



**University  
of Manitoba**

**Faculty of Social Work**

# **FACULTY OF SOCIAL WORK PH.D. GRADUATE HANDBOOK 2020-2021**

# FACULTY OF SOCIAL WORK PH.D. GRADUATE HANDBOOK 2020-2021

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## **FACULTY OF SOCIAL WORK PROGRAM**

### **FACULTY OF SOCIAL WORK MISSION STATEMENT**

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

### **FACULTY OF SOCIAL WORK VISION STATEMENT**

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

## **DISCLAIMER**

Every effort has been made to make the content of this handbook current. This handbook should be used in conjunction with information found on the Faculty of Graduate Studies and Faculty of Social Work websites. In case of conflict between the content of this handbook and information published on the Faculty of Graduate Studies and Faculty of Social Work websites, please note that the information on the website takes precedence.

Supplemental Regulations:

[http://umanitoba.ca/faculties/graduate\\_studies/admin/supplemental\\_regulations.html](http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html)

## Ph.D. PROGRAM INFORMATION

The degree of Doctor of Philosophy (Ph.D.) is granted upon evidence of proficiency and of distinctive attainment in a special field. In particular, the candidate must demonstrate an ability for independent investigation, original research or creative scholarship. This is expected to be presented in a thesis with a degree of literary skill and by an oral examination wherein the candidate exhibits mastery of their field. The Ph.D. is a research degree and is not conferred by The University of Manitoba solely as a result of coursework study.

**The Ph.D. Program is not offered through distance delivery.**

### Contact information:

Faculty of Social Work  
General Office  
521 Tier Building  
Winnipeg, MB R3T 2N2  
Ph. (204)-474-7050  
[Social\\_Work@umanitoba.ca](mailto:Social_Work@umanitoba.ca)

## PROGRAM REQUIREMENTS

Students must complete 24 credit hours of approved 7000 level course work beyond the MSW degree. Maximum time to completion is 6 years following initial registration in the Ph.D. program.

Course requirements include:

1. SWRK 8010 (Perspectives on Knowledge for Social Work) (3 credit hours)
2. SWRK 8100 (Social Work Past and Present: Trends, Institutions and Practices) (3 credit hours)
3. Advanced Research Courses (9 credit hours)
4. Specialization-Focused Courses (9 Credit hours)
5. GRAD 7300 (Research Integrity Tutorial) (0 credit hours)
6. GRAD 7500 (Academic Integrity Tutorial) (0 credit hours)

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

## GRADES

### GRADING POLICY FOR THE GRADUATE PROGRAM

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

<b>A+</b>	<b>Exceptional</b>		<b>C+</b>	<b>Satisfactory</b>
<b>A</b>	Excellent		<b>C</b>	Failure
<b>B+</b>	Very Good		<b>D</b>	Failure
<b>B</b>	Good		<b>F</b>	Failure

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

<b>A+</b>	<b>93-100</b>		<b>C+</b>	<b>65-&lt;72</b>
<b>A</b>	86-<93		<b>C</b>	58-<65
<b>B+</b>	79-<86		<b>D</b>	50-<58
<b>B</b>	72-<79		<b>F</b>	<50

**NB: Graduate students must achieve a minimum grade of C+ in each course and maintain an overall B average in their graduate program. Grades of C or lower are a fail at the graduate level.**

## LAPSE OF CREDIT OF COURSES

Courses completed more than 7 years prior to the date of awarding of a degree may not normally be used for credit toward that degree.

Courses completed more than ten (10) years prior to the date of awarding of a degree cannot be used for credit toward that degree.

## COURSE REQUIREMENTS (STUDENTS ADMITTED PRIOR TO 2015)

Course requirements for students admitted prior to 2015 are located in [Appendix A](#).

## STUDENT ADVISOR, CO-ADVISOR AND ADVISORY COMMITTEE

It is the faculty advisor's responsibility to advise the student on a program and courses, direct research and supervise thesis work. The faculty advisor must be a member of the Faculty of Graduate Studies, be active in research, have expertise in the area related to the student's area of study and hold a Ph.D. or equivalent. The student's faculty advisor is the Chair of the Student's Advisory Committee, and acts as a channel of communication to the student's advisory committee, the Faculty of Social Work and the Faculty of Graduate Studies.

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

<http://umanitoba.ca/graduate-studies/forms>

## CANDIDACY EXAMINATION

The candidacy examination in Social Work consists of a major paper and oral examination that is initiated after the student has successfully completed all required course work.

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

## REGULATIONS PERTAINING TO THE CANDIDACY EXAMINATION IN SOCIAL WORK

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 (1) year prior to expected graduation - the student must successfully complete the formal candidacy examination.

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

- a) A major paper that assesses the student's mastery of a major topic; and
- b) An oral examination of the topic covered in the paper.

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

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

- a) The written paper, which is based on the proposal as approved by the student's examination committee, must thoroughly examine a topic with respect to the following: selection and use of relevant literature from a variety of areas of knowledge, critical analysis and synthesis of relevant theories and research studies and development of an extended, revised or new conceptualization of the topic supported by analysis of theories and research.

- b) The written component of the candidacy examination shall normally be completed within four months of the date of approval of the student's proposal by the examination committee.
- c) Written feedback on the major paper will normally be provided to the student within one month of receiving the paper, and the oral examination will normally be scheduled within one month of the date feedback is provided to the student on the major paper. Following completion of the oral examination, written feedback will be provided to the student. Reasons for assigning a failure on the examination must be provided to the student.
- d) A pass decision of the examiners must be unanimous. Students must be provided with feedback on their performance and access to the reasons for the pass / fail.
- e) A student who submits a paper that is assessed as unacceptable shall not be permitted to proceed to the oral component of the candidacy examination and shall be assigned a failure on the candidacy examination.
- f) On successful completion of the candidacy examination, the student will be considered a candidate for the Ph.D. degree.

