and academic performance at UM.
2. The medium of instruction of education from elementary school to tertiary institutions in Ethiopia is English. In addition, after reviewing applicant submitted ELP test scores, all applicants from Ethiopia met our minimum standard and, in most cases, scored much higher than our minimum requirement.

**Recommendation:**

The Senate Committee on Admissions recommends that the proposal to modify the approved English language proficiency country waiver list be approved effective for the fall 2024 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.



### **Section I – Description of the change**

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

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

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

This proposal is focusing on the approved country waiver list. The waiver list is established using a number of different resources and assessments for inclusion including reviewing the CIA Factbook to determine primary language for the country, review of the medium of instruction at elementary to tertiary institutions, review of applicant ELP test scores from the country, and academic performance at UM.

In 2020, we reviewed the undergraduate admissions country waiver list and made a number of additions and deletions to align our list with Faculty of Graduate Studies. We have just completed the review of a few more countries and have determined that we have one more that can be added to the approved list.

We are looking to add Ethiopia to the list. The medium of instruction of education from elementary school to tertiary institutions in Ethiopia is English. In addition, after reviewing applicant submitted ELP test scores (IELTS, TOEFL), all applicants from Ethiopia met our minimum standard and in most cases scored much higher than our minimum requirement.

As a result, we are requesting to add Ethiopia to the waiver list.

### **Section II – Consultation with other faculties, colleges, and schools**

The proposed additional countries to the waiver list were reviewed by Faculty of Graduate Studies who will also be submitting a proposal for inclusion.

### **Section III - Recommendations:**

It is recommended that Ethiopia be added to the approved country waiver list for meeting English language proficiency requirements for admission. If approved, the proposed changes would come into effect for the fall 2024 intake.

**Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Social Work to create a new admission category for the Bachelor of Social Work degree program (2023.05.16)**

**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](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm).
2. The Faculty of Education is proposing to create a new admission category for the cohort delivery site for the Bachelor of Social Work degree program.
3. The proposal was approved by the Social Work Faculty Council on March 24, 2023, and was endorsed by SCADM on May 16<sup>th</sup>, 2023.

**Observations:**

1. The definition of cohort for this category is that students are admitted at the same time and have the same expected graduation date.
2. Although students may enter the program with different amounts of course completion, depending on the number of eligible electives they bring in, all students will start and end their program at the same time.
3. The location of the cohort will be determined prior to the opening of application. The sites of each cohort will be based on need and the result of working with communities. Students are expected to attend certain face-to-face classes according to the blended learning model at the predetermined site.
4. In keeping with the faculty's commitment to access and people who have experienced barriers to education due to residence in remote locations, economic, and/or cultural reasons, they are proposing two admission options. The two categories allow for applicants who have limited education and those who have completed post-secondary studies. Seat allocation will be distributed equally between the two categories based on the number of seats available for cohorts and may be redistributed if seats remain in either category.

**Recommendation:**

The Senate Committee on Admissions recommends that the proposal to create a new admission category for the cohort delivery site for the Bachelor of Social Work degree program be approved effective for the fall 2024 intake.

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

Respectfully submitted  
Laurie Schnarr, Chair, Senate Committee on Admissions

**Faculty of Social Work**  
**Bachelor of Social Work Cohort Delivery Site**  
**Admission Requirements Submission**  
**Proposal to SCADM**

## **Section I - Description of Change**

### 1.1 State the change

The proposal is to ask Senate approval to create two new admission options under the Bachelor of Social Work Program in the Faculty of Social Work. The faculty reviewed its Admission Target Policy and Procedure to include a Cohort category ensuring enrolment targets can include future cohort students from Manitoba. This would address the demographic needs of students living in rural and remote communities in Manitoba. These students cannot leave their community to obtain their degree since most of them have families and are currently working in the social service agencies in remote Manitoban communities without a Bachelor of Social Work (B.S.W.) degree.

There is a demonstrated need for a blended cohort model of face-to-face delivery and online delivery. Inner City, Northern and the Distance Delivery blended programs have all delivered cohorts in the past. Based on recent community consultation with Indigenous and non-Indigenous agencies, the feedback has been that existing admission requirements for the non-Access, Fort Garry and Distance Delivery program prove to be a barrier. The two new admission options proposed are a blend of Distance Delivery and Northern requirements (please see below). This will allow flexibility in admission, delivery and support the students that are requesting the B.S.W. program using a blended model.

### 1.2 Contextual and background info re admission to the B.S.W. Cohort model.

The Faculty of Social work has offered cohorts to Manitoba agencies for over 20 years. In the past, the cohorts were taught face-to-face. We continue to offer Access cohorts at the Inner City and the Northern site. The Faculty of Social Work is currently running two cohorts using the Distance Delivery (DD) blended model and have demonstrated the effectiveness of a blended delivery model. However, the non-Access B.S.W. program (including DD, Fort Garry, and Northern External) changed admission criteria in the Fall 2023 and will create barriers for potential cohort applicants. Many agencies and communities have reached out to our faculty to request a new admission criterion to overcome the barriers.

Definition of cohort for this category is that students are admitted at the same time and have the same expected graduation date.

Although students may enter the program with different amounts of course completion, depending on the number of eligible electives they bring in, all students will start and end their program at the same time. Some students may be taking elective courses as required and outlined in the cohort degree plan (~~see Appendix F~~), others may not

require electives and would have a lighter course load in a given term. All social work courses will be taken together as a cohort.

The demand for cohorts is high and there are many potential applicants from remote communities in Manitoba, as reflected in the applications for the recent DD cohorts. The cohort model aligns with the faculty's strategic plan in Indigenization and decolonization. Our effort to provide education to Northern, rural, remote, southern, and Indigenous community agencies is a priority not only for the Faculty of Social Work but also with the University of Manitoba's strategic plan.

Our initiatives meet with:

- Priority 1, U of M strategic plan. We are providing students with flexible learning opportunities by incorporating a blended model using online learning technology which helps optimize enrolment and mobility of programs. Our B.S.W. degree also incorporates Indigenous contents aligning with the new curriculum.
- Priority 3, creating pathways to Indigenous achievement is being aligned by the faculty's commitment to strengthen partnerships with Indigenous community agencies who have requested that their workers receive their Social Work degree.
- Priority 4, Building Community also aligns with the faculty's vision, we are engaging in community outreach to Northern, rural, and Indigenous communities and agencies. We have many agencies and communities throughout Manitoba who have requested that the Faculty of Social Work offer a cohort to support community efforts toward transformation and revitalization. Communities are facing many threats both external and internal that require social work skills.

The B.S.W. cohort will be taught using a blended model with collaboration among the respective program units. IT and library services will be required. We will be using CISCO Webex to teach the online blended component of the program. The Distance Delivery program has a strong Educational Tech team built into their program that will provide technology support to the cohort student accepted into the cohort model. The faculty is committed to building resources for blended online cohort learning to ensure that students in the program are supported and there is outreach to these communities.

In our recent accreditation review by the Canadian Association for Social Work Education (CASWE), a recommendation is that we use our cohort model to increase enrollment as well as to enhance services to the northern and more remote communities.

The location of cohort will be determined prior to the opening of application. The sites of each cohort will be based on need and the result of working with communities. Students are expected to attend certain face-to-face classes according to the blended learning model at the predetermined site.

### 1.3 Current admission requirements

Currently, we are admitting students in DD cohorts based on the non-Access admission requirements (A combination of Fort Garry, Distance Delivery, and Northern external) which includes:

- GPA of 2.5
- 30 credit hours of university level study
- including required non-social work elective courses: WOMN 1600, {FMLY 1010 OR PSYC 1200\*\*}, and {(INDG 1220 AND INDG 1240) OR INDG 1200}.
- 6 credit hours from any of Sociology, Political Studies, Economics, Labor Studies, or Global Political Economy courses.
- 9-12\*\* credit hours of non-social work electives
- 1750 hours of social service work experience, and residence outside of Winnipeg, MB (This is a specific requirement for Distance Delivery applicants).

\*\*Applicants who have completed PSYC 1200 (6 credit hours) only require 9 credit hours of non-social work elective courses.

