

MBA Handbook 2023-2024

Stu Clark Graduate School

ASPER 

SCHOOL OF
BUSINESS



University
of Manitoba

Table of Contents

Section 1: Getting started.....	5
Welcome to the Asper MBA!	5
Accepting your Offer of Admission	5
Address any outstanding conditions	6
After you have accepted your offer	6
• Activate your UM accounts.....	6
• Update your personal information	6
• Apply for a study permit (International students only)	6
Section 2: Asper MBA Staff Contact Information and Office Hours.....	7
Section 3: Degree planning.....	8
Registration.....	8
Adding/Dropping/ Voluntary Withdrawal a course.....	8
Using Aurora	8
Degree Requirements.....	9
Degree Progression	9
Expected Time to Graduation.....	9
Boot Camps and Workshops	9
Program Core.....	10
Required Tutorials - Faculty of Graduate Studies.....	11
Electives.....	12
Concentrations and Themes.....	12
Course Exemptions	14
Eligible Courses for Exemption	16
MBA Co-op Program.....	17
Exchange Program.....	17
Undergraduate Courses for MBA credit	19
Section 3: Academic Matters	20
Academic Integrity	20
Class Attendance	21
Missing a Test/Midterm/Exam	21
Self-Declaration Policy for Students	22
Degree Program Sheet.....	23
Student Profile	23
Keeping Contact Information Current.....	23

Obtaining a Student Card	23
Time Limit for Program Completion.....	23
Course Failures, Grade Point Average, Supplemental Exams, and Dean’s Honour List	24
Leave of Absence from the Program	24
Taking Courses Outside University of Manitoba.....	25
Drop Dates and Voluntary Withdrawal Dates	26
Am I a full-time or a part-time student?	26
Final Grades and Appeal of a Final Grade.....	26
Student Advocacy.....	27
A “Hold” on Your Record	27
Course Information on Our Website	27
Textbooks and the University of Manitoba BookStore	28
Section 3: Student and Tuition Fees	29
Fees.....	29
Fee Payment	29
Sponsored Students	29
Health and Dental Insurance	30
Section 4: Drake Centre and The University of Manitoba	31
Drake Centre Building Hours.....	31
The Albert D. Cohen Management Library	31
Bloomberg Lab	31
Stu Clark Graduate School – 5 th floor of Drake	31
Graduate Student Lounge	32
Graduate Student Study Spaces	32
Study Carrel Area – 3 rd floor of Drake	32
On-Campus Housing	33
Parking and Shuttle Services.....	33
U-Pass	33
University of Manitoba Security Services.....	34
UM Safe.....	34
ADDITIONAL SAFETY MEASURES AT UM	34
Emergency Services	34
Accessibility Services	35
Active Living	35

UMSU: The University of Manitoba Student’s Union	36
Other UM Resources:	36
Section 5: Computer Accounts, Internet and E-mail	38
Computers for Asper MBA Students	38
Claim ID.....	38
Email	38
Wifi in Drake	39
Section 6: International Students	40
Study Permit	40
International Centre	40
International Student Tuition Fees	40
English Language Centre	40
Section 7: Asper Career Development Center and the Asper MBA Student.....	41
CDC Services.....	41
Asper MBA Executive Mentorship Program	41
CDC Events	42
Section 8: AGPSA - Asper Professional Graduate Student Association	43

Section 1: Getting started

Welcome to the Asper MBA!

Welcome to the Asper MBA—a program, and a community, designed to empower you to take the lead in all aspects of your life!

For over 50 years, the Asper School of Business has been championing and leading MBA education here in Manitoba. Our commitment and passion is to provide our graduates the essential understandings and skills to succeed in today's complex and fast-changing global business environment. The Asper MBA at the Stu Clark Graduate School at the Asper School of Business provides—

- **the forum for professional growth;**
- **the network to access new opportunities;**
- **the understandings and skills to lead an enterprise;**
- **the passion to better your community; and**
- **the drive to take the lead and make a difference!**

The Asper MBA is designed to equip our next generation of business and community leaders—like you—to take the lead! Our success story is our graduates—today's business leaders in Manitoba, Canada and beyond. They have excelled in their careers, led growth in their organizations and communities, and truly taken the lead in their lives. With your Asper MBA you'll be ready to tackle the world of business both locally and globally. The Asper MBA will change your life!

The Asper MBA offers you an integrated and tightly-crafted complement of courses, led by internationally-recognized academics and professionals, and conducted in an interactive and dynamic face-to-face learning environment. You have the choice to pursue the program at a pace that best fits your lifestyle while specializing in areas of personal interest to you. Throughout, you are connected to and nurtured by our business community!

We are thrilled that you have made the choice to start fulfilling your life's ambitions today – with us! Thanks for joining the Asper MBA community!

Accepting your Offer of Admission

Once you have been notified of a decision and have received an offer, you need to accept or decline your offer and address any special conditions. To accept or decline your offer, [log in to the student portal](#), select the "enrolment form" link and follow the prompts. Your decision letter will update you to include your enrolment status.

Once you have accepted the offer, you will be required to make a tuition deposit payment of \$3,000. This deposit is NOT refundable, but will be applied directly to your tuition fee account where it will remain as a credit until it is used up to cover tuition fees.

Address any outstanding conditions

Check your offer of admission letter for special conditions. If you do, please clear these as soon as possible.

If requested, a copy of your Passport or Permanent Residence card can be emailed to our office or uploaded in your [Student Portal](#). Permanent Residence cards (front and back) and copies of Canadian Passports are required to verify citizenship for tuition fees. Birth certificates or passports can be sent in by [email](#).

After you have accepted your offer

Key tasks you can complete after you have accepted your offer:

- [Activate your UM accounts](#)

You need your UMNNetID to use your UM e-mail, wi-fi and all UM online tools. To claim your UMNNetID, you will need your student number, which you can find on your acceptance letter

- [Update your personal information](#)

If you need to update your mailing address, telephone number or any personal information, log in to Aurora Student to make these changes.

- [Apply for a study permit \(International students only\)](#)

Don't wait until it's too late! Immigration processes take time.