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

## **PROCEDURES FOR THE CANDIDACY EXAMINATION (APPROVED BY FACULTY COUNCIL, FEBRUARY 2004)**

### **INTRODUCTION**

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

The candidacy paper is an independent endeavor. The student selects the topic, conducts the literature review, and prepares the final paper independently. The student consults with their primary advisor to discuss the development of the proposal for the candidacy paper and must obtain the examination committee's approval of the final version of the proposal prior to writing the paper. Subsequently, the candidacy paper is researched and written independently. As noted later, a meeting between the student and the examination committee may occur at the mid-way point of the time allowed for writing the

candidacy paper. The purpose of this meeting is restricted to answering questions the student may have regarding progress in reviewing the literature or the relevance of literature that is being examined. Written materials may not be reviewed by the advisor or members of the examining committee until the final paper is submitted.

The candidacy paper cannot be submitted for assessment until all course requirements have been completed. However, students are encouraged to engage in research on their selected area of specialization throughout their program. Advancement to candidacy cannot occur until the student has successfully completed all course requirements and the candidacy examination. Only then can formal work on the development of the thesis proposal commence.

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## **PURPOSE**

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

The goal of the candidacy paper is to examine a topic with respect to the following:

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

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

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## **ROLE OF SUPERVISION DURING THE PREPARATION OF THE CANDIDACY PAPER**

The following process should be followed in preparing for the candidacy examination. First, the student's readiness to take the candidacy examination should be approved by the student's faculty advisor. Second, the student should consult closely with their faculty advisor to develop a focus for the topic that will be addressed. Once the topic is selected the faculty advisor will notify the Ph.D. Program Committee Chair that the student is ready to take the candidacy examination and two members, in addition to the faculty advisor, will then be appointed to the student's Candidacy Examination Committee. The faculty advisor, in consultation with the Ph.D. Program Committee Chair, completes a form appointing the student's Candidacy Examination Committee. A copy of this form will be provided to the student. All members of the Candidacy Examination Committee must be members of the Faculty of Graduate Studies, and a minimum of two members must hold a Ph.D. degree or equivalent. A minimum of two

members must be from the Faculty of Social Work. Once constituted, one member of the Candidacy Examination Committee shall be designated as Chair of the Committee. Third, drafts of the candidacy paper proposal may be discussed with the primary advisor prior to submission for approval by the student's Candidacy Examination Committee.

The candidacy paper is an examination; thus, it is an independent piece of work and the faculty advisor, members of the Candidacy Examination Committee, or any other outside members, including faculty members, colleagues, or other students cannot review drafts of the paper.

## CANDIDACY PAPER PROPOSAL

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

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

1. Introduction: Provide a clear statement of the issue, policy, or problem area you plan to examine. Provide a brief overview of the selected topic and a rationale for pursuing the topic of interest.
2. Study Focus: Provide a summary of the theoretical framework(s) within which the issue, policy, or problem will be examined, including specific dimensions or factors to be addressed in your analysis.
3. Analysis: Provide a summary of the main theoretical perspectives you plan to review and a rationale for doing so. Indicate what will be excluded and why. Identify some of the main research studies which relate to your chosen topic of interest and a rationale for including these studies. Indicate any areas of research to be omitted and why.
4. Discussion and Conclusions: Indicate briefly the issues to be examined in your discussion and the relevance of implications that may arise for theory, practice, policy, and/or further research in social work.

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

## EVALUATION OF THE CANDIDACY PAPER PROPOSAL

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

## PREPARATION OF THE CANDIDACY PAPER

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

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

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

The title page must include the following statement:

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

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

Extensions to the four month time period for completion of the Candidacy paper will not normally be granted. However, such extensions or a withdrawal from the candidacy examination process may be considered when medical, compassionate, or other exceptional circumstances prevail. Requests for an extension or formal withdrawal from the candidacy examination process after it has been initiated must be forwarded in writing to the Ph.D. Committee for a decision along with a Graduate Standings Form

completed by the student and the student's faculty advisor. In the event a student withdraws from the candidacy examination process, a new examination process cannot be initiated until a new proposal has been developed and accepted by the student's Candidacy Examination Committee.

## **ASSESSMENT OF THE CANDIDACY PAPER AND THE ORAL EXAMINATION**

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

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

## **ASSESSMENT CRITERIA FOR THE CANDIDACY PAPER:**

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

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

## **ASSESSMENT CRITERIA FOR THE CANDIDACY ORAL**

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

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

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

## THESIS PROPOSAL

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

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

## THESIS

An essential feature of Ph.D. study is the candidate's demonstration of competence to complete a research project and present the findings. The thesis must constitute a distinct contribution to knowledge in the major field of study, and the research must be of sufficient merit to be, in the judgement of the examiners, acceptable for publication.

The thesis must be written according to a standard style acknowledged within the candidate's particular field of study and recommended by the unit, be lucid and well written, and be reasonably free from errors of style and grammar (including typographical errors).

The final version of the thesis must be submitted by the candidate to the Faculty of Graduate Studies. Thesis guidelines and deadlines may be found on the following website:

<http://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum>

## FORMATION OF THE EXAMINING COMMITTEE

The candidate's faculty advisor (and, if appropriate, co-advisor) is considered to be a voting member of the examining committee. The candidate's faculty advisor/co-advisor, in consultation with the Associate Dean of Graduate Programs and Research, will recommend at least three internal thesis examiners, including the faculty advisor/co-advisor, to the Dean of the Faculty of Graduate Studies for approval via the Thesis Submission Portal on JUMP. All internal examiners must be members of the Faculty of Graduate Studies. It is expected that, under normal circumstances, Examining Committee members have a Ph.D. degree or equivalent.

## EXTERNAL EXAMINER

The candidate's faculty advisor/co-advisor, in consultation with the advisory committee, will recommend the names of three distinguished scholars from outside The University of Manitoba with particular experience in the field of the thesis research and Ph.D. student advisory/examination experience to serve as the external examiner to the Dean of the Faculty of Graduate Studies.

The external examiner should:

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

The external examiner should not:

1. Have acted as an external examiner for the same Ph.D. supervisor within the previous two years
2. Have been associated with the candidate at any time or in any significant way in the past five years, present or reasonably foreseeable future (advisor/co-advisor, colleague, teacher, co-author of published material, family member etc.); or
3. Be associated with the candidate's advisor/co-advisor in any of the following ways:
  - a. Former student;
  - b. Research advisor/co-advisor;
  - c. Research collaborator within the last five years;
  - d. Co-author of published material within the last five years
  - e. Have had a significant academic disagreement with the candidate, the advisor/co-advisor or any member of the advisory committee

The Dean of the Faculty of Graduate Studies will choose the external examiner from the list provided by the candidate's faculty advisor/co-advisor and will make the formal invitation to the external examiner.