### 1.4 Proposed Admission Requirements

In keeping with our commitment to ACCESS and people who have experienced barriers to education due to residence in remote locations, economic, and/or cultural reasons, we are proposing two admission options. The two categories allow for applicants who have limited education and those who have completed post-secondary studies. Seat allocation will be distributed equally between the two categories based on the number of seats available for cohorts and may be redistributed if seats remain in either category.

#### **Eligibility Criteria Option 1:**

- Applicants must be at least 21 years old by the application deadline.
- Applicants must have **27 credit hours or less** of attempted university level course work. Applicants with university level course work must be in good academic standing.
- Applicants must have 1750 hours of volunteer or work experience related to the practice of social work. Assessment will use the same Tier System used in Distance Delivery to assess eligible hours (see Appendix A).
- Provide proof of either living or working at minimum 50 kilometers outside the perimeter highway of Winnipeg and outside the Thompson Census agglomeration in Manitoba (applicants must provide proof of residence (utility bill, lease agreement, mortgage OR letter from employer indicating work outside of the above-defined regions of Winnipeg and Thompson Manitoba).
- Write a Statement of Intent of no more than 750 words outlining interest in the social work profession, and reasons for pursuing the degree. See Appendix B for scores.

- Provide two letters of reference (from paid or voluntary work). See Appendix C for scoring rubric. Applicants will be assessed in four main areas:
  - Professionalism and Ethical Standards
  - Communication Skills
  - Reflective Capacity and Critical Analysis
  - Fostering and Promoting of Human Rights and Social Justice
- Attend a scheduled interview (Appendix D)
- Applicants must have resided in the Province of Manitoba for a minimum of two years prior to the application deadline. Proof of residency will be required. The two-year residence period will not be considered broken where the Admissions Committee is satisfied that the applicant was temporarily out of the province on vacation, in short-term volunteer work or employment, or as a full-time student.
- All applicants whose primary language is not English will be required to demonstrate proficiency in English through one of the options listed at the University of Manitoba Admissions website:  
<http://umanitoba.ca/admissions/undergraduate/requirements/english-language-proficiency>  
 Results for most language tests, including TOEFL, IELTS and CanTEST, expire two years from the test date. Test scores must be valid at the start of classes.
- Distribution of seats based on access and equity will give priority to: Indigenous Peoples (First Nations, Status, Non-Status, Inuit, Métis), persons with accessibility needs, 2SLGBTQIA+ persons, immigrants and refugees to Canada, and persons who because of their race or colour, are a racialized minority in Canada using the educational equity (EE) initiatives for the Faculty of Social Work. See Appendix E for details.

#### Priority selection model:

- Indigenous applicants– 60% of available seats
- Other Equity Group applicants – 20% of available seats
- General Applicants – 20% of available seats
- Any unused seats in any of the categories above will be reallocated back in the following order: Indigenous, Equity, General. The reallocation would take place in each option/category individually and if there are still unfilled seats they could be allocated to the other option/category.

#### Eligibility Criteria Option 2

- Applicants must be at least 21 years old by the application deadline.
- Applicants must have **30 credit hours or more** of university level course work and are in good academic standing.
- Applicants have 1750 hours of Volunteer or work experience related to the practice of social work. Assessment will use the same Tier System used in Distance Delivery to assess eligible hours (see Appendix A).
- Provide proof of either living or working at minimum 50 kilometers outside the perimeter highway of Winnipeg and outside the Thompson Census

agglomeration in Manitoba (applicants must provide proof of residence (utility bill, lease agreement, mortgage OR letter from employer indicating work outside of the above defined regions of Winnipeg and Thompson Manitoba).

- Provide two letters of reference (from paid or voluntary work). See Appendix C for scoring rubric. Applicants will be assessed in four main areas:
  - Professionalism and Ethical Standards
  - Communication Skills
  - Reflective Capacity and Critical Analysis
  - Fostering and Promoting of Human Rights and Social Justice
- Applicants must have resided in the Province of Manitoba for a minimum of two years prior to the application deadline. Proof of residency will be required. The two-year residence period will not be considered broken where the Admissions Committee is satisfied that the applicant was temporarily out of the province on vacation, in short-term volunteer work or employment, or as a full-time student.
- All applicants whose primary language is not English will be required to demonstrate proficiency in English through one of the options listed at the University of Manitoba Admissions website:  
<http://umanitoba.ca/admissions/undergraduate/requirements/english-language-proficiency>  
Results for most language tests, including TOEFL, IELTS and CanTEST, expire two years from the test date. Test scores must be valid at the start of classes.
- Distribution of seats based on access and equity will give priority to: Indigenous Peoples (First Nations, Status, Non-Status, Inuit, Métis), persons with accessibility needs, 2SLGBTQIA+ persons, immigrants and refugees to Canada, and persons who because of their race or colour, are a racialized minority in Canada using the educational equity initiatives for the Faculty of Social Work. See Appendix E for details.

Priority selection model:

- Indigenous applicants– 60% of available seats
- Other Equity Group applicants – 20% of available seats
- General Applicants – 20% of available seats
- Any unused seats in any of the categories above will be reallocated back in the following order: Indigenous, Equity, General. The reallocation would take place in each option/category individually and if there are still unfilled seats they could be allocated to the other option/category.

### **The Selection Process: Option 1 entry.**

The selection process involves taking into consideration all student requirements including academic and contribution to community and/or the social work profession, The cohort model was created to correct barriers to education created by social, geographical, and economic disparities.

In selection, 80% of seats will be allocated to those who self-declare as belonging to traditionally disadvantaged groups including Indigenous Peoples (First Nations,

Status, Non-Status, Inuit, Metis persons with accessibility needs, 2SLGTBQIA+ persons, immigrants and refugees to Canada, and persons who because of their race or colour, are a racialized minority in Canada, by using the educational equity definition of the Faculty of Social Work. See Appendix E for more details.

After the application deadline, applicants will be screened for residency to determine whether applicant lives and/or works outside the above defined regions of Winnipeg or Thompson Manitoba. All applicants who live and work in Winnipeg or Thompson will be deemed ineligible.

Following this initial screening, all applications deemed eligible based on residency will be screened by a committee, which includes, Faculty, Sessional Instructors, Academic Advisors, students and/or community members who will review all application documents, including work experience, see Appendix A for Tier assessment, Statement of Intent see Appendix B for detailed rubric, and references see Appendix C for reference scoring grid and Scheduled interview, see Appendix D for Interview scoring grid.

Applicants will be scored by Appendix E with the following weight:

Tier work experience	= 40	points
Statement of intent	= 20	points
References 2 x 10	= 20	points
Scheduled interview	= 20	points
Total Score	= 100	points

Applicants whose total score is under 50 points will not be admitted.

Applicants who score 50 points or above will be placed in a pool with other eligible applicants. This total score will be used to rank order applicants. Preexisting seat allocation for educational equity will be utilized at that time. This will be determined by the number of seats available and the number of applicants who applied.

## **The Selection Process: Option 2.**

The selection process involves taking into consideration all student requirements including academic and contribution to community and/or the social work profession. The cohort model was created to correct barriers to education created by social, geographical, and economic disparities.

- Distribution of seats based on access and equity will be give priority to: Indigenous Peoples (First Nations, Status, Non-Status, Métis), persons with accessibility needs, 2SLGTBQIA+ persons, immigrants and refugees to Canada, and persons who because of their race or colour, are a racialized minority in Canada using the educational equity initiatives for the Faculty of Social Work. See Appendix E for details.



Priority selection model:

- Indigenous applicants– 60% of available seats
- Other Equity Group applicants – 20% of available seats
- General Applicants – 20% of available seats
- Any unused seats in any of the categories above will be reallocated back in the following order: Indigenous, Equity, General. The reallocation would take place in each option/category individually and if there are still unfilled seats they could be allocated to the other option/category.

In selection, distribution of seats will be allocated (80%) to those who self-declare as belonging to traditionally disadvantaged groups including Indigenous Peoples (First Nations, Status, Non-Status, Inuit, Metis persons with accessibility needs, 2SLGBTQIA+ persons, immigrants and refugees to Canada, and persons who because of their race or colour, are a racialized minority in Canada. Using the educational equity of the Faculty of Social Work. See Appendix E for details.