Section 2: Asper MBA Staff Contact Information and Office Hours

The Asper MBA administrative team is made up of a group of dedicated support staff to advise you on all your student and career needs. We are always happy to see our MBA students in person – drop in at the Graduate Program Office, 501 Drake Centre, Monday to Friday – 8:30 am to 4:30 pm.

Ilka Cudmore Senior Administrator, Graduate Programs Ilka.cudmore@umanitoba.ca	204-590-6128
Ewa Morphy Senior Student Advisor ewa.morphy@umanitoba.ca	431-294-3130
Lam Doan Admissions Advisor and Program Coordinator lam.doan@umanitoba.ca	431-336-1583

Please bookmark <https://umanitoba.ca/asper/student-experience/graduate-student-resources> and visit often for up-to-date information on course offerings, timetables, refund and withdrawal schedules, textbooks, exam schedules, and other course materials as well as course descriptions and detailed outlines.

Section 3: Degree planning

Registration

MBA STUDENTS HAVE THE OPTION TO REGISTER THEMSELVES OR REQUEST THE GRADUATE STUDENT OFFICE TO REGISTER THEM. Students meet with the Student Advisor to discuss their course selection prior to registration.

Courses offered for the academic year can be viewed in Aurora or on our website. We guide you in course selection and tailor your program sequence to you depending on the pace at which you wish to complete the program and on the concentration(s) and theme(s) you wish to pursue (see more on concentrations/themes to follow).

For Fall and Winter registration, we meet with each student in the program to plan out the year(s) ahead, usually this process starts a couple of months before your courses begin. Following the meeting, you are expected to submit the Asper MBA Registration Form noting the courses you would like to be registered in. Once our office has confirmed your list of courses, you may either register yourself in Aurora or will be registered if you indicated so on the Asper MBA Registration Form.

Aurora Student is also where you will be able to access your course list, course schedule, professors and their contact emails, fee information and, eventually, final course grades.

In March/April, the registration process takes place again – this time, for the summer term only. We offer courses year round – August-Dec in fall term, Jan-April in winter term, and May-August in summer term.

International students are required to study full-time and thus must take a minimum of 9 credit hours in each term (Fall, Winter and Summer), each year until graduation; while domestic students can choose a slower pace and complete the program on a part-time basis, over up to 6 years maximum.

Adding/Dropping/ Voluntary Withdrawal a course

All registration, such as adding, dropping and VWing of courses in done in Aurora Student.

Please be keenly aware of the unique fee refund and voluntary withdrawal dates for all your courses – they are NOT the same as those for the rest of UM and we list the unique dates for each of our individual courses on our [website](#).

Using Aurora

Aurora is the University of Manitoba's registration and student records management system. You will use Aurora to view when courses are offered, view your final grades, print tax forms, request proof of your academic standing, and request documents such as enrolment letters and transcripts. You can also update your address and phone numbers in Aurora.

It is important to verify your course registration in Aurora to ensure you are registered in all the correct classes/sections. It is always up to you (the student) to do the final double check of your registration via **Aurora Student (and report any errors immediately to our office)**. You will be responsible to check your own fee account, find out when fees are due, and check your final grades when they are available.

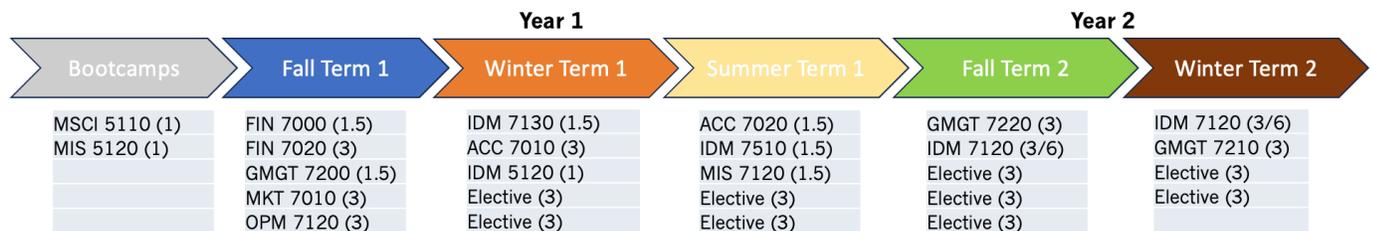
You can link to the Aurora Student portal from the U of M webpage – umanitoba.ca – under Current Students, then Aurora.

Instructions on how to log into Aurora are available [here](#).

Degree Requirements

Degree Progression

Your total Asper MBA program is comprised of 60 credit hours, 61.5 if pursuing the Financial Analyst concentration (plus three bootcamps – see below).



Expected Time to Graduation: 1 - 6 years.

Full Time: 12 months or up to 2 years.

Part Time: Take up to six years (the average is three).

Boot Camps and Workshops

Mandatory preparatory boot camps and workshops help develop the necessary skills to succeed in the Asper MBA program and in the business world. Each bootcamp is 1 credit hour (they are auxiliary courses – mandatory but not part of the main 60 credit hours in the program). The Asper School of Business MBA has three regularly offered pass/fail auxiliary courses:

MSCI 5110 (Math Boot Camp) – online number crunching primer. Preparatory math skills required for quantitative courses in the MBA. Students can write (and must pass) a Challenge Exam to satisfy this requirement, instead of taking the course. Challenge exam can only be taken once and only before one has attempted the course.

MIS 5120 (Information Technology Boot Camp) – online course that provides you with the basics of common productivity software packages used in the business world (e.g., Word, Excel, PowerPoint, etc.), with particular focus on Excel. Challenge exam can only be taken once and only before one has attempted the course.

IDM 5120 – This is intended to teach students the “soft skills” they will need to get jobs and advance in their organizations. Managers’ success relies on their soft skills as much as their hard skills. The Career Development boot camp will be a series of workshops over the course of the MBA program. These workshops will help students hone their soft skills such as business communications, business etiquette, networking, résumé-building, and interviewing skills. The Career Development boot camp will improve students’ job market prospects.

Unlike the Math and IT boot camps, students cannot challenge for exemption from IDM 5120 – ALL students must complete it before they can graduate, and before they can participate in coop (see **MBA Co-op Program** section for additional information).