## RESPONSIBILITIES OF THE EXAMINERS

1. Ensuring that the thesis and the candidate meet recognised scholarly standards for a Ph.D.
2. Appraising the underlying assumptions, methodology, findings, and scholarly significance of the findings of the thesis
3. Ensuring that the thesis is organized, presents data and uses accepted conventions for addressing the scholarly literature in an acceptable manner
4. Evaluating that the candidate has the ability to present their findings orally and demonstrate their scholarship by responding to questions and defending the thesis.

The Dean of the Faculty of Graduate Studies will request the internal examiners to give, within three (3) weeks of the distribution of the thesis, a detailed written report of the thesis and place it into one of the following categories:

1. The thesis represents a distinct contribution to the candidate's field of research and is acceptable as it stands. Minor revisions to content, structure, or writing style may be required. The thesis may proceed to external distribution.
2. The thesis has merit and makes a contribution to the candidate's field; however, there are research-related concerns that have the potential to be addressed in the oral defence. The structure and writing style are acceptable or require only minor revisions. The thesis may proceed to external distribution.
3. The thesis has some merit, but is not acceptable in its current state and requires major revisions to one or more of its core components, such as research content, structure or writing style. The thesis should not proceed to external distribution.
4. The thesis is unacceptable with respect to its core components, such as research content, structure, and writing style. The thesis should not proceed to external distribution.

If the thesis fails, the Associate Dean of Graduate Programs and Research shall convene a meeting of the internal examining committee and the candidate's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard for a second submission to the internal examining committee. If more than one of the internal examining committee members fail the resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to external distribution, and the candidate is required to withdraw from the Faculty of Graduate Studies.

The Dean of the Faculty of Graduate Studies will request the external examiner to give, within three (3) weeks of the distribution of the thesis, a detailed written report of the thesis and rate it either as a pass or a fail.

1. If the external examiner passes the thesis, the student can proceed to oral defence.
2. If the external examiner fails the thesis, the Associate Dean of Graduate Programs and Research shall convene a meeting of the internal examining committee and the student's faculty advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard.
3. If the external examiner fails a resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to oral defence, and the candidate is required to withdraw from the Faculty of Graduate Studies.

## **ATTENDANCE**

The Dean of the Faculty of Graduate Studies, or designate, shall act as Chair of the examination committee. The attendance of the external examiner in person at the candidate's oral examination is encouraged. If the external examiner will not be present in person, their participation via video conferencing is expected. If the external examiner cannot participate, they will be asked to provide questions in advance. These questions will be read to the candidate at the defence by the Chair.

All internal members of the examining committee are required to be present at the defence, unless exceptional circumstances prevent this. Under such circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one internal member may participate via video conferencing. Consequently, no more than one internal member and the external examiner may participate via video conferencing.

Under no circumstances can the candidate participate by video conferencing.

Normally, the oral examination shall be open to all members of The University of Manitoba community and the general public. In exceptional cases the final oral examination may be closed; for example, when the results of the thesis research must be kept confidential for a period of time.

## **FORMAT OF THE EXAMINATION**

The Chair will introduce the candidate and request that the candidate give a concise (20 to 25 minute) oral presentation of the thesis to include a summary of the problem addressed, the results obtained and the conclusions drawn from the study.

Following the presentation, the Chair will invite questions from each member of the examining committee, taking care to ensure that each examiner has approximately equal time for questions. The total time for questions by the examining committee must not exceed two (2) hours.

The Chair may exercise their discretion in allowing questions from the audience following completion of the formal examination. Once assuming the role of Chair, they forego the right to comment on the merits of the thesis whether or not they are an expert in the field.

## **DECISION OF THE COMMITTEE**

The judgement of the examiners shall be reported by the Chair to the Faculty of Graduate Studies in the qualitative terms “pass” or “fail” on the “Final Examination of the Ph.D. Thesis” form.

1. Pass: the candidate has satisfactorily presented their findings orally and answered, to the satisfaction of the examination committee, the methodology, observations and conclusions presented in the thesis. The advisor/co-advisor is charged with ensuring that any minor editorial or typographical revisions are satisfactorily completed. Those examiners in agreement must indicate, by their signatures, concurrence with the passing grade.
2. Fail: the candidate has failed to adequately orally present, or satisfactorily respond to questions posed related to, the thesis. This shall include significant defects in conception, methodology or context. Those examiners in agreement must indicate, by his/her signature, concurrence with the failing grade.

If the external examiner or two or more internal examiners indicate a fail, the candidate fails the examination. The Dean of the Faculty of Graduate Studies will make a copy of the report, including providing written detailed reasons for the decision, available to the candidate.

## **GRADUATION**

The candidate will be recommended for the Ph.D. degree upon receipt by the Faculty of Graduate Studies of favourable reports by the thesis examining committee, a corrected copy of the electronic version of the thesis submitted to MSpace, final approval and release forms, and providing all other degree requirements have been satisfied.

## REGISTRATION

All graduate students must initially register in the term specified in their letter of acceptance as specified in the Academic Schedule of the Graduate Calendar. Any student not registering by registration deadline in the term specified in their letter of offer will be required to re-apply for admission. In exceptional circumstances, and with prior approval from the Faculty of Social Work, and the Faculty of Graduate Studies, a student may defer registration for up to one (1) term following acceptance into the Faculty of Graduate Studies. In the case of international students, admission may be deferred, with prior approval from the Faculty of Social Work, and the Faculty of Graduate Studies, for up to one (1) year following acceptance.

All newly admitted and returning graduate Social Work students are required to register on the University of Manitoba website via Aurora Student.

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### STEPS TO REGISTER

1. Consult the Faculty of Social Work section of the Graduate Calendar regarding the course requirements for your program of study. Graduate Calendar is available on the Faculty of Graduate Studies website.
2. Contact your faculty advisor to discuss and/or review your program of study.
3. Obtain written approval of your program of studies from your faculty advisor. Any changes to your program must be approved by your faculty advisor. It is advisable to determine your program well in advance of registration.
4. On your designated registration day, add the registration via Aurora Student.