After the application deadline, applicants will be screened for residency to determine whether applicant lives and/or works outside the above defined regions of Winnipeg or Thompson Manitoba. All applicants who live and work in Winnipeg or Thompson will be deemed ineligible.

Following this initial screening, all applications deemed eligible based on residency will be screened by a committee, which includes, Faculty, Sessional Instructors, Academic Advisors, students and/or community members who will review all application documents, including work experience, see Appendix A for Tier assessment, and references see Appendix C for reference scoring grid.

Applicants will be scored by Appendix E with the following weight:

Tier work experience = 60 points

References 2 x 10 = 20 points

Total Score = 80 points

Applicants whose total score is under 40 points will not be admitted.

Applicants who score 40 points or above will be placed in a pool with other eligible applicants. The total score will be used to rank order applicants. Then information will be sent to admissions to calculate credit hours and determine that applicants are in good academic standing. Academic History will not be the determining factor but will determine eligibility of applicants. All applicants who have at least 30 credit hours of university study and are in good academic standing will be rank ordered based on the total score (work experience and references) and preexisting seat allocation for educational equity at that time. This will be determined by number of seats available and number of applicants who are eligible.

### 1.5 Rationale for change

The reason for the change request is to ask for Senate approval to create two new admission options for the Cohort delivery site of the Bachelor of Social Work Program since the new admission criteria for the existing admission under Distance Delivery create barriers for potential applicants.

### 1.6 Effective date of proposed modification

The effective date for the Bachelor of Social Work site admission requirements would be September 2024.

## **Section II - Consultation with other faculties**

There is no impact on other faculties.

## **Section III - Recommendation:**

The Faculty of Social Work is recommending that SCADM endorse the proposal for the Bachelor of Social Work Cohort admission requirements effective for Fall 2024.

### Cohort New Admit Tier System

In the application form,

- ♦ The applicant must describe the duties that are relevant to social services and elaborate on the significance of the work to social work practice.
- ♦ The applicant must identify experience as either work or volunteer.

A tally of the total hours worked/volunteered in relevant social services positions will be used in determining work experience eligibility. **The selection committee will interpret blank fields as Zero (0) hours worked.**

There are three tiers used to ensure that committee members are assessing applications using criteria that is fair and consistent. Please read the Employment and Volunteer History that the applicant has provided and provide a score. (Remember there may be more than one Employment and Volunteer history to read and you must add up all scores to determine if the applicant meets the **1750 hours** required.

<b>Skill sets relevant to social work practice</b>	<b>Descriptive words/actions</b>
<b>Resilient, integrity</b>	Flexible, adaptable, stay calm
<b>Manage self</b>	Represent agency; values/ethics, integrity, and professional self
<b>Value diversity</b>	Understand diverse experiences, perspectives, values, believes and hear others' viewpoints/adapt well in diverse environments
<b>Communicate effectively</b>	Communicate effectively, focus on key points, clearly explain and present ideas, listen, and ask appropriate respectful questions, monitor own and others non verbal cues. Prepare written material that is structured and written according to agency standards.
<b>Relationships/work collaboratively/team player</b>	Work as a supportive and cooperative team member. Share information and acknowledge others' efforts.
<b>Influence, negotiate, advocate, strength based</b>	Utilize facts, knowledge, work towards positive and mutually satisfactory outcomes with clients and others. Identify and resolve issues with coworkers and clients. Respond to conflict.
<b>Interviewing skills/counseling</b>	Paraphrase, summarize, probing, interview clients to help. Apply theory to practice.

**Tier 1** Working in the capacity and having the responsibilities of a **social worker** including a range of professional functions including assessment, planning, intervention and evaluation. **Work experience assessed as Tier 1 will be scored at 100% of its duration.**

**100% of the hours identified in job details and the ability to articulate the significance to social work practice. (Advanced level)**

### **Assessments (Advanced level)**

Collects, organizes and interprets client data from multiple system levels

- ♦ Assess client strengths and limitations
- ♦ Assessment completed using various instrument or tools
- ♦ Intake

### **Planning**

- ♦ Develops mutually agreed upon intervention goals and objectives
- ♦ Selects with client appropriate intervention strategies

### **Intervention**

- ♦ Case management
- ♦ Counselling
- ♦ Initiates actions to achieve goals
- ♦ Helps client resolve problems
- ♦ Negotiates, mediates and advocates on behalf of clients
- ♦ Collaborates with other professionals to develop or coordinator interventions

### **Evaluation**

- ♦ Facilitates endings
- ♦ Analyzes, monitors and evaluates intervention

### **Advocacy**

- ♦ Advocates for client's access to service
- ♦ Understands oppression and discrimination
- ♦ Advocates for human rights and social and economic justice

### **Social Work Code of Ethics**

- ♦ Advanced knowledge of Code of Ethics
- ♦ Recognizes and manages personal values that guide professional practice
- ♦ Research Informed Practice
- ♦ Understand who practice experience informs the research process
- ♦ Uses research evidence to inform practice

### **Policies**

- ♦ Evaluates the impact of agency and public policies and regulations
- ♦ Collaborates with colleagues or clients for effective policy action

### **Community Development**

- ♦ Research and analyze member or community needs to determine program directions and goals
- ♦ Community needs assessment
- ♦ Able to strategically address needs of community

### **Research**

- ♦ Uses practice experience to inform the research process
- ♦ Uses evidence based interventions
- ♦ Use research to improve practice, policy and social services delivery

- ♦ Understands oppression and discrimination

**Tier II 50%** Working in a social service setting fulfilling a more limited range of responsibilities than Tier 1, including but not limited to: residential case worker, Child and Family Services support worker, case aide and research interviewer, correctional officer, women's shelter. **Work experience assessed as Tier II will be scored at 50% of its duration.**

#### **Intervention Plan**

- ♦ Adhering to case plan
- ♦ Assessing and documenting client status
- ♦ Crisis management

#### **Evaluation**

- ♦ Identifies and reports needs to a social worker e.g. finances, mental health, lack of support, crisis

#### **Groups**

- ♦ Develop and implement groups
- ♦ Working with groups

#### **Broker**

- ♦ Refer clients to other agency resources
- ♦ Support clients while engaging with other agency resources
- ♦ Send appropriate documentation to social worker

#### **Community Development**

- ♦ Communicate community needs to determine program directions and goals
- ♦ Community needs assessment
- ♦ Able to strategically communicate needs of community

#### **Research**

- ♦ Understands how practice experience informs the research process
- ♦ Collects data for research purposes

**Tier III-Working in a human service capacity as defined by relevant work experience that falls outside the definitions of Tier I and II. Work experience assessed as Tier III will be scored at 25% of its duration.**

**25% of the hours identified in job details and the ability to articulate the significance to social work practice.**

Individuals not recognized in Tier 1, Tier II e.g. Respite, Teacher/Ed Assistant, Foster Parent, Camp Leader, Military, Teachers, nurses, Personal Coach

- ♦ Recruit, interview and hire or sign up volunteers and staff
- ♦ Establish and maintain relationships with other agencies and organizations in community to meet needs and to ensure services are not duplicated
- ♦ Direct activities of professional and technical staff members and volunteers
- ♦ Prepare and maintain records and reports such as budgets, personnel records or training manuals
- ♦ Speak to community groups to explain and interpret agency purposes, programs and policies
- ♦ Direct fundraising activities and the preparation of public relations materials
- ♦ Coordinating the work and activities of others

- ♦ Resolving conflicts and negotiating with others
- ♦ Coaching and developing others
- ♦ Establishing Rapport
- ♦ Role modeling
- ♦ Teaching
- ♦ Community Outreach
- ♦ Research
- ♦ Covid related duties can be considered
- ♦ Indigenous knowledge-sharing, engaging, participating, offering etc.
- ♦ Boys and girls club
- ♦ Advocacy and Social Justice actions (Every Child Matters, Black Lives Matter, policing concerns, Responding to the war in Ukraine as examples
- ♦ Day care worker if working with special needs children

0% of the hours identified in job details and the ability to articulate the significance to social work practice.