Program Core

The Program Core consists of 30 credit hours of business fundamentals and strategy, and a foundation in leadership, decision-making methods, and contemporary themes that inform decisions in today’s business world. Most of the core courses comprise the fundamental knowledge of different functions in an organization. The Core is also intended to help students understand the environments businesses operate in, develop their ability to think like top management, and get exposed to contemporary themes that guide decisions in the business world. During the duration of the Asper MBA program, you will need to complete the following required 13 courses (prerequisites are noted in brackets):

Business Foundations

Course	Title	Hours
<u>GMGT 7200</u>	Critical and Creative Thinking	1.5
<u>ACC 7010</u>	Accounting Fundamentals (MSCI 5110)	3
<u>FIN 7000</u>	Managerial Economics (MSCI 5110 and MIS 5120)	1.5
<u>FIN 7020</u>	Corporate Finance (MSCI 5110, MIS 5120, and FIN 7000)	3
<u>GMGT 7220</u>	Managing People in Organizations	3
<u>OPM 7120</u>	Operations and Supply Chain Management	3
<u>MKT 7010</u>	Marketing Management	3
<u>ACC 7020</u>	Managerial Accounting (ACC 7010)	1.5
<u>MIS 7120</u>	Management Information Systems	1.5
<u>GMGT 7210</u>	Strategy*	3
Total Hours		24

*The GMGT 7210 Strategy Capstone Course, to be taken in the last term of the program, provides a holistic perspective on managing an organization or business by integrating all the functional areas and themes explored in the Program Core. It must be taken in your last term in the program and has a number of pre/co-requisites:

Prerequisites: ACC 7010, FIN 7020, GMGT 7200, GMGT 7220 (or one of HRIR 7450 and GMGT 6030), MKT 7010, and OPM 7120.

Pre- or Corequisites: FIN 7000 (or FIN 7120 or IDM 7720), ACC 7020, MIS 7120, IDM 7120 (or IDM 7060), IDM 7130, and IDM 7510

Leadership

Course	Title	Hours
<u>IDM 7120</u>	Executive Leadership and Responsibilities	3
<u>IDM 7510</u>	Strategic Leadership and Managing Change	1.5
Total Hours		4.5

Business Themes

Course	Title	Hours
<u>IDM 7130</u>	Contemporary Themes in Business	1.5
Total Hours		1.5

Contemporary Themes in Business focuses on three themes: International and Emerging Markets, Sustainability, and Entrepreneurship and Innovation. These themes also inform the two Leadership courses and the Strategy Capstone Course. Together, they prepare you for the realities of business – and give you a distinct advantage in today’s competitive job market.

Required Tutorials - Faculty of Graduate Studies

All graduate students must complete two online tutorials – GRAD 7500 Academic Integrity and GRAD 7300 Research Integrity – as part of the Bona Fide Academic Requirements of their graduate program.

Academic Integrity (GRAD 7500)

All graduate students must complete [GRAD 7500 Academic Integrity](#) in their first term of study.

The University of Manitoba upholds a high standard of academic integrity across all faculties, departments and schools. Students must demonstrate knowledge of the university’s rules regarding academic integrity, plagiarism, and cheating. Penalties for breaching these rules can result in suspension or even expulsion from your program of study.

This is a zero (0) credit hour course that will introduce you to your basic responsibilities regarding academic integrity and to the resources designed to support you in this endeavour. There is no enrolment fee for this course.

Research Integrity (GRAD 7300)

The University of Manitoba is committed to maintaining the highest standards of quality, thoroughness and integrity in all aspects of research. In this mandatory online course that you must complete in your first term, you will have an opportunity to learn the principles and professional responsibilities of what doing good research implies.

Students must complete the tutorial within their first year in the program.

Electives

The remaining 30 -31.5 credit hours are made up of elective courses. You can use your electives to take courses across many different areas of business (you do not have to choose a concentration/theme). If you wish to earn a specific concentration/theme (or up to two at maximum), four electives are required for a concentration/theme (12 credit hours in total) in one specific chosen area (eight electives, or 22.5 credits, are required for the Financial Analyst concentration).

Students in the Asper MBA are permitted to complete up to a maximum of 72 credit hours before they graduate (extra courses come with extra tuition fees). Taking extra courses allows a student to:

- a) change a concentration/theme – allows you to pursue a new concentration even once you have completed a few courses initially toward a different concentration/theme;
- b) add a concentration/theme – allows you to complete enough electives in a new and different area, resulting in up to two possible concentrations/themes; or
- c) take additional courses (beyond the minimum requirements) for interest!

Concentrations and Themes

Tailor your MBA to your passion, your experience and the career you want. Concentrations/themes can be obtained by completing a relevant set of elective courses. Students can obtain a General Management MBA (no one specific concentration, with a variety of graduate level electives within the Asper School), an Individual Interdisciplinary concentration (designed by the student using graduate courses outside of the Asper School and approved by the Asper MBA Program Committee), or an MBA with one or two concentrations and/or themes.

Focus your studies on two functional areas, two themes, or a combination of area and theme. You can earn up to two concentrations/themes – the choice is entirely yours. Students can obtain a concentration by taking 12 credit hours of electives in that area or theme.

We offer the following functional area concentrations and themes:

SPECIALIZED CONCENTRATION

- Financial Analyst

FUNCTIONAL CONCENTRATIONS

- Finance
- Leadership and Organizations
- Marketing
- Supply Chain Management

THEMED CONCENTRATIONS

- International and Emerging Markets
- Sustainability
- Entrepreneurship and Innovation

INTERDISCIPLINARY CONCENTRATIONS

- Health Administration
- Management of Public Enterprises
- Individual Interdisciplinary Studies

GENERAL MANAGEMENT OPTION

- Choose any combination of Asper MBA electives to suit your personal and professional goals.