For returning students, ensure that you and your faculty advisor have completed the Faculty of Graduate Studies Progress Report Form. Students in the thesis option must also submit the Advisor/Student Guidelines form with their first progress report. Students who have not completed these forms will be blocked from registering for the following year by the Faculty of Graduate Studies. Student progress must be reported at least annually to the Faculty of Graduate Studies on the Progress Report form.

<http://umanitoba.ca/graduate-studies/forms>

Any student whose program of study extends for more than one year must re-register in the fall, winter and summer terms of each succeeding year until their program is completed. Failure to re-register will result in the discontinuation from the graduate program. A student who has been discontinued, and would like to be considered for continuation in a program, must apply for re-admission. Readmission is not guaranteed.

All graduate students must complete the Research Integrity Tutorial (GRAD 7300) (0 credit hours) and the Academic Integrity Tutorial (GRAD 7500) (0 credit hours) in the first term of the initial registration.

## POLICIES

### ACADEMIC PERFORMANCE

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#### FAILED COURSES AND MINIMUM GPA

A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Any failure to meet these requirements will result in the matter being forwarded to the Graduate Standings Committee. The options for the Graduate Standings Committee include, but are not necessarily limited to the following: 1) requiring the student to repeat or replace the course, or 2) requiring the student to withdraw. The following outlines the procedures for review of these Faculty decisions and recommendations:

The Faculty of Social Work can only recommend a particular action to the Faculty of Graduate Studies with regard to student progress and/or status in the program.

[http://umanitoba.ca/faculties/graduate\\_studies/media/failed\\_grades.pdf](http://umanitoba.ca/faculties/graduate_studies/media/failed_grades.pdf)

A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. Each failed course may be repeated or replaced only once, to a maximum of 6 credit hours of coursework. If a course is repeated or replaced, the most recent 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 6 credit hours of coursework will be required to withdraw by the Faculty of Graduate Studies.

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#### PLAGIARISM AND CHEATING

To plagiarize is to take ideas or words of another person and pass them off as one's own. In short, it is stealing something intangible rather than an object. Although it is not necessary to state the source of well-known or easily verifiable facts, however, students are expected to acknowledge the sources of ideas and expressions they use in their written work, whether quoted directly or paraphrased.

Plagiarism or any other form of cheating on examinations or term tests (e.g. crib notes) is subject to serious academic penalty (e.g. suspension or expulsion from the faculty or university). A student found guilty of contributing to cheating in examinations or term assignments, is also subject to serious academic penalty. Carefully review the following information on university policy and procedures in regards to plagiarism and cheating.

[http://umanitoba.ca/student/resource/student\\_advocacy/cheating\\_plagiarism\\_fraud.html](http://umanitoba.ca/student/resource/student_advocacy/cheating_plagiarism_fraud.html)

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#### POLICY ON CONFIDENTIALITY AND USE OF SOCIAL MEDIA

The Faculty of Social Work has developed policies on confidentiality and the use of social media. These policies are located in [Appendix D](#) and [Appendix E](#). These policies should be carefully reviewed by all students and followed at all times while enrolled in a social work program, including in an advanced practice setting.

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## **PROGRESS REPORTS**

Student progress must be reported at least annually to the Faculty of Graduate Studies on the Progress Report form

<http://umanitoba.ca/graduate-studies/forms>

Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Dean or designate to the Dean of the Faculty of Graduate Studies on the Progress Report form. Two consecutive “in need of improvements” normally requires the student to be withdrawn from the program.

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## **PERFORMANCE NOT RELATED TO COURSEWORK**

Students are expected to follow the Social Work Code of Ethics. A student may be required to withdraw from the Faculty when the student has been found guilty by the Professional Unsuitability Review Committee of the Faculty of Social Work of such conduct which, if participated in by practicing social workers, would result in a serious violation of the Code of Ethics of the Canadian Association of Social Workers. The Faculty of Social Work has a Professional Unsuitability By-Law. If students are found unsuited on considerations of competence or professional fitness for the practice of social work, they can be required to withdraw. The full by-law is located in [Appendix B](#).

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## **EXTENSION OF TIME TO COMPLETE PROGRAM OF STUDY CONTENT**

The student must complete the Request for Extension form and submit it to his/her faculty advisor for recommendation at least three, but no more than four months, prior to expiration of the respective maximum time limit. Requests for an extension are reviewed by the Faculty of Graduate Studies on a case by case basis. The normal time granted for extensions is four months.

<http://umanitoba.ca/graduate-studies/forms>

Requests for extension must be accompanied by a realistic timeline that has been agreed upon by the student and faculty advisor/co-faculty advisor and endorsed by the Dean or designate. The extension time requested must closely reflect the time required to complete the program.

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## **AUTHORIZED WITHDRAWAL POLICY**

Authorized Withdrawal (AW) is an approved withdrawal from all courses in a given term(s) for medical or compassionate reasons.

[http://umanitoba.ca/admin/governance/governing\\_documents/academic/authorized\\_withdrawal.html](http://umanitoba.ca/admin/governance/governing_documents/academic/authorized_withdrawal.html)

In limited enrolment programs, re-enrolment following an AW may be subject to availability of space.

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## **VOLUNTARY WITHDRAWAL POLICY**

Voluntary Withdrawal (VW) is a registration option that enables students to withdraw from a course or courses after the Registration Period without academic penalty.

[http://umanitoba.ca/admin/governance/governing\\_documents/academic/360.html](http://umanitoba.ca/admin/governance/governing_documents/academic/360.html)

If a student has had a VW from a course, any future attempt to re-register in the course (or its equivalent) is considered a repeated course and will be subject to the Limited Access Policy.

<http://umanitoba.ca/student/records/academicpolicychanges/>

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## **REPEATED COURSE POLICY**

The purpose of the Repeated Course policy is to articulate, on an institutional level, the rules that are to be applied when a course is repeated, or its equivalent taken; and to identify the implications of repeating courses at the University. Effective Fall 2017 the University of Manitoba adopted the Repeated Course policy that articulates the rules that are to be applied when a course is repeated, or its equivalent taken.