- ♦ Employment and skills that are not including in the social work skill set.
- ♦ Driving clients to appointments
- ♦ Giving out medication
- ♦ Personal Care including bathing, feeding, diapering
- ♦ Babysitting/adult sitting, daycare
- ♦ Monitoring parental supervised visits
- ♦ Camp Supervisor
- ♦ Administration in Social Services
- ♦ Day care worker

## Appendix B

### Statement of Intent Assessment Rubric

Performance Criteria	Exceeds Expectations 5	Meets Expectations 3	Below Expectations 0
Content	Statement completely identified an interest in the profession, as it relates to the practice of social work and engagement with community in an exceptional manner.	Statement identified an interest in the profession, as it relates to the practice of social work and engagement with community in a competent manner.	Statement lacked details and specificity when identifying interest in the profession, as it relates to the practice of social work and engagement with community
Grammar and spelling	Few grammatical errors including few or no, spelling, punctuation, capitalization, and word usage.	Some grammatical errors including few or no, spelling, punctuation, capitalization, and word usage.	Many grammatical errors including few or no, spelling, punctuation, capitalization, and word usage.
Professionalism	Writing was exceptionally reader- centered and valid. Exceptional in outlining of their knowledge, skills, and qualifications as a future social worker, and speaks to adherence to core values and ethics of the profession when speaking to their experience, outlook, and future in the field, especially in reference to the people, communities, and environments they serve.	Writing was consistently reader-centered and valid. Consistent in their knowledge, skills, and qualifications as a future social worker and adherence to core values and ethics of the profession when speaking to their experience, outlook, and future in the field, especially in reference to the people, communities, and environments they serve.	Writing was not reader-centered and valid. Inconsistent in their knowledge, skills, and qualifications as a future social worker and did not adhere to core values and ethics of the profession when speaking to their experience, outlook, and future in the field, especially in reference to the people, communities, and environments they serve.
Format	Proper sentence structure and paragraphs, well organized and speaks to the applicants' abilities, strengths, and knowledge.	Overall Proper sentence structure and paragraphs with few errors. Somewhat organized and lacking some clarity.	Point form, incorrect or no use of paragraphs, lacking detail and transition.

## Appendix E - Rubric breakdown

### The Rubric Process: Option 1

Applicants will be scored with the following weight:

Tier work experience	40	points Appendix A
Statement of Intent	20	points Appendix B
References (2 x 10)	20	points Appendix C
Interview	20	points Appendix D
Total Score	100	points

Applicants whose total score is under 50 points will not be admitted.

Applicants who score 50 points or above will be placed in a pool of applicants.

This will be used to rank order applicants. Seat allocation for educational equity will be utilized at this time using the Priority selection model outlined below. This will be determined by the number of seats available and the number of applicants who applied.

Priority selection model is:

- Indigenous applicants Canadian Indigenous Peoples All Indigenous peoples of Canada; including, First Nations, Métis, and Inuit. – 60% of available seats.
- Other Equity Group applicants – 20% of available seats these groups can be found in the Fort Garry and Distance Deliver admission criteria in the BSW applicant information bulletin.
- General Applicants – 20% of available seats.

The other Educational Equity (EE) group applicants will be pooled together and rank ordered independent of equity group with admission being offered in order of ranking.

For the purpose of identification, according to the Faculty of Social Work, the definitions for the Educational Equity (EE) groups\*\* are:

- Canadian Indigenous Peoples: All Indigenous peoples of Canada; including, First Nations, Métis, and Inuit.
- Refugees: A refugee is an individual who has left his/her country of residence because of persecution for belonging to a particular social, cultural, religious and/or national group, and/or for holding particular political beliefs, and has been accepted for residence in Canada
- Immigrants (Permanent Residents): Immigrants are those who do not record Canadian Citizenship by birth, and whose native tongue is NOT English.
- Persons with DisAbilities: Persons who would consider themselves disadvantaged by reason of any physical, intellectual, mental, sensory or learning impairment.
- 2SLGBTQIA+ 2SLGBTQIA+ are persons who self-identify as twospirited, lesbian, gay, bisexual, transgender, queer, intersex, asexual +. While this definition is intended to be



inclusive of sexual and gender variations, we recognize it is not meant to be exhaustive or excluding.

- Racialized Persons: Persons other than Canadian Indigenous Peoples who, because of their colour, are racialized persons in Canada.

- Non-Indigenous ACCESS Students: Persons who traditionally have not had the opportunity for university studies because of social, economic, and cultural reasons, lack of formal education or residence in remote areas, and who are enrolled in the University of Manitoba ACCESS program.

\*\* Faculty of Social Work has recently changed EE groups into Equity, Diversity, Inclusion and Decolonization (EDID) groups but in this proposal, we still use Education Equity groups as understood by Admission.

Appendix A Work experience rubric applicants MUST have 1750 hours to be assessed	Appendix B Statement of Intent Rubric	Appendix C 1.Reference rubric	Appendix C 2. Reference Rubric	Appendix D Interview Applicants will answer the same 10 interview questions. Maximum they can score is 40/40 divided by 2 gives them 20 points.	Rubric Score Scores under 50 will not be admitted
Highest score <b>Tier 1</b> Working in the capacity and having the responsibilities of a <b>social worker</b> including a range of professional functions including assessment, planning, intervention, and evaluation. <b>Work experience assessed as Tier 1 will be scored at 100% of its duration.</b>	Highest score 20/20	Highest score 10/10	Highest score 10/10	Highest Score 20/20	Highest score 100/100
<b>Tier II 50%</b> Working in a social service setting fulfilling a more limited range of responsibilities than Tier 1, <b>Work experience assessed as Tier II will be scored at 50% of its duration.</b>	Lowest score 0/10	Lowest score 0/10	Lowest score 0/10	Lowest Score 0/20	

<b>Tier III-Working in a human service capacity as defined by relevant work experience that falls outside the definitions of Tier I and II. Work experience assessed as Tier III will be scored at 25% of its duration.</b>					Lowest score 10/100  This would be all work experience totally 1750 hours scored at a Tier III All other scores were a 0
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## The Rubric Process: Option 2

Applicants will be scored with the following weight:

Tier work experience 60 points

References (2 x 10) 20 points

Total Score 80 points

Applicants whose total score is under 40 points will not be admitted.

Applicants who score 40 points or above will be placed in a pool of applicants.

The process will be used to rank order applicants. Then information will be sent to admissions to ensure applicants are in good academic standing. All applicants who are in good academic standing with at least 30 credit hours of university study will be rank ordered based on scores and pre-existing seat allocation for educational equity at that time. This will be determined by number of seats available and number of applicants who applied.

Educational Equity (EE) Category scoring grid uses the same Priority Selection Model as Cohort Option 1 admission where priority is given to Indigenous applicants and the other EE groups are pooled together and rank ordered independent of equity group with admission being offered in order of ranking.

Priority selection model is:

- Indigenous applicants Canadian Indigenous Peoples All Indigenous peoples of Canada; including, First Nations, Métis, and Inuit. – 60% of available seats.

- Other Equity Group applicants – 20% of available seats these groups can be found in the Fort Garry and Distance Deliver admission criteria in the BSW applicant information bulletin.
- General Applicants – 20% of available seats.

Appendix A Work experience rubric Applicants MUST have 1750 hours to be assessed	Appendix C 1.Reference rubric	Appendix C 2. Reference Rubric	Rubric Score Scores under 40 will not be admitted
Highest score <b>Tier 1</b> Working in the capacity and having the responsibilities of a <b>social worker</b> including a range of professional functions including assessment, planning, intervention, and evaluation. <b>Work experience assessed as Tier 1 will be scored at 100% of its duration.</b>	Highest score 10/10	Highest score 10/10	Highest score 80/80
<b>Tier II 50%</b> Working in a social service setting fulfilling a more limited range of responsibilities than Tier 1, <b>Work experience assessed as Tier II will be scored at 50% of its duration.</b>	Lowest score 0/10	Lowest score 0/10	
<b>Tier III</b> -Working in a human service capacity as defined by relevant work experience that falls outside the definitions of Tier I and II. <b>Work experience assessed as Tier III will be scored at 25% of its duration.</b>			Lowest score 15/80  This would be all work experience totally 1750 hours scored at a Tier III All other scores were a 0

May 11, 2023

**Report of the Senate Committee on Instruction and Evaluation RE: Revised Regulation Concerning Introductory/Advanced Pharmacy Practice Experiences (IPPE/APPE), Doctor of Pharmacy, College of Pharmacy**

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**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](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 May, 2023 SCIE considered a proposal from the College of Pharmacy to revise a regulation concerning Introductory/Advanced Pharmacy Practice Experiences (IPPE/APPE) for the Doctor of Pharmacy program.
3. The proposal was endorsed by the Pharmacy College Executive Council on April 26, 2023.