The three themes are defined as follows:

- The **International & Emerging Markets theme** focuses on a mindset and set of skills relevant to the operation of business in international and emerging markets that reflect various levels of economic and social development. It addresses the identification of opportunities, risks, the potential for growth, and the management of challenges as businesses evolve in the developing and developed regions of the world.
- The **Sustainability theme** approaches business from a triple bottom line perspective of People, Planet, and Profit. Sustainable development recognizes the interconnectedness of economic prosperity, environmental integrity, and social equity, and seeks to balance multiple forms of well-being (e.g., financial, ecological, and social) for multiple stakeholders (e.g., owners, employees, customers, suppliers, partners, government, society, and future generations).
- The **Entrepreneurship and Innovation theme** focuses on understanding value creation and re-creation through starting a company or innovating in an existing organization. Key priorities center on the nature of creative, innovative, and entrepreneurial perspectives and behaviours.

If you plan to complete your program in one or two years, we will ask that you declare your choice of concentration/theme in the program at the time of the initial registration meeting, as you may begin to take your electives in your very first term.

PLEASE NOTE – not all concentrations and/or combinations of concentrations may be possible to achieve if completing the program within 12-16 months, due to course schedules.

Four electives must be from the same subject area in order to earn a concentration in that area (theme concentrations require that one of those 4 courses be an experiential course). Financial Analyst concentration requires 8 specified courses (and you will complete the MBA with 61.5 credit hours).

If you prefer not to concentrate in any one area of business through your electives, you may choose any combination of Asper MBA electives for a General Management option. To ensure that the courses you are selecting meet the requirements of your chosen concentration, please consult our website (where we provide a chart of all concentrations and courses with them) and work directly with our Student Advisor to design your elective package and program in full.

- An Experiential Course is a mandatory component of each of the three themes. It provides hands-on integrated business-related experience through opportunities such as an international study trip, a domestic industry project, stock market simulation, or launching a business.

Course Exemptions

Students entering the Asper MBA may be eligible for select course exemptions, effectively shortening the time to completion. Exemptions are evaluated on a case by case basis, upon request from the student, and are only considered upon admission to the program (exemption evaluations will generally not be conducted for students pre-application). They can take some time to evaluate, **so admitted students are urged to file a request (if they qualify – see criteria below) a couple of months before the start of the program.**

General criteria for Asper MBA exemptions (not advanced standing):

- a. Exemptions are granted to individuals holding at least a 3-year bachelor university degree;
- b. A course cannot double-count for two exemptions.
- c. The maximum exemptions granted shall not exceed 30 credit hours.
- d. Exemptions are granted for work completed prior to admission into the MBA program.

Courses taken at other institutions to satisfy MBA course requirements after a student has been admitted to the Asper MBA program are governed by existing standards and procedures for a Letter of Permission.

It is the student's responsibility to provide, at the time of application for an exemption, official documentation to support the request for an exemption(s) (not necessary for courses taken at the University of Manitoba):

- e. Official transcript (if one was submitted as part of application for admission, another is not required),
- f. Copies of detailed course outlines,
- g. Course name/number,
- h. Course objectives/content,

- i. Length of course/number of contact hours,
- j. Textbook,
- k. Method of evaluation; and
- l. Other information/documents as necessary.

1. Exemptions based on Asper MBA courses completed as an Occasional Student:

- a. Exemptions (core and elective courses) totaling no more than 12 credit hours may be granted based on Asper School of Business MBA courses completed in the last 5 years with a grade of C+ or higher while on Occasional Student status.
- b. Exemptions cannot be granted for 'Audit' courses.

2. Exemptions based on undergraduate courses:

- a. Exemptions in core courses are granted on the basis of degree credit courses completed at a recognized degree-granting institution taken as part of a completed undergraduate degree program (a 3 year degree minimum).
- b. Asper BComm grads who pursue the Financial Analyst concentration in the MBA and who completed the undergraduate Financial Modelling and Behavioural Finance courses (FIN 4240 and FIN 4250, currently) in the Asper School in the last 5 years with a grade of B or higher will be exempted from the Masters level corresponding courses (currently FIN 7140 and FIN 7180, respectively).
- c. When seeking an exemption of an Asper MBA course using undergraduate courses, two or more undergraduate courses are required to get an exemption from one Asper MBA course. The undergraduate courses must be in the same discipline and cover substantially all of the content of the Asper MBA course. At least one of the courses must have been completed within 5 years prior to the start of the Asper MBA program (see exception in the professional designation section below). A minimum grade of "B" or equivalent is required on each of the courses required for the exemption.
- d. Maximum exemptions based on undergraduate courses total 18 credit hours.

3. Exemptions based on courses taken from the Asper MBA while in another graduate program at University of Manitoba (including the MFin program).

- a. Asper School of Business MBA courses (cores and electives) with a grade of C+ or higher taken in the last 5 years while a graduate student in another graduate program (non-MFin) may be exempted upon entry to the Asper MBA (to a 12 credit hour maximum).
- b. Students who completed the MFin program at the University of Manitoba and join the Asper MBA will be exempted from a maximum 30 credit hours of course work in the Asper MBA (if these courses were completed in the last 5 years with grades of C+ or higher). MFin programs completed at another institution will be evaluated on a case by case basis.

4. Exemptions based on courses taken in another MBA or business Masters program:

- a. Exemptions are allowed for MBA core courses.

- b. Exemptions are granted on the basis of MBA or equivalent degree credit courses completed at a recognized degree-granting institution in the last 5 years.
- c. Maximum exemptions based on MBA or equivalent degree courses total 18 credit hours.

5. Exemptions based on an earned professional designation:

- a. Professional designations are eligible for a maximum of 4.5 core or elective credit hours of exemption credit (per designation). Individuals holding these exemptible designations must provide proof of current membership and practice in their respective professional organization and will be assessed on a case-by-case basis.
- b. The maximum exemptions granted based on professional designations shall not exceed 12 credit hours.
- c. Currently approved designations include: CFA (FIN 7000 and FIN 7020), CPA (ACC 7010 and 7020), CPHR (GMGT 7220), CLU (3 credit hours unallocated Finance elective), PMP (3 credits - OPM 7170).

6. Exemptions based on Asper School Executive Education courses:

- a. A maximum of 6 credit hours of unallocated elective exemptions in the MBA may be granted based on related Asper Executive Education courses completed in the last 5 years, assessed case-by-case.
- b. A total of 4.5 credit hours of core exemptions from IDM 7510 and IDM 7120 will be granted based on completion of the Advanced Program in Leadership and Strategy in the past 5 years.
- c. The maximum exemptions based on Asper Executive Education courses will be 10.5 credit hours.