The Faculty of Social Work has developed its own regulations regarding limits to the number of repeat attempts allowed for an individual course (or equivalent). Repeated courses will be subject to the Limited Access Policy. Limited Access will prevent you from registering/wait listing for a course that you are repeating (or equivalent) until the 'Limited Access Term Expiry Date' has passed.

[https://umanitoba.ca/admin/governance/media/Repeated\\_Course\\_Policy\\_-\\_2016\\_09\\_01.pdf](https://umanitoba.ca/admin/governance/media/Repeated_Course_Policy_-_2016_09_01.pdf)

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## **LEAVES OF ABSENCE**

Student must consult with their faculty advisor in initiating these requests. The types of leave of absence available to graduate students and the form to be completed is available on the Faculty of Graduate Studies website.

<http://umanitoba.ca/graduate-studies/forms>

In addition, the Faculty of Social Work Standings form is to be completed by the faculty advisor and the student and forwarded, along with other required documentations first to the Student Services and Admissions/Advising Office in Social Work and then to the Graduate Standings Committee for action.

[https://umanitoba.ca/faculties/social\\_work/media/Graduate\\_Standings\\_Committee\\_Form\\_January\\_2016.pdf](https://umanitoba.ca/faculties/social_work/media/Graduate_Standings_Committee_Form_January_2016.pdf)

## APPEALS

Students who disagree with a decision have access to appeal routes as laid out by various Faculty of Graduate Studies and University of Manitoba appeal procedures. The Faculty of Social Work only hear appeals of term and final grades. The Faculty of Social Work Grade Appeal policy and procedures are described in [Appendix C](#).

There are several areas of appeal: 1) admission, 2) academic, 3) discipline, and 4) administration.

Appeal Panels will consider appeals:

1. Stemming from a decision of a unit on academic matters (e.g. failure in a course) only after they have been dealt with by the appropriate unit-level appeal process (if any), as is outlined in its supplementary regulations.
2. Stemming from a decision of the Faculty of Graduate Studies following the recommended action of a unit (e.g., qualifying examinations, candidacy examinations, thesis proposals, thesis examinations), only after they have been dealt with by the appropriate unit-level appeal process (if any), as outlined in its supplementary regulations.
3. Stemming from a decision of the Faculty of Graduate Studies.

In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals.

[http://umanitoba.ca/admin/governance/governing\\_documents/students/senate\\_committee\\_on\\_appeals\\_policy.html](http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_policy.html)).

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### APPEAL OF FACULTY OF GRADUATE STUDIES DECISION

An appeal of action taken by any unit, committee, administrator or faculty member within the Faculty of Graduate Studies must be submitted in writing by the appellant to the Dean of the Faculty of Graduate Studies within fifteen (15) working days of the date from the date that the appellant was informed in writing of the action to be appealed.

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### APPEALS TO SENATE

As per The University of Manitoba Governing Documents: Students: Policy: Appeals Procedures and Guidelines appeals to the Senate Committee on Appeals shall be filed with the University Secretary within twenty (20) working days after the mailing of the notice of decision from which the appeal is made.

[http://umanitoba.ca/admin/governance/governing\\_documents/students/senate\\_committee\\_on\\_appeals\\_policy.html](http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_policy.html)

## **DISCIPLINE APPEALS**

The specific jurisdiction of each of the Disciplinary Authorities is outlined in: University of Manitoba Governing Documents: Students: Bylaw: Student Discipline. See 2.3.3: Table 1: Jurisdiction of Disciplinary Authorities:

[http://umanitoba.ca/admin/governance/governing\\_documents/students/student\\_discipline.html](http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html)

When the appeal is against a disciplinary decision made by the Faculty of Graduate Studies, the appeal routes and procedures as outlined in the following shall prevail: University of Manitoba Governing Documents: Students: Procedures: Student Discipline:

[http://umanitoba.ca/admin/governance/governing\\_documents/students/student\\_discipline.html](http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html)

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## **DISCIPLINE APPEAL DEADLINES**

If a student wishes to appeal a decision, the notice of appeal must be delivered in writing to the appropriate person(s) within ten (10) working days of the student being notified of the decision the student intends to appeal.

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## **ASSISTANCE WITH APPEALS**

The Office of Student Advocacy, 519 University Centre, provides information and assistance to students regarding all appeal processes. It is strongly recommended that students contact the Office of Student Advocacy to assist them with any appeal they are considering.

## STUDENT RESOURCES

### STUDENT NOTICES/BULLETIN BOARD

Miscellaneous notices pertaining specifically to graduate students (such as job openings, awards, placement opportunities, meetings, etc.) are posted on the bulletin board on the 5th floor of the Tier building. Student mailboxes are located in the Student Lounge, 508 Tier.

### COMPUTER ACCOUNTS

To obtain a computer account, students must contact the IST Help & Solutions Centre, 123 Fletcher Argue, 204-474-8600 or [support@umanitoba.ca](mailto:support@umanitoba.ca).

### SCHOLARSHIPS, AWARDS, BURSARIES, LOANS, GRANTS

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

<http://umanitoba.ca/financial-aid-and-awards>

### GRANTS & FELLOWSHIPS

The Faculty of Graduate Studies is responsible for awarding any grants or fellowships in graduate programs. Please contact their office (Room 500 University Centre) for further information. Detailed information on specific fellowships and grants are located in [Appendix F](#).

### TEACHING ASSISTANTSHIP / GRADER MARKERS

Many of the courses in the BSW and MSW Programs require teaching assistants to assist with duties such as marking, library research, demonstrating, leading seminars, tutoring, etc. Duties vary between instructors and courses. Positions are posted during July/August of each year. Students hired as teaching assistants and markers become members of the CUPE (Canadian Union of Public Employees) Local 3909. For further information on teaching assistantships, please contact the Confidential Assistant to the Dean at 204-474-6173, Room 521A Tier Building.

### LIBRARY FACILITIES

#### ELIZABETH DAFOE LIBRARY

The Dafoe Library is the main Library on the University campus. All students are entitled to borrowing privileges, on presentation of their student ID card.