**Observations:**

1. The College is proposing that each student be required to complete one experiential rotation outside of Winnipeg, in a rural or northern Manitoba placement.
2. This revision would apply to students admitted to the program beginning in Fall 2023 and future enrollments.
3. Rural and northern Manitoba training opportunities would provide students with a unique perspective and a broader understanding of Manitoba's health care system.
4. Eligible costs associated with pharmacy practice experiences in rural and northern Manitoba, including travel and accommodations, would be reimbursed in accordance with the Rady Faculty of Health Sciences Policy on Rural and Northern Manitoba Student Placement Reimbursements. Students would be responsible for all costs related to placements outside of Manitoba.
5. Students would be permitted to request an exemption from this requirement for medical reasons, if the student is a primary caregiver, and other exceptional cases to be considered on a case-by-case basis.

**Recommendation**

The Senate Committee on Instruction and Evaluation recommends:

**THAT Senate approve the revisions to the regulation concerning Introductory/Advanced Pharmacy Practice Experiences (IPPE/APPE) for the Doctor of Pharmacy, College of Pharmacy, effective Fall 2023.**

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.

The College of Pharmacy is proposing to modify the Introductory / Advanced Pharmacy Practice Experiences section of the Doctor of Pharmacy (PharmD) Program Academic Regulations to require each student to complete one experiential rotation outside of Winnipeg.

Experiential rotations for PharmD students consist of 2 x 4-week clinical rotations in Year 2 and 4 x 8-week clinical rotations in Year 4. The College is committed to educating students who can provide care to all Manitobans and having experiences outside the City of Winnipeg is important in supporting this goal.

Pharmacists across the province support students by offering their pharmacies as placement sites and becoming preceptors to train students and pharmacy interns during experiential rotations. Students gain unique knowledge and training by having experiences outside of Winnipeg, especially with respect to Indigenous health inequity, and challenges within rural and remote communities where there are gaps in access to other health care professionals. Having at least one required rotation outside of Winnipeg allows the College of Pharmacy to find placements for all students and provides the students with a broader understanding of Manitoba's health care system. There is also more placement capacity in hospital and primary care clinical rotations outside of Winnipeg which benefits our students and our program.

This new policy would only apply to students being admitted to the PharmD program beginning fall 2023 and future enrollment. Students currently enrolled in the PharmD program would follow the current wording in the Doctor of Pharmacy (PharmD) Program Academic Regulations.

The College of Pharmacy Curriculum and Assessment Committee endorsed this proposal on April 12, 2023 and the Pharmacy College Executive Council endorsed it on April 26, 2023.

#### **INTRODUCTORY/ ADVANCED PHARMACY PRACTICE EXPERIENCES (IPPE/APPE)**

~~Approved Introductory / Advanced Pharmacy Practice Experiences are limited and the University cannot guarantee that it will be able to find sufficient suitable placement sites in convenient locations for all students, in a timely manner. Students are expected to participate in rural practice experiences. Students are responsible for all costs associated with Pharmacy Practice Experiences, including travel and living expenses where placements are outside Winnipeg.~~

Pharmacy practice experiences occur in Year 2 (Introductory Pharmacy Practice Experience – IPPE) and Year 4 (Advanced Pharmacy Practice Experience - APPE) of the PharmD curriculum. **One IPPE or APPE is required to be completed outside of Winnipeg.** Students may be required to be placed outside of Winnipeg for more than one IPPE or APPE depending on availability of experiential rotation locations. Students do have an opportunity to choose and rank their requests for their preferred sites but student placements will be allocated based on availability. Eligible costs associated with pharmacy practice experiences in rural and northern Manitoba, including travel and living expenses (accommodations), will be covered in accordance with the Rady Faculty of Health Sciences Policy on Rural and Northern Manitoba Student Placement Reimbursements. Students would be responsible for all costs associated with pharmacy practice experiences outside of Manitoba. Students may request an exemption from travel to experiential locations outside of Winnipeg, based on criteria established by the College of Pharmacy Office of Experiential Education including:

1. Medical (reviewed through UM Student Accessibility Services)
2. Primary caregiver for:
  - a. Children

- b. Elder, relative or partner*
- 3. Exceptional circumstances can be reviewed on a case by case basis.*

Under The Workers Compensation Act (Manitoba), students of the University of Manitoba who are engaged in a field practicum as a required part of their program are generally covered for injuries sustained in the course of and arising out of the practice experience. However, where the practicum takes place outside of Manitoba, and the student is not a Manitoba resident, workers compensation coverage may not be extended, based on the provisions of The Workers Compensation Act. However, other insurance coverage may be available to registered students. Students are encouraged to contact the [Experiential Program](#) Coordinator ~~of the Pharmacy Practice Experience Program~~ at the earliest opportunity to determine if any such alternative arrangements are possible.

**Report of the Senate Committee on Instruction and Evaluation RE: Revised Academic Regulations, I.H. Asper School of Business**

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**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](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 May 11, 2023 SCIE considered a proposal from the I.H. Asper School of Business to revise its Probation Regulations, Program Requirements for the Asper Co-op Program regulations, and Asper International Exchange Program regulations.
3. The proposals were endorsed at the January 20, 2023 or April 28, 2023 Faculty Council meetings.

**Observations:**

**Probation Regulations**

1. The revisions to the Probation Regulations are in response to feedback received from the Senate Committee on Instruction and Evaluation and the Senate Committee on Curriculum and Course Changes.
2. The Faculty is proposing that there be no limit on the number of non-consecutive times a student could be required to enter the Probation Program.
3. Currently, the Authorized Withdrawal regulation states that “Appeals based on compassionate reasons and circumstances must be supported by appropriate documentation”. The word “Appeals” would be replaced with “Requests”.

**Program Requirements for the Asper Co-op Program**

1. Reference to students “admitted from September 2011” would be removed.
2. The minimum Degree Grade Point Average for entrance to the Co-op program would be decreased to 2.5. This change would also apply to the seats allotted to the Canadian Indigenous Ancestry Category. The decreased minimum Degree Grade Point Average is intended to encourage students to apply for the Co-op Program as early as possible in their program.
3. Students would be required to complete IDM 1010 with a minimum grade of C+ before registering in IDM 2982 Coop Work Term 1. This regulation would not apply to students



admitted to the Co-op program prior to September 2023. Students admitted prior to September 2023 would be required to complete mandatory non-credit learning modules.

4. Throughout the regulations, “academic dishonesty” would be replaced with “academic misconduct”.
5. Currently, if a student has had an upheld allegation of academic misconduct, the student will no longer be eligible for entrance to the co-operative education option. The word “will” would be changed to “may”.
6. Currently, the sequencing of academic terms and co-op terms is variable, to suit the needs of students and co-op employers. The Faculty is proposing that students would be required to follow a sequence defined by the Faculty, with some variations permitted to meet the specific needs of students and co-op employers. Any variations would require pre-approval from the Co-op Director.
7. Students may choose to complete a fourth optional co-op work term, with pre-approval of the Co-op Office. Students opting to complete a fourth co-op work term would be required to complete all required academic components of the co-op work term, including the learning objectives and work term reports, and paying the relevant fees.
8. Currently, after an investigation of unsatisfactory progress, students may be required to withdraw from the co-op program “if benefits from further professional training are questionable.” The wording would be revised to read, “As a result of the investigation, the student may be required to withdraw from the Asper Co-op Program...”
9. Currently, a student may request permission to take more than three hours of academic credit while on a co-op work term. If the request is approved, the student cannot take more than six hours of academic credit during a co-op work term. The Faculty is proposing that if a student is approved to take six hours of academic credit during a co-op work term, they would not be permitted to take more than one course at a time during the spring/summer session.
10. Editorial changes would be made throughout the regulations.