7. Exemptions from the Math and IT Bootcamps – MIS 5120 and MSCI 5110

Students may write a challenge exam for the auxiliary courses MIS 5120 and MSCI 5110. Passing the challenge exam will result in an exemption being granted from the course. The challenge exam in either course may be attempted only once (attending the exam and choosing to leave before it is completed constitutes an attempt at the exam) and only before taking the course (a challenge exam cannot be written after the course has been failed). If a student is granted exemptions from all courses for which MSCI 5110 is a prerequisite, the student will also be exempted from that specific boot camp.

Eligible Courses for Exemption

Course	Credit Hrs.	MBA Course No.	Asper BComm Required courses (or equivalent)
Accounting Fundamentals	3	ACC 7010	ACC 1100, ACC 2010, ACC 2020, and ACC 3030
Managerial Accounting	1.5	ACC 7020	ACC 1110 and ACC 3040

Corporate Finance	3	FIN 7020	FIN 2200 and FIN 3480
Management Information Systems	1.5	MIS 7120	MIS 2000 and any one advanced MIS course
Managing People in Organizations	3	GMGT 7220	GMGT 2070, plus any three of GMGT 3010, HRIR 2440, HRIR 4410, LEAD 3020, LEAD 4010, and/or LEAD 4020
Marketing Management	3	MKT 7010	MKT 2210 and MKT 4210
Operations and Supply Chain Management	3	OPM 7120	SCM 2160 and SCM 3270

MBA Co-op Program

MBA students have an option to enroll in the MBA Co-op Program and complete a co-op work term as an elective in their program (IDM 7140 – 3 credit hours). The course consists of a work term assignment of a minimum of 420 hours in business, industry, or government.

To apply for a co-op work term, MBA students must have a degree GPA of at least 3.00 and normally would have completed all 30 credit hours of MBA core courses; at a minimum, students must have completed at least 27 of their program credit hours, including successful completion of IDM 5120.

An interview with the Graduate Co-op Office personnel will be required for admission to the Asper MBA Co-op Program and applicants for the MBA Co-op Program will be evaluated based on a complete application.

Exchange Program

- a. Asper MBA students in academic good standing are allowed to go on exchange or study-abroad for a term (or for shorter/longer period, depending on length of courses at the host school) to educational institutions that are approved for exchange and/or study-abroad by the MBA Program Committee and that the Asper School has an agreement with.

- b. Courses taken while on exchange or study-abroad are eligible for transfer credit to the Asper MBA program and will be used in the calculation of the GPA.
- c. Courses have to be approved as eligible for transfer by the Asper School's exchange coordinator (who will do so in consultation with the Graduate Program Manager of the Asper School) prior to the student going on exchange or study-abroad.
- d. The exchange and study-abroad programs are open to both part-time and full-time MBA students.
- e. Students are allowed to go on exchange or study-abroad only once during their MBA program. Exception to this will require consideration on a case-by-case basis by the MBA Program Committee.
- f. Students have to take a minimum of 9 credit hours of courses while on exchange. The maximum possible is 12 credit hours. Exceptions (maximum only) will require consideration on a case-by-case basis by the MBA Program Committee. There is no minimum for study-abroad programs.
- g. Students are permitted to go on exchange or study-abroad only after they have completed at least 21 CH in the MBA program. Any course credits from transferred courses or course exemptions will not count toward the 21 CH. That is, the 21 CH have to be from courses taken in the Asper MBA Program.
- h. While on exchange or study-abroad, students are allowed to take any core or elective MBA course except for the following, with approval by the Exchange Coordinator and MBA Program Office. This list is subject to change by the MBA Program Committee:
 - i. IDM 7130 Contemporary Themes in Business
 - ii. GMGT 7200 Critical and Creative Thinking
 - iii. IDM 7120 Executive Leadership and Responsibility
 - iv. IDM 7510 Leadership and Change
 - v. GMGT 7210 Strategy (capstone)
 - vi. IDM 7050 International Study Trip
 - vii. IDM 5120 Career Development Seminar
 - viii. IDM 7090 (capstone experiential course for Sustainability and Entrepreneurship and Innovation). For the International & Emerging Markets concentration, a study-abroad program or exchange could be treated as the capstone experiential course, much like IDM 7050 International Study Trip.
- i. Students are not permitted to go on exchange or study-abroad to their home country. Permission for an international student to go on exchange or study-abroad to an institution in their home country or for any student to go to another Canadian institution will require a valid academic reason such as the desire to take certain highly-specialized courses offered by the other school that the Asper School does not offer. Such exceptions will be considered on a case-by-case basis by the MBA Program Committee.
- j. Asper MBA students will pay tuition fees to the University of Manitoba for the number of credit hours they take at the host school, as per Asper MBA tuition rates.

Students are expected to bear the costs of their travel, accommodation, insurance, passport and visa fees, and any other incidental expenses when going on exchange or study-abroad or International Study Trip. Any additional fees or surcharges charged by the host school are the responsibility of the student. The MBA program currently (subject to change) does provide a one-time travel subsidy to a student doing one of exchange, study abroad, or International Study Trip for MBA credit – currently, this subsidy is currently valued at \$2,000.

Undergraduate Courses for MBA credit

MBA students are permitted to take up to a maximum of 12 credit hours of undergraduate courses at the 3000/4000 level for MBA credit.

From time to time, MBA students request permission to take certain undergraduate elective courses for MBA credit. They normally choose specific elective courses which are requirements for professional designations they are pursuing, courses of particular relevance to their career, or courses of special interest that are not offered in the MBA program. These courses tend to be in the areas of accounting, agribusiness, and commercial law. Students wishing to take courses offered in academic department/units at the University of Manitoba that are outside of the Asper School of Business, or Asper School of Business courses that are not listed below, will require Professional Graduate Programs Committee approval. The following courses have been specifically approved by the PGP Committee for MBA elective credit (and students wishing to take these courses will not be required to seek special permission individually from the PGP Committee – they will still need permission from the Department Head of each area). If at any time the same elective course is offered in the MBA program, students will be expected to complete it at the MBA level (unless approved by the PGP Committee in special circumstances).