Other libraries on campus include the following:

- Management Library (Albert D. Cohen) 211 Drake Bldg.
- D.S. Woods Education Library, 228 Education Bldg.
- E.K. Williams Law Library, 401 Robson Hall
- Medical Library, 770 Bannatyne Avenue
- St. John's and St. Paul's College Libraries
- Science Library, 211 Machray Hall

## **STUDENT SERVICES AND ADMISSIONS / ADVISING OFFICE**

The role of the Student Services and Admissions/Advising Office is to provide guidance to students as it pertains to Faculty and University regulations regarding grades, responsibilities and rights of students, selection for admission criteria, procedures for revisions, transfers, withdrawals.

Registration policies, revision and course deadlines are described in the University of Manitoba Academic Calendar and Catalogue, available on the University's website.

If you have any questions or concerns, you may discuss them with Karen Singleton, Graduate Programs Student Advisor, 515 Tier, 204-474-8350.

## **GRADUATE STUDENT ASSOCIATION**

All students registered in the Faculty of Graduate Studies at the University of Manitoba are members of the Graduate Students' Association (GSA). The specific function of the GSA is to deal with the unique concerns of graduate students, both individually and collectively. The goals and objectives of the Association are to increase participation, communication and awareness among graduate students and to make the university community more aware of our presence.

The GSA Office/Lounge complex provides various services for the benefit of all graduate students, and graduate students are welcome to drop in at any time. In addition, there are opportunities for graduate students to serve as members of the GSA: <http://www.umgsa.org/>

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## **GRADUATE STUDENT REPRESENTATION ON UNIVERSITY COMMITTEES, GSA COUNCIL**

- a) Graduate Student Representation: The Graduate Students' Association actively promotes the interests of graduate students by arranging for representation on all major decision-making boards and committees of the university (a list of these committees is available in the GSA office). The sixty GSA members who fill these positions ensure that the concerns for graduate students are expressed. Decisions made by these boards and committees affect you - why not show your interest by serving on one of them?
- b) GSA Council Meetings: The GSA Council made up of the 10-member Executive and a graduate student representative from each graduate department, meets the last Tuesday of each month at 12:00 noon in the Conference Room located in the GSA office. These meetings provide a forum for discussion of graduate student problems and concerns, and for conducting the affairs of the Association. All graduate students are welcome to attend Council Meetings, and each department is encouraged to send a student representative.

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## **FACULTY OF SOCIAL WORK REPRESENTATIVE ON GSA, AND STUDENT COUNCIL FINANCIAL SUPPORT**

- a) GSA Departmental Representatives: Each departmental association elects (preferably at the beginning of the academic year) a GSA representative, who then becomes a voting member of the GSA Council. Notices of meetings, bulletins, etc., are sent to the GSA between the departmental association and the Council.
- b) Financial Support for Departmental Associations: Departmental associations can apply to the GSA for operating funds through (a) Departmental Allocations and (b) Special Project Grants. Regulations pertaining to application for such funds are sent to departmental secretaries for posting at the beginning of the academic year. A department with no GSA representative is ineligible to receive operating funds.

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## **GRADUATE STUDENT PARTICIPATION ON FACULTY COMMITTEES**

Student representation on Committees of the Faculty of Social Work is encouraged. If you are interested, please contact the Associate Dean of Graduate Program and Research.

## **INTERNATIONAL CENTRE FOR STUDENTS**

The purpose of the International Centre for Students is to facilitate the success of students at The University of Manitoba in their learning experiences:

[http://umanitoba.ca/research/international\\_centre/advising.html](http://umanitoba.ca/research/international_centre/advising.html)

If you are interested in the programs and services offered to international students please contact the International Centre for Students representative at 541 University Centre, Phone 204-474-8501, Fax: 204-474-7562 or email at [international@umanitoba.ca](mailto:international@umanitoba.ca)

## **EDUCATIONAL EQUITY INITIATIVE**

The purpose of this Initiative is to achieve equality in professional education so that no person shall be denied educational opportunities or benefits for reasons unrelated to ability. In the fulfilment of this goal, the aim is to correct the conditions of disadvantage in professional education experienced by Indigenous peoples, persons with disabilities, immigrants and refugees to Canada, LGBTTQ and persons other than Indigenous Peoples who are members of a visible minority in Canada. Educational equity means more than treating persons in the same way but also requires special measures and the accommodation of difference.

[http://umanitoba.ca/faculties/social\\_work/programs/educational\\_equity/](http://umanitoba.ca/faculties/social_work/programs/educational_equity/)

## APPENDIX A - COURSE REQUIREMENTS (APPLICABLE TO STUDENTS ADMITTED PRIOR TO 2015)

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

### **Core Courses**

SWRK 8010	Perspectives on Knowledge for Social Work (3)
SWRK 8020	Development of the Social Work Profession (3)

### **Research Courses**

SWRK 8030	Advanced Qualitative Research in Social Work (6)
SWRK 8040	Advanced Quantitative Research in Social Work (6)

### **Teaching Requirement**

EDUA 7450	Teaching and Learning in Post-Secondary Education (3)
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OR an alternative requirement that addresses teaching (3)

### **Electives**

- One elective in the student's area of specialization (3)
- One additional elective (3)

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

## APPENDIX B – PROFESSIONAL UNSUITABILITY BY-LAW

The Professional Unsuitability By-Law, approved by Faculty Council and Senate of the University of Manitoba in 1986, is currently under review. Please refer to the online version of this handbook for further updates.

### JURISDICTION

#### GENERAL

The Faculty of Social Work may require any student to withdraw from the Faculty pursuant to the procedures set out in the By-Law when the student has been found unsuited, on considerations of competence or professional fitness, for the practice of social work. A student may be required to withdraw at any time throughout the academic year or following the results of examinations at the end of any academic term. This right to require withdrawal prevails notwithstanding any other provision in the Faculty's Regulations.