#### Asper International Exchange Program

1. Currently, students are required to obtain a minimum Degree Grade Point Average of 3.0 for entrance to the International Exchange Program. The Faculty is proposing that the minimum Degree Grade Point Average for entrance to the program be decreased to 2.5. The Faculty is also proposing that students would be required to be in good standing in the Asper School of Business with no Academic or Non-Academic Dishonesty notations. Students would not be permitted to be in a reinstatement program.
2. Students would no longer be required to provide a statement of intent with their application.
3. Regulations related to the Ningbo 2+2 articulation agreement would be removed, as this articulation agreement has expired.

4. Editorial changes would be made throughout the regulations.

### **Recommendation**

The Senate Committee on Instruction and Evaluation recommends:

**THAT Senate approve the following revised academic regulations, I.H. Asper School of Business, effective September 1, 2023:**

- **Probation Regulations**
- **Program Requirements for the Asper Co-op Program**
- **Asper International Exchange Program**

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.

## **PROBATION REGULATIONS**

### **Maximum Number of Failures**

Each student in the Asper School of Business is permitted a maximum of 15 credit hours of failures. If a student has more than 15 credit hours of failed courses but has a Degree Grade Point Average (DGPA) of 2.00 or higher, the student will be placed on Probation and have a formal academic assessment of "On Probation" automatically placed on their academic record. Such students will be subject to the course load and performance requirements of the Probation Program.

Details and procedures concerning the Probation Program are available from the Undergraduate Program Office or see [Academic Policies and Procedures](#) on the Asper School of Business website.

### **Probation Program**

Students in academic jeopardy should carefully monitor each term's academic results. Students placed on Probation, will immediately be placed on "hold" in the Asper School of Business and have a formal academic assessment of "On Probation" added to their transcript.

Students who have been placed on Probation must process all registration through an Asper Program Advisor and will only be reinstated to regular student status in the Asper School of Business if all the specific conditions of the Probation Program have been met, including having met a minimum DGPA of 2.00.

If a student successfully completes the Probation Program, their student status is automatically reinstated to regular student status.

A student who fails the first Probation Program is permitted to enter a second Probation Program.

A student who successfully completes the Probation Program and who later fails an additional course in a subsequent term will immediately be placed on Probation again and be permitted another opportunity to enter the Probation Program.

Students are permitted a maximum of 2 consecutive attempts in the Probation Program. If a student fails the second consecutive Probation Program, the student will automatically have an academic assessment of "Required to Withdraw from Faculty" (WF) placed on their academic record. (Please refer to [Required to Withdraw from Bachelor of Commerce \(Honours\) Program](#).)

**There is no limitation on how many non-consecutive Probation Programs which students could be placed on during their studies in the Asper School of Business.**

Details and procedures concerning the Probation Program are available from the Undergraduate Program Office or see [Academic Policies and Procedures](#) on the Asper School of Business website.

#### **Authorized Withdrawals**

Authorized Withdrawals from courses after the registration revision period in each term may be granted on the basis of medical and compassionate grounds. A medical certificate signed by a physician or other appropriate professional must document medical grounds. ~~Appeals~~ **Requests** based on compassionate reasons and circumstances must be supported by appropriate documentation. Students requesting Authorized Withdrawals should contact the Undergraduate Program Office.

# Program Requirements for the Asper Co-op Program

## Contact and Program Information

Director: Kelly Mahoney  
Asper Co-op Office Room 254 Drake  
Telephone: 204-474-8521  
Email: [aspercoop@umanitoba.ca](mailto:aspercoop@umanitoba.ca)

The Asper School of Business offers a co-operative education option designed to complement and enrich the academic program with work experience. The co-op work terms provide students with practical experience, assistance in financing their education, and guidance for future career specialization.

All students must complete all 120 credit hours of the program including the Core, one of the Majors listed in the [overview](#), as well as the Option and Elective course components. Students who intend to complete the Asper Co-op Program must also complete a minimum of three (3) 4-month co-op work terms. Students ~~admitted from September 2011 and~~ who successfully complete the minimum three co-op work terms can combine the work terms together to satisfy 3 credit hours of Business Options.

## Entrance Requirements and Selection Criteria for the Asper Co-op Program

Those applying to the Asper Co-op Program must have completed or obtained:

- All Bachelor of Commerce (Honours) admission requirements as specified in the University of Manitoba Undergraduate Calendar, the Asper School of Business.
- A minimum degree grade point average of ~~3.0~~ **2.5** upon assessment of the Asper School of Business Bachelor of Commerce (Honours) Program.
- **Completion of IDM 1010 with a minimum grade of C+ prior to registration for IDM 2982 Coop Work Term 1. Students admitted in the Asper Co-op program prior to September 2023 and remaining in the curriculum as of their admission year, will not be required to take IDM 1010. These students will complete mandatory non-credit learning modules.**
- A minimum of 45 credit hours in the Bachelor of Commerce (Honours) Program, before commencing the student's first work term, and no fewer than 39 credit hours remaining in the Bachelor of Commerce (Honours) Program before the commencement of the first co-op work term.

In addition to the above requirements:

- An interview with the Co-op Office will be required for admission to the Asper Co-op Program.

- Applicants for the Asper Co-op Program will be evaluated based on a complete application.

Note: Each year, 5 seats will be allotted to the Canadian Indigenous Ancestry Category. This category is intended for all First Nations, Métis, and Inuit applicants who have attained a minimum DGPA of ~~2.75~~ **2.5** and met all other requirements for application to the Asper Co-op Program. Students wishing to be considered in the Canadian Indigenous Ancestry Category must indicate so in the appropriate section on the Asper Co-op Program Application Form. If students do not indicate this on the application form, they will not be eligible for consideration within this category. All applicants admitted under this category are required to register with the Indigenous Business Education Partners (IBEP) for a period of at least two academic terms following admission. If you are unsure whether to apply under this category, please consult with the Indigenous Business Education Partners (IBEP), 350 Drake Centre, phone (204) 474-7401. Proof of Indigenous Ancestry will be required to register for IBEP. Unfilled seats in this category will not be filled from outside the category and will not be transferred for use in future years.

If a student has been found to have deliberately falsified information in the application for the Asper Co-op Program, the matter will be immediately reported to the Associate Dean, Undergraduate Program as an allegation of academic ~~dishonesty~~ **misconduct** and handled according to the University Student Discipline Bylaw.

If, prior to acceptance into the Asper Co-op Program, it is found that the student has had an allegation of academic ~~dishonesty~~ **misconduct** upheld against them the student ~~will~~ **may** no longer be eligible for entrance to the co-operative education option.

Students are advised that satisfying the minimum entrance requirements does not guarantee a place in the Asper Co-op Program. If the demand for placements exceeds the number of places available or that appropriate levels of staffing of the co-op office are not available, a cap may be placed on the number of students accepted into the Asper Co-op Program. In such situations, the Asper School of Business reserves the right to determine and select the best qualified applicants.

### **Application Requirements for the Asper Co-op Program**

In addition to the minimum requirements of the Asper School of Business, applicants for the Asper Co-op Program will be evaluated based on a complete application. This will include the following:

- A completed co-op application form and
- A completed Consent of Release of Personal Information form and

- A statement of purpose: The applicant must submit a statement outlining ~~his/her~~ their motivations for participating in the Asper Co-op Program, and
- A group interview conducted by the Co-op Office.

Upon completion of the co-op application form and **prior to** the group interview, each applicant's academic standing is verified by the Undergraduate Program Office.

Applications to the Asper Co-op Program must be received prior to the application deadline specified on the [Co-op website](#), except by special permission from the **Co-op** Program Director. All completed applications must be submitted directly to the Co-operative Education Program Office.

### **Structure and Sequencing for the Asper Co-op Program**

The Asper Co-op Program consists of both academic terms and co-op work terms.

Each academic term and each co-op work term will commence in January, May, or September.