Faculty of Agriculture:

- ABIZ 3120 Futures Markets
- ABIZ 3560 Agribusiness Portfolio Management

Department of Accounting and Finance (Asper):

- ACC 3030 Advanced Accounting (if student has prerequisite)
- ACC 3040 Cost Accounting (if student has prerequisite)
- ACC 3080 Canadian Income Taxation

Department of Business Administration (Asper):

- GMGT 3300 Commercial Law

Section 3: Academic Matters

Academic Integrity

It is critical to the reputation of the Faculty of Graduate Studies and the I. H. Asper School of Business and of our degrees that everyone associated with our faculty and program behaves with the highest level of academic integrity. As a program that helps create business and government leaders, we have a special obligation to ensure that our ethical standards are beyond reproach. Any dishonesty in our academic transactions violates this trust. To address this subject matter, The MBA program also runs a mandatory workshop on this subject matter at orientation for new MBAs.

The University of Manitoba Graduate Calendar addresses the issue of academic dishonesty under the heading “Plagiarism and Cheating.” Specifically, acts of academic dishonesty include, but are not limited to:

- using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words
- duplicating a table, graph or diagram, in whole or in part, without referencing the source
- paraphrasing the conceptual framework, research design, interpretation, or any other ideas of another person, whether written or verbal (e.g., personal communications, ideas from a verbal presentation) without referencing the source
- copying the answers of another student in any test, examination, or take-home assignment
- providing answers to another student in any test, examination, or take-home assignment
- taking any unauthorized materials into an examination or term test (crib notes)
- impersonating another student or allowing another person to impersonate oneself for the purpose of submitting academic work or writing any test or examination
- stealing or mutilating library materials
- accessing tests prior to the time and date of the sitting
- changing name or answer(s) on a test after that test has been graded and returned
- submitting the same paper or portions thereof for more than one assignment, without discussions with the instructors involved.

Many courses in the I. H. Asper School of Business require group projects. Students should be aware that group projects are subject to the same rules regarding academic dishonesty. Because of the unique nature of group projects, all group members must exercise extraordinary care to insure that the group project does not

violate the policy on Academic Integrity. Should a violation occur on a group project, all group members will be held jointly accountable, no matter what their individual level of involvement in the specific violation.

Some courses, while not requiring group projects, encourage students to work together in groups (or at least do not prohibit it) before submitting individual assignments. Students are encouraged to discuss this issue as it relates to academic integrity with their instructor to avoid violating this policy.

In the I. H. Asper School of Business, all suspected cases of academic dishonesty involving a graduate student (i.e. MBA, MFin, MSCM, MSc or PhD student) will be reported directly by the instructor to the Dean of the Faculty of Graduate Studies. The Dean's Office of the Faculty of Graduate Studies will contact the student with regard to suspected cases of academic dishonesty and will outline the steps of the investigation. The student will be asked to make an appointment with a Student Advocate (from the Student Advocacy Office – see the relevant section of this Handbook for details on the Student Advocacy Office). Students will always have an opportunity to speak to/address the allegation against them during a personal meeting with the Dean (or Associate Dean) of the Faculty of Graduate Studies.

Students are not to contact their home unit/department to discuss allegations of academic dishonesty. Unfortunately, the Asper Graduate Program Office is not permitted to discuss these matters with students as issues of academic dishonesty involving graduate students fall under the jurisdiction of the Dean of Graduate Studies. This process is outlined in the University of Manitoba Student Discipline Bylaw which is available at:

<https://umanitoba.ca/student-supports/academic-supports/academic-integrity>

Class Attendance

The Faculty of Graduate Studies notes in its regulations that attendance in all classes is required – in the Asper MBA, our policy explicitly states that class attendance is required and that missing more than 20% of a course due to class absences may result in a failing grade. It is your responsibility to inform your professor in advance of your absence and the reason for it (medical documentation or employer note if away for a work commitment) is required. The professor decides how to deal with the impact of missed classes on your final grade. All of our courses include a major class interaction component, most assign a portion of the final grade based on in-class participation and contributions, and many include a group component that is carried out in-class. For all these reasons, it is expected that students will make every attempt to be in attendance at each and every lecture.

Missing a Test/Midterm/Exam

The integrity and value of a degree is underpinned by rigor and impartiality of its related exam policies and procedures. The Asper MBA must, and does, take the standards and even-handedness of the Program's exam process very seriously.

Students are expected to write all exams with their classmates at the scheduled exam time. Needing to miss a mid-term in-class exam must be discussed with the professor to see if any alternate arrangements can be made.

The Asper MBA program creates its own final exam schedule each term, but the administration of final exams is governed by the [University of Manitoba Policy on Final Exam and Final Grades](#). Final exam schedules are posted early each term on our website to allow students the ability to plan their time.

Exams will be scheduled within the dates noted on the respective timetable, thus we strongly advise you against making personal or professional travel plans within the dates outlined on the timetable before the exam schedule is posted. Once you know your own exam dates, please proceed to make such plans. Until the exam schedule is finalized, is it problematic to book travel plans inside the term dates as an exam conflict may force you to have to withdraw from your course/cause a failure due to missed exam.

Rescheduling of final exams for reasons of personal/vacation travel will NEVER be permitted.

If you know that you will be required to miss a final exam for unavoidable reasons (such as business travel, a key business meeting in the city, etc. ...), please contact the Graduate Program Office as soon as possible to discuss your situation. You will need to fill out a request form and have your supervisor sign it and then our office will then discuss the request with the instructor (please, do not approach the instructor first, as they are unable to process these requests for you) and the Associate Dean in the Faculty of Graduate Studies. In certain cases, the Graduate Program Office (with agreement of the instructor) may be able to accommodate your need. Final approval for any deferred exam is required from the Associate Dean of Graduate Studies.

If we are able to accommodate your need, you will write the exam at a set deferred exam date along with others from your course that also need to defer the same exam. Only one deferred exam date will be available for each course, thus you will be responsible to be available for either the regular exam date or, if approved, the one deferred exam date. Failure to be available for one of these two dates will result in a failure in the course.