#### GROUNDINGS FOR REQUIRED WITHDRAWAL

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

- a. Been guilty of such conduct which if participated in by practicing social workers, would result in a serious violation of the Code of Ethics (1994) of the Canadian Association of Social Workers;

And / Or

- b. In any clinic practiced incompetently due to persistent impairment of functioning;

And / Or

- c. Jeopardized professional judgment through self-interest;

And / Or

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

#### CONFLICT OF JURISDICTION

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

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## **PROFESSIONAL UNSUITABILITY REVIEW COMMITTEE**

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

- a) The Chair of the Graduate Program Committee of the Faculty or designate, who shall act as Chair of the Review Committee;
- b) Three other members of the Faculty of Social Work, appointed by the Social Work Faculty Council. These members must be members of the Faculty of Graduate Studies;
- c) One practicing social worker who is a member in good standing of the Manitoba Association of Social Workers and the Manitoba College of Social Workers, and who shall be chosen by the Dean of the Faculty;
- d) One student member chosen by the Graduate Student Council or appointed by the Dean of the Faculty.
- e) If a member of the Committee is unable to act for any reason, a replacement shall be appointed by the Dean of the Faculty.

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## **PROCEDURE**

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

The Review Committee shall send a Notice of Hearing to the named student as set out in Article 7.4; it shall determine whether any of the grounds requiring withdrawal exist at a hearing of the matter pursuant to this By-Law; and it shall make a disposition in accordance with Article 7.7.2 herein.

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

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## **NOTICE TO STUDENT**

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

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

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

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## HEARING PROCEDURES

The student may appear in person and be represented by someone of their choice.

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

The student or their representative shall have the right to hear and to question witnesses, to have access to all documents submitted to the Review Committee for consideration, to call witnesses and to submit other evidence. Four members of the Review Committee including the Chair shall constitute a quorum.

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

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

The student shall not be required to give evidence but if the student elects to do so, then the student may be questioned concerning this evidence.

Members of the Review Committee shall be bound by confidentiality in respect of information received in Committee.

- a) A Faculty member shall not be disqualified from sitting as a member of the Review Committee hearing the matter by reason only that such faculty member has had previous contact with the student or has prior personal knowledge of the matter.
- b) The student whose case is to be dealt with shall be permitted to challenge and thereby cause to be disqualified not more than one member of the Review Committee. In such a case, the Faculty may replace the disqualified member.

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

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

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## APPEALS

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

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

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## **DISPOSITION OF THE MATTER**

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

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

- a) Determine that no action should be taken in respect of the matter;
- b) Reprimand the student;
- c) Require the student to withdraw from the Faculty, for a specified period of time;
- d) Require the student to withdraw from the Faculty, indefinitely;
- e) Require the student to withdraw from the Faculty with no right to apply for re-admission to the Faculty;
- f) Attach conditions which must be fulfilled before any application for re-admission to the Faculty can be considered;
- g) Attach conditions prescribing future conduct by the student.

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## **AMENDMENTS**

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

## APPENDIX C – FACULTY OF SOCIAL WORK GRADE APPEAL POLICIES AND PROCEDURES

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

The Appeals Committee shall be comprised of 3 members: The Chair, a Faculty member, and a Faculty Content Specialist. Should the appeal be made regarding a grade assigned by one of the standing members of the Appeals Committee, that member shall step down and the Dean shall appoint an alternative to hear that appeal only. The Dean of the Faculty, while ex-officio on all committees, is not normally part of the Appeals Committee. They do have some residual responsibility to monitor the work of the Committee, thus providing an additional safeguard to ensure justice.

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### APPEALS OF GRADES RECEIVED FOR TERM WORK

The appeal of term work returned or made available to students before the last day of classes shall be subject to the policies and procedures established by faculty or school councils. Students may formally appeal a grade received for term work provided that the matter has been discussed with the instructor in the first instance in an attempt to resolve the issue without the need of formal appeal. Term work grades normally may be appealed up to ten working days after the grades for the term work have been made available to the student.

Appeal of Term Work Grades:

<http://umanitoba.ca/student/records/grades/690.html>

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### APPEAL OF FINAL GRADES

Prior to filing a formal appeal, students are expected to consult with the instructor of record of the course in question to see if any remedy exists at that level. This appeal to the instructor must normally occur within ten working days of receiving the final grade. If the consultation between the student and instructor does not result in an outcome that is satisfactory to the student, the student may make application for a formal appeal of the final grade.

Appeal of Final Grades:

[http://umanitoba.ca/student/records/exams\\_grades\\_hub.html](http://umanitoba.ca/student/records/exams_grades_hub.html)

For further information, please see the Faculty of Graduate Studies Academic Guide (sections 9.8 and 9.9)

<http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=440&chapterid=4970&loaduseredits=False>

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## **ACTION BY COMMITTEE CHAIR**

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

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

1. Advise the student of the deadline for the Faculty's response to the Dean which is fifteen (15) working days from the date of the receipt of the appeal.
2. After consulting with the student, establish a time and place for the hearing, and confirm the information in writing to the student (email notification is acceptable) of the date, time, and location of the appeal hearing at least one week prior to the scheduled meeting.
3. Include a copy of the Faculty's Appeal Procedures, highlighting the provision that the student has the right to appear before the committee, as well as their right to be accompanied by a representative from Student Advocacy and Accessibility.
4. Request that the student forward to the Chair within three (3) working days, all materials relevant to the review (syllabus, assignments, exams, evaluation assessment forms, grading procedures) as well as documentation of the student's efforts to resolve the issue with the instructor. The student shall also inform the committee if they will be accompanied by a representative from the Student Advocacy and Accessibility office.
5. Advise the student of their right to be accompanied by a support person. This person's role is limited to observer status and they do not have the right to participate in the appeal hearing.
6. The Committee Chair shall inform the Instructor in writing (email notification is acceptable) of the time and place of the hearing, the grounds for the student's appeal, and the documentation that will be reviewed in considering the appeal.
7. The Instructor in the course being appealed will have the right to appear before the committee. The Chair will also request from the Instructor their response to the matter under appeal. If they do not wish to appear they have the right to submit to the Chair all documentation and information regarding the matter under appeal.

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## **GUIDELINES AND PROCEDURES FOR THE APPEAL HEARING**

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

1. Identify the case: Date, time, and provide notice that the meeting will be recorded.
2. Introduce the student, the faculty member whose decision is being appealed, the accompanying support person, and the members of the Committee.
3. Briefly outline the decision being appealed and remedy sought.

4. Ensure that the proceedings are recorded.

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

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

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

The student has no further right to appeal the decision of the Faculty Appeals Committee for term work. All presentations, discussion and deliberations of the appeal process will be kept confidential.