**Students are expected to follow the academic/co-op work term sequence defined by the Asper School of Business from admission through to graduation.**

~~The sequence of academic terms and co-op work terms is variable to suit the~~ **Some variations may occur to meet specific** needs of students and co-op employers. **Variations to normal sequencing of co-op terms will require pre-approval of the Co-op Director.** ~~and will be approved by the co-op office.~~

~~Students are expected to follow the academic/work term sequence defined by the Asper School of Business from admission through to graduation.~~

**Students admitted in Fall 2023 or later into the Asper Co-op program will be required to complete IDM 1010 with a minimum grade of C+ in order to register for IDM 2982 Co-op Work Term 1. Students admitted before Fall 2023 will be required to complete mandatory non-credit hour learning modules in preparation for IDM 2982 Co-op Work Term 1.**

### **Work Term Requirements for the Asper Co-op Program**

The Asper Co-op Program will include 12 months spent in co-op work terms with a co-op office approved employer. Normally, each co-op work term will be completed with one employer. Typically, the co-op work terms will be taken in three, 4-month-long co-op work terms; however, other schedules may also be approved on an as-needed basis. **With pre-approval of the Co-op Office, students may choose to complete a fourth optional co-op work term.**

A minimum grade of “C” is required in each co-op work term course. Students who fail to meet the minimum “C” grade in each of their co-op work term courses will be required to withdraw from the co-operative education program and have the following academic assessment noted on their transcript “Required to Withdraw from the Asper Co-op Program”.

Asper Co-op students are required to submit ~~at least~~ three written **learning objectives and three** work term reports on their co-op work term activities. These reports are due at times designated by the co-op office. The co-op office will provide students with instructions regarding the content and format requirements of the co-op work term reports.

Indications of unsatisfactory performance by a student on a work term will be thoroughly investigated by the co-op office. As a result of the investigation, ~~if benefits from further professional training are questionable~~, the student may be required to withdraw from the Asper Co-op Program and the following academic assessment noted on their transcript “Required to Withdraw from the Asper Co-op Program”. The student would then be assessed for eligibility to enter the regular B. Comm. (Honours) program (please refer to Withdrawal from the Asper Co-op Program for more information).

While on a co-op work term, a ~~Cooperative Option~~ **Co-op** student is not normally permitted to take more than three hours of academic credit. Students wishing to enroll in more than 3 credit hours while on a co-op work term must apply to the Co-op Faculty Advisor for permission to do so, including furnishing a letter from their co-op employer indicating that the employer approves of this exception; if approved a student may not take more than six hours of academic credit while on a work term and may not take more than one course at a time **during spring/summer session**.

### **Academic Term Requirements for the Asper Co-op Program**

Coursework requirements of the Asper Co-op Program are equivalent to the coursework requirements of the B. Comm.(Hons.) program with exception that each ~~co-op work term~~ **Co-op Work Term (course Course IDM 2982, IDM 3982, IDM 4982)** will receive 1 credit hour for each co-op work term course passed. Students passing all three co-op work term courses will be permitted to use the three co-op work term courses together as equivalent to three (3) credit hours of a 2000+ level business option. **For students admitted in the Asper Co-op Program in Fall 2023 or later, completion of IDM 1010 with a grade of C+ is required prior to IDM 2982 Co-op Work Term 1. Students choosing to do a fourth optional co-op work term, are required to complete all required academic components of a co-op work term, including writing Learning Objectives and Work Term Reports, and pay relevant fees.**

Students enrolled in the Asper Co-op Program are required to maintain satisfactory progress toward their B. Comm. (Honours) degree and be registered in a minimum of 9 credit hours between co-op work terms after admission to the Asper Co-op Program, unless ~~back-to-back~~ **back-to-back co-op** work terms have been approved by the co-op office.



While on a co-op work term, a ~~Cooperative Option~~ Co-op student is not normally permitted to take more than three hours of academic credit (please refer to Work Term Requirements for the Asper Co-op Program); ~~choosing to do so~~ **Taking more than three hours of academic credit in a co-op term** does not reduce the requirement of enrolment in a minimum of 9 credit hours in each academic term unless written permission is obtained from the co-op office.

Students whose degree G.P.A. falls below 2.0 in any given term are subject to withdrawal from the B. Comm. (Hons) program as per the Faculty Academic Regulations, Required to Withdraw from the Bachelor of Commerce (Honours) Program in the Asper Undergraduate Calendar. To continue in the Asper Co-operative Education Option a student's performance will be evaluated following each academic term to ensure standards are met for continuance in the Asper Co-op Program. The student must meet all academic degree and individual course prerequisites for further study, departmental continuation, and graduation requirements. Continuation is also contingent upon satisfactory performance on co-op work terms (please refer to Work Term Requirements for the Asper Co-op Program).

### **Withdrawal from the Asper Co-op Program**

Students may be required to withdraw from the Asper Co-op Program for any of the following reasons:

- Failure to maintain the minimum academic requirements of the Asper School of Business,
- Failure to maintain the minimum credit hour requirements of the academic term in the Asper Co-op Program,
- Failure to achieve a minimum grade of "C" on any work term,
- Unsatisfactory performance in the work place during a co-op work term (please refer to Work Term Requirements for the Asper Co-op Program),
- Failure to observe the ethical standards of the Asper School and the University in place at the time; including being found guilty of academic ~~dishonesty~~ **misconduct**, or
- When, in the opinion of the Co-op Director and Co-op Faculty Advisor, the student does not exhibit sufficient qualities of ability, skills, aptitudes, attitudes, diligence or motivation to complete the Asper Co-op Program successfully.

Students who have been required to withdraw from the Asper Co-op Program for either academic assessment reasons or other reasons will have the following academic assessment placed on their transcript: "Required to Withdraw from the Asper Co-op Program".

A student who withdraws after participating in the recruitment period or after accepting a position with an employer for a co-op work term, without written approval of the Co-op Faculty Advisor or Co-op Director, will be withdrawn from the Asper Co-op Program and have the

following academic assessment noted on their transcript "Required to Withdraw from the Asper Co-op Program".

Students who wish to withdraw voluntarily from the Asper Co-op Program may do so by written letter to the Co-op Director at any time prior to participating in the recruitment period through applications and/or interviews and prior to accepting a position for a co-op work term. Students may be granted permission to revert ~~back~~ to the regular Bachelor of Commerce (Honours) program without being required to withdraw.

### **Appeals for Exceptions to Academic and Non-Academic Regulations and Appeals in the Asper Co-op Program**

Appeals to academic regulations relating to the Asper Co-operative Education Option (i.e., those relating to the entrance, continuing, and graduation requirements) will be processed in a similar manner to any other request for exception to academic regulations. Normally, the student's written request, accompanied by any supporting documentation, e.g., written notice of medical or compassionate circumstances, and a written recommendation from the Co-op Faculty Advisor ~~with~~ or the Co-op Director, will be directed to the Undergraduate Program Manager for either immediate disposition or to forward on to the Undergraduate Program Committee for its consideration.

Appeals to non-academic program-related issues should be resolved by contact with the Co-op Director, or the Co-op Faculty Advisor. Appeals related to non-academic entrance or continuance issues are the responsibility of the Co-op Director. If these appeals are not resolved to the student's satisfaction, the student may appeal in writing to the Undergraduate Program Committee through the Undergraduate Program Manager.

### **Graduation from the Asper Co-op Program**

B. Comm. (Hons.) Co-operative Education Option students who are required to revert or voluntarily revert to an alternative degree program must fulfil all academic requirements of that degree.

To graduate from the Asper Co-op Program, students are required to meet the Bachelor of Commerce (Honours) Program graduation requirements as outlined in the Asper School of Business section of the University of Manitoba Undergraduate Calendar, plus completion of twelve months of ~~co-op~~ **Co-op** work terms (or a minimum of 3 approved co-op work terms) with each co-op work term course having been assigned a "C" grade or better. Students passing all three co-op work term courses will be permitted to use the three co-op work term courses together as equivalent to three (3) credit hours of a 2000+ level business option.