Students are required to apply for a deferral of a final exam based on planned business travel well in advance of the exam – notice of at least 20 working days in advance is required.

If you miss an exam due to a medical emergency, please supply the Graduate Program Office with medical documentation no later than 2 business days after the exam. Extenuating compassionate circumstances may also be considered under the deferred exam process and will be reviewed on a case by case basis. Please note: a deferred exam request cannot be considered without supporting documentation. Final approval for any deferred exam is required from the Associate Dean of Graduate Studies.

Self-Declaration Policy for Students

On September 1, 2022, the UM implemented a new policy called “Self-Declaration for Brief and Temporary Student Absences.” Additional information about how this policy applies to students and answer some commonly asked questions are available here:

- [Policy, Definition and Self-Declaration Form](#)
- [Commonly asked questions for students](#)
- [Supports and resources for students](#)

Degree Program Sheet

The Graduate Program Office staff maintain an electronic Degree Program Sheet for each student. It is a record of all the courses you have completed to date and which courses you have yet to complete. It also contains information on your current status in the program, your planned graduation date and your planned concentrations. We use this for our internal tracking purposes and we review it annually with you as we prepare to register for the upcoming year.

Student Profile

The Student Profile contains your contact information, your previous educational details and your professional history. These profiles are shared with the instructors of all courses for that given year. They receive these about two weeks before their course begins, giving them an opportunity to get to know you better before classes start.

Keeping Contact Information Current

As noted above, we maintain an up-to-date profile on each student. If you move jobs or move homes, please let us know right away (and update your mailing address on Aurora) to ensure that you received pertinent program information. While you are in the program, we will be able to communicate with MBA students by e-mail only via their University of Manitoba e-mail accounts. We are not able to communicate via personal or professional e-mail addresses. Please ensure that you claim your student e-mail account as soon as you are admitted – we will then have access to this email for you via Aurora.

Obtaining a Student Card

If you do not already have a University of Manitoba student card from your previous studies at U of M, please obtain a Photo Student Card from the ID centre. More information on how to obtain the ID card is available [here](#). Student cards will be required at the libraries, if you choose to utilize the gym facilities on campus (you pay for a membership as a student), for the transit bus pass, and they are required at all exams that you write.

Time Limit for Program Completion

As you are aware, you choose your own pace for the completion of the Asper MBA. You may complete the program in as short a time as 1 year and you are permitted up to 6 years to complete it. For example, if you start the program in August 2023, you must complete all courses by the end of August 2029 (you will graduate in October 2029). See Leave of Absence section for information about stopping your program time clock. Time extensions are not generally permitted by the Faculty of Graduate Studies. Extenuating circumstances will have to be brought to the attention of the Dean of the Faculty of Graduate Studies and only the Dean may consider granting a time extension in extreme cases.

Course Failures, Grade Point Average, Supplemental Exams, and Dean's Honour List

A key academic issue that you must be aware of is the policy around course failures. A grade of a C+ or higher is a passing grade in the Asper MBA. Any grade lower than a C+ is a **failed** grade. Students are permitted 6 credit hours of failures. No course may be repeated more than once. Students may be permitted to repeat, or take equivalent substitute courses (special circumstances) for, not more than 6 credit hours of coursework in which a grade of C, D, F, or NP is obtained. Students who fail more than 6 credit hours or fail a required course more than once are required to withdraw from the Asper MBA Program. The failed grade factors into a student's degree GPA until the course is repeated, at which point the higher grade replaces the lower grade in the degree GPA calculation.

In general, supplemental exams are not permitted. However, where a "C" grade has been obtained and the situation warrants (with approval from the course professor and the Associate Dean in charge of the MBA program, a supplemental examination may be sanctioned by a professor and the MBA Program Committee, as a one-time-only per student remedial action. A supplemental examination is not permitted for GMGT 7210 Strategy (the MBA program's capstone core course).

Supplemental examination will be arranged and monitored by the Registrar's Office (a student must apply for this special exam privilege and pay a fee to do so). A supplemental exam is a 100% final and covers the same material as the original final exam – same level of difficulty but a different exam. The student must score the percentage required for a pass in this course (the highest grade earned on a supplemental exam can be a C+). Failing the supplemental exam counts still the first failure of the course and allows the student to repeat the course only once. A notation on the transcript remains to indicate a supplemental exam was written, pass or fail.

If a student wishes to take extra courses (beyond those required for MBA completion) for interest or for a second concentration while in the MBA program, the grades will be included in the calculation of the grade point average, and any failure will count as a failure in the program.

Courses taken in other graduate programs at other universities (while in the Asper MBA program) for which a student receives transfer credit will be counted in the calculation of the grade point average.

Students with a cumulative degree grade point average of 3.75 or higher at graduation are on the Asper MBA Dean's Honour Roll and will receive a congratulatory letter from the Dean of the Asper School at the end of the calendar year in which they officially graduated.

Leave of Absence from the Program

As we all know, life moves along at a hectic pace (and sometimes circumstances outside your control may arise)! If a time comes when you may require a leave of absence from the program (up to a year long), you can apply for one of three types of leaves:

1. Regular Leave - is intended to allow students to meet family, travel or employment responsibilities or plans and circumstances not covered by the Parental or Medical/Compassionate leaves. At your request, we may recommend to the Dean of Graduate Studies that you be granted a leave of absence

for a period of time not to exceed one year (can apply for one term, two terms or three terms maximum). While on leave of absence, you would not be expected to maintain registration in any actual courses. Students on Regular Leave of Absences will be required to maintain a “continuous registration” by registering for continuation status (GRAD 7020) and will pay the appropriate continuation fees (currently approximately \$1500 for a year/3 terms). While on Regular Leave, you will not be charged ancillary fees. A Regular Leave of Absence status does not extend the time limits as outlined in the Faculty regulations – the time away is considered in the total 6 years that you are permitted to finish the program.