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## **DISPOSITION**

The Chair shall inform the student, the instructor, and the Dean of the committee's decision in writing. The decision shall be accompanied by the committee's rationale for its decision. Students will receive the Committee's decision in writing (email notification is acceptable) generally within three (3) working days. A copy of the letter will be placed on the student's file. An appeal of a grade beyond the Faculty of Social Work Appeals Committee may be made to the Dean of the Faculty of Graduate Studies. A decision of the Appeal Panel of the Faculty of Graduate Studies is appealable only to the Senate Committee on Appeals.

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## **GRADUATE STUDENT APPEALS**

The Faculty of Social Work will only hear appeals regarding academic matters. Appeals stemming from departmental actions on academic matters (e.g., failure in a course) will be heard by the Faculty of Graduate Studies Appeal Panel only after they have been dealt with by the appropriate departmental-level appeal process. The Appeal Panel will handle an appeal of Faculty of Graduate Studies actions. Please note that decisions on academic matters such as qualifying examinations, candidacy examinations, thesis examinations, etc. that have been made by a student's home unit (i.e. department, school or program) should first be appealed to the home unit. If a unit denies a student's appeal, the appeal may be made to the Faculty of Graduate Studies.

## APPENDIX D – POLICY GUIDELINES ON CONFIDENTIALITY

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

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

- a) Clearly outlining guidelines to protect the confidentiality of service users, settings, social workers and students in assignments, process recordings, audio and video tapings, case examples, or any other learning situations, including use of all forms of social media;
- b) Requesting the necessary signed letters of consent for any case material used by a student where there is a possibility of identification of service users; and
- c) Contracting with settings regarding the use of process recordings, audio and videotapes and social media, and clearly identifying ownership of such material.

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

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### POLICY STATEMENT

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

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### GUIDELINES

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

- The issue of confidentiality will be discussed by student and instructor during orientation to field. The student is required to review the Code of Ethics regarding Confidentiality in Professional Practice prior to assignment of clients.
- The confidentiality policy of the field site will be shared with the student who is required to review and sign, where applicable, to confirm understanding and compliance.

- Students that will come in contact with personal information or personal health information will be provided with training on The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) and will sign a pledge of confidentiality.
- The student is expected to possess a basic understanding of confidentiality and its limits and to demonstrate transparency with clients in communicating these limitations.
- Limits to confidentiality include matters as required or permitted by relevant laws, court order or when a clear threat to the safety of the client or others is evident.
- Case studies must not contain any identifying information.
- Documents with identifying information from field agencies must be treated in accordance with the agency's policies.
- Disposal of documents with identifying information, including electronic records, must be carried out according to Agency protocols.
- Identifying information is not to be used in the classroom or in other context aside from Faculty approved supervision meetings.
- Confidentiality guidelines will be observed, when using social media.

Students are strongly encouraged to consult field instructors, field liaisons, Faculty Advisors or course instructors, if they are unsure about matters related to this policy.

\*Approved by Faculty Council, February 22, 2013.

## APPENDIX E – SOCIAL MEDIA POLICY AND GUIDELINES

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

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

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

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### POLICY STATEMENT

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

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

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

Members of the Faculty of Social Work Community, including students, faculty, sessional instructors and staff, are responsible and accountable for their actions and statements. The guidelines contained in this document are intended to help in making appropriate professional decisions about communication in classrooms and through blogs, websites, wikis, twitter and other forms of social media. The use of unfounded or derogatory statements or misrepresentation is prohibited by the Faculty of Social Work and associated field agencies and may be subject to examination under several University of Manitoba

policies related to student discipline, professional unsuitability, sexual harassment, or respectful work and learning environments. These policies and guidelines refer to the Faculty of Social Work and its associated field agencies and are not intended to infringe upon your personal rights and freedoms.

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## **GUIDELINES FOR THE USE OF SOCIAL MEDIA**

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

The Faculty encourages communication that is accurate and based on reasoned engagement with professional and scholarly knowledge. Postings should be treated as public documents and, therefore, professionalism is highly recommended. Always keep in mind that interaction through social media can result in anyone forming opinions about the Faculty, a field setting, employees, clients, students or the author of the posting. Communications that mention the Faculty of Social Work, field agencies, employees, students or clients must identify that the views expressed are those of the author and not the views of the Faculty of other members of its community. Under no circumstances should information that is confidential, pertaining to the Faculty, practicum agency, clients or colleagues be shared. Keep in mind that many factors can lead to the identification of a client, especially to those who know her or him. Confidentiality must be strictly observed, as specified in the CASW Code of Ethics and the faculty's confidentiality policy.

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

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

\*Approved by Faculty Council, February 22, 2013.

## APPENDIX F – GRADUATE AWARD INFORMATION

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### FACULTY OF SOCIAL WORK AWARD INFORMATION

[https://umanitoba.ca/faculties/social\\_work/programs/fort\\_garry/590.html](https://umanitoba.ca/faculties/social_work/programs/fort_garry/590.html)

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### UNIVERSITY OF MANITOBA GRADUATE FELLOWSHIP (UMGF)

[https://umanitoba.ca/faculties/social\\_work/programs/fort\\_garry/590.html](https://umanitoba.ca/faculties/social_work/programs/fort_garry/590.html)

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### FACULTY OF GRADUATE STUDIES AWARD INFORMATION

FGS General Funding & Awards Information

[http://umanitoba.ca/faculties/graduate\\_studies/funding/index.html](http://umanitoba.ca/faculties/graduate_studies/funding/index.html)

FGS Awards Data Base

<http://webapps.cc.umanitoba.ca/gradawards/>

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### GRADUATE STUDENTS' ASSOCIATION AWARD INFORMATION (UMGSA)

<http://www.umgsa.org/grants-and-awards/>

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### FINANCIAL AID & AWARDS OFFICE

Bursary Information

[http://umanitoba.ca/student/fin\\_awards/](http://umanitoba.ca/student/fin_awards/)

Government Student Aid

[http://umanitoba.ca/student/fin\\_awards/government\\_aid/index.html](http://umanitoba.ca/student/fin_awards/government_aid/index.html)

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**NB: For the Social Work Awards/Bursary, UMGF, UMGSA, and some of the National Awards, the Faculty of Social Work will send out an email to all students when it is time for applications to be submitted.**