Students who wish to withdraw voluntarily from the Asper Co-op Program may do so by written letter to the Co-op Director at any time prior to participating in the recruitment period through applications and/or interviews and prior to accepting a position for a co-op work term. Students may be granted permission to revert back to the regular Bachelor of Commerce (Honours) program without being required to withdraw.

### **Appeals for Exceptions to Academic and Non-Academic Regulations and Appeals in the Asper Co-op Program**

Appeals to academic regulations relating to the Asper Co-operative Education Option (i.e., those relating to the entrance, continuing, and graduation requirements) will be processed in a similar manner to any other request for exception to academic regulations. Normally, the student's written request, accompanied by any supporting documentation, e.g., written notice of medical or compassionate circumstances, and a written recommendation from the Co-op Faculty Advisor ~~with~~ or the Co-op Director, will be directed to the Undergraduate Program Manager for either immediate disposition or to forward on to the Undergraduate Program Committee for its consideration.

Appeals to non-academic program-related issues should be resolved by contact with the Co-op Director, or the Co-op Faculty Advisor. Appeals related to non-academic entrance or continuance issues are the responsibility of the Co-op Director. If these appeals are not resolved to the student's satisfaction, the student may appeal in writing to the Undergraduate Program Committee through the Undergraduate Program Manager.

### **Graduation from the Asper Co-op Program**

B. Comm. (Hons.) Co-operative Education Option students who are required to revert or voluntarily revert to an alternative degree program must fulfil all academic requirements of that degree.

To graduate from the Asper Co-op Program, students are required to meet the Bachelor of Commerce (Honours) Program graduation requirements as outlined in the Asper School of Business section of the University of Manitoba Undergraduate Calendar, plus completion of twelve months of ~~co-op~~ **Co-op** work terms (or a minimum of 3 approved co-op work terms) with each co-op work term course having been assigned a "C" grade or better. Students passing all three co-op work term courses will be permitted to use the three co-op work term courses together as equivalent to three (3) credit hours of a 2000+ level business option.

# Asper International Exchange Program

## Contact and Program Information

**Coordinator:** Amber Pohl

**Room:** 268 Drake

**Telephone:** 204-474-6752

**Email:** [amber.pohl@umanitoba.ca](mailto:amber.pohl@umanitoba.ca)

The Asper School of Business offers an International Exchange Program, designed to complement, and enrich the academic program with international experience. All students must complete all 120 credit hours of the program including the Core, one of the Majors listed in the [overview tab](#), as well as the Option and Elective course components.

## Entrance Requirements

At the time of assessment, those applying to the Asper International Exchange program must possess:

- All Bachelor of Commerce (Honours) admission requirements as specified in the University of Manitoba Undergraduate Calendar, the Asper School of Business
- ~~A minimum degree grade point average of 3.0 upon assessment of application~~
- **Student be in good standing in the Asper School of business with no Academic or Non-Academic misconduct notations and a minimum degree grade point average of 2.5. Students cannot be in a reinstatement program.**
- Completion of a minimum of 12 ~~University of Manitoba~~ credit hours **at University of Manitoba** at the time of application
- Direct entry students must complete a minimum of 24 credit hours at the University of Manitoba at the time of commencement of the international exchange term
- ~~Transfer students must have completed a minimum of 12 credit hours at Asper at the commencement of their international exchange term~~
- ~~Students may participate in an exchange in their final term before graduation~~

In addition to meeting the above requirements, the following are required of students:

- Completed application form
- ~~Submission of 1-3 page Statement of Intent~~
- ~~Submission of current~~ **Current** resume

- ~~Submission of three~~ **Three** recommendations forms (~~one academic reference, one professional/volunteer reference, one academic OR professional/volunteer reference~~)
  - One academic reference (preferably from a current Asper instructor)
  - One professional/volunteer reference
  - One more reference from either of the two categories above
- A meeting conducted by an interview committee or Director, International Programs (or designate) to assess academic background and suitability, based on academic performance, maturity level, motivation, and personal characteristics. Where deemed necessary, a second meeting with the Director, International Programs (or designate) may be required.

Upon completion of the application process, each applicant's academic standing is verified by the Undergraduate Program Office.

**Application Deadline:** Applications to the Asper International Exchange Program must be received prior to the application deadlines specified on the [Exchange website](#), except by special permission.

Students are advised that satisfying the minimum entrance requirements does not guarantee acceptance into the program. In the event that demand for space exceeds the number of spaces available, a cap may be placed on the number of students accepted. In such situations, the Asper School of Business reserves the right to determine and select the best ~~qualified~~ suited applicants.

Students are required to have an academic record free of any allegation of academic dishonesty where the allegation has been upheld. If it is found that during the assessment of the entrance requirements a student has had an allegation of academic dishonesty upheld against them, or that they have deliberately provided false application information, the student will no longer be eligible for entrance into the Asper International Exchange Program.

## **Program Structure**

The program consists of academic terms in the fall, winter and summer. Full academic terms in fall or winter will be a minimum of four months in duration depending on host institution scheduling. Short term summer programs will vary in length depending upon host institution scheduling.

## **Academic Term Requirements**

Students participating in a regular academic exchange term (defined as Fall or Winter by the University of Manitoba) are required to be registered in a minimum of 12 credit

hours during each term. Students participating in an international summer school are required to be registered in a minimum of 3 credit hours.

Senate approved regulations (approved May 18, 1994) allow an Asper student to receive a waiver of the University's residency requirement. The University allows 60 of the 120 credit hours of the degree program to be external. Asper exchange students can be permitted a waiver of this to go on an international exchange, assessed internally by the Asper Associate Dean Undergraduate and International Programs ~~Associate Undergraduate Dean/Director, International Programs.~~

All students going on international exchange may be considered for a waiver of the university residency requirement only if they can complete the degree and ensure at least 48 credit hours of coursework are courses taken at the University of Manitoba.

Current Faculty Council guidelines (approved December 11, 2009) for students admitted under domestic or international joint articulation agreements to participate in an Exchange must still be adhered to. Domestic or international joint articulation agreement students will be permitted to apply for a maximum 1-term exchange with a maximum of 15 credit hours. ~~Refer to appendix regarding students admitted under the Ningbo 2+2 articulation agreement up to and including the final student intake in September 2019.~~

~~Dual degree students may need permission from their home institution to participate if approved by Asper.~~

## **Withdrawal**

Students may be required to withdraw from the Asper International Exchange Program, prior to departure, for any of the following reasons:

- Failure to maintain the minimum academic requirements of the Asper School of Business, or
- Failure to successfully complete a minimum of 24 credit hours upon commencement of their exchange term, or
- Found to have engaged in academic and/or non-academic misconduct, or
- When, in the opinion of the Director, International Programs (or designate), the student does not exhibit sufficient qualities of ability, skills, aptitudes, attitudes, diligence or motivation to complete the Asper International Exchange Program successfully.

Students who wish to withdraw from the Asper International Exchange Program prior to departure voluntarily may do so by written letter to the Asper Coordinator of Student Exchanges and International Cooperation/Student Advisor at any time prior to the start of their exchange term.

## **Appeals of Decisions to Academic and Non-Academic Matters**

Appeals of academic decisions relating to the Asper International Exchange Program (i.e. those relating to the entrance, continuing and graduation requirements) will be processed in a similar manner to any other appeals for decisions of academic regulations. Normally, the student's written request, accompanied by any supporting medical and/or compassionate documentation and a written recommendation from the Coordinator of Student Exchanges and International Cooperation/Student Advisor will be directed to the Undergraduate Program Manager for either immediate disposition or to send to the Undergraduate Program Committee for its consideration.

Appeals to non-academic program related issues should be resolved by contact with the Asper Coordinator of Student Exchanges and International Cooperation/Student Advisor or Director, International Programs. Appeals related to non-academic entrance are the responsibility of the Director, International Programs. If these appeals are not resolved to the student's satisfaction, the student may appeal in writing to the Undergraduate Program Committee through the Undergraduate Program Manager.

### **Appendix A**

~~In addition to meeting all other requirements, approval from the Asper Associate Undergraduate Dean/Director, International Programs and from the Dean or designate at Ningbo University is required for Ningbo 2+2 students admitted up to and including the final intake in September 2019.~~