2. Exceptional Leave - in exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing relative, or due to your own health), at your request, we may recommend to the Dean of Graduate Studies that you be granted an exceptional leave of absence for a period of time not to exceed one year. While on leave of absence for exceptional reasons, you would not be expected to maintain registration in any courses and would not be required to maintain continuous registration, nor pay the continuation fee. In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave is not intended to cover circumstances related to travel, employment or other financial concerns.
1. Parental Leave - An Asper MBA student who is bearing a child or who has primary responsibility of the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request should be made through the Asper MBA Program Office, normally for a leave of four to twelve months. Leaves of other duration will be considered on an individual basis. Where possible, students doing course work should coordinate their requests with the beginning of an academic term. While on leave of absence for parental reasons, you would not be expected to maintain registration in any courses, nor pay the continuation fee. The leave period is not included in the time period allowed for completion of the degree.

Taking Courses Outside University of Manitoba

You can take up to half of your courses at another university while remaining an Asper MBA student. These courses are taken on Letter of Permission from the University of Manitoba. Taking courses on Letter of Permission (as a Visiting Student at the host university) requires that you first apply to and be admitted to that University as a visiting student and apply for a Letter of Permission at the University of Manitoba. Fees for the course will be payable to both the host university **AND** the University of Manitoba for each course (essentially, you pay for the course where you take it and you pay for it again where you get credit for it here).

If you wish to/must take courses at another University, please contact our office as soon as you are aware of this need to allow as much lead time as possible to have the other University’s courses evaluated for our equivalencies and to allow time for the appropriate paperwork to be completed.

Please also see the section on formal Exchange Programs.

Drop Dates and Voluntary Withdrawal Dates

Most courses offered in the professional programs are irregularly scheduled courses and do not follow the normal U of M registration/ drop and VW dates. Instead, students should refer to either the Professional Graduate Programs Schedule, or the [Class Schedule](#). It is imperative that you are aware of this schedule, as it can guide you in timing a possible withdrawal from a course. Each course has a date by which you must drop it in order to receive back 100% of the fees – these dates are very early on in the course and these dates are firmly fixed. Please familiarize yourself with each term’s schedule for your individual course selections.

Am I a full-time or a part-time student?

You may find some confusion around these terms as you go through the Asper MBA program. In the Asper MBA Program Office, we may generically refer to those going through the program in one year or up to two years as full-time students and those taking more than two years as part-time students. However, this terminology does not match that of the University. Officially, you are viewed as a full-time student if you are registered in at least nine credit hours in a term. Many students who do the program over a few years reach this status in one or more terms. Being considered a full-time student allows you a higher monthly allowance of non-taxable income, which is always welcome when filing your taxes! It is also important for those of you who may be seeking financial assistance through your home province/Government of Canada and those who are international students with a Study Permit. There are also implications for health and dental insurance through the University of Manitoba Students’ Union as well as transit passes and the U of M gym memberships (see the Fees section below and on the Registrar’s Office website).

Final Grades and Appeal of a Final Grade

When final grades for your courses are submitted by professors into Aurora Student each term, they appear within a few days in your Aurora Student information system. It is hoped that grades will be available quickly after the completion of a course, but in some cases where marking volumes are particularly high or when instructors must be away following the completion of a course, some delays may occur.

If a student has good reason to believe a mistake has been made in the assessment of the final grade, the student should first speak to the course instructor. An error may be found through this informal investigation and a corrected grade may be assigned. If the student wishes to go beyond speaking with the course instructor (or perhaps feels uneasy about speaking with the course instructor), an **appeal** of the assigned grade may be filed by the student. A student may enter an appeal, through the Registrar’s Office, for assessment of one or more grades following the posting of grades by the faculty/ school/department. Grades are released by the Registrar’s Office on Aurora as they are received from faculties and schools.

A student wishing to make a final grade appeal should check the Registrar’s Office website at: <https://umanitoba.ca/registrar/grades/appeal-grade> for exact appeal dates for the term concerned, and for specific summer term dates (which differ from those for fall and winter).

A fee is charged for each appealed grade, but will be refunded for any grade which is changed. It should be noted that an appealed grade may not be lowered. Appeal forms may be obtained from the Registrar’s Office. Students should note that the deadline for appeal of assigned grades will not be extended for students who are on “hold status” nor will official grades be released by the Registrar’s Office until the “hold” has been cleared (see the Hold On your Record section for information on holds).

Student Advocacy

The Student Advocacy Office provides confidential centralized services for receiving student complaints and grievances. This centre serves as a general information source for students regarding their rights and responsibilities. Students are assisted in the resolution of any problems or concerns resulting from academic and/or discipline decisions (see section in this Handbook for details on Academic Integrity). Students are advised of policies and procedures to follow, both informally and formally via appeals. Where appropriate, referrals will be made to other campus resources.

For further information about Student Advocacy:

Student Advocacy

520 University Centre

University of Manitoba, Winnipeg, MB R3T 2N2 Canada

Tel 204 474-7423

Email: student_advocacy@umanitoba.ca

Website: <https://umanitoba.ca/student-supports/academic-supports/student-advocacy>

A “Hold” on Your Record

There are a number of holds, or blocks, that can be applied to a student’s record. They are applied most commonly by the student’s department (for example, by the MBA Program staff), by the student’s faculty (in your case, the Faculty of Graduate Studies) and by the Registrar’s Office. They happen to increase in seriousness in the order noted above. All MBA students have a Department Hold on their record. This is the most innocuous of all holds and it blocks you only from registering yourself online. It simply directs you to do all registration (adding and dropping courses) through our office. A hold applied by the Faculty of Graduate Studies may be more serious – these holds are normally used when a student has been withdrawn from the program, when the student does not meet requirements to continue, or when the student has exceeded his/her time in the program. These blocks typically prevent all registration activity, preventing even our office from conducting your registration for you. The most far-reaching holds are notably those placed by the Registrar’s Office and these almost always have to do with fees, or nonpayment of fees. When students are overdue on paying fees, the Registrar’s Office applies extensive holds that prevent the student from any registration activity (even via our office), from accessing grades, transcripts, the library and, ultimately, from graduating. If you ever find yourself in the situation where you have a tuition or other fee hold on your record, please contact the **CASHIER’S OFFICE at 204-474-8222** to rectify the hold situation.

Course Information on Our Website

The following Asper MBA academic materials are available on the Asper MBA webpage

<https://umanitoba.ca/asper/student-experience/graduate-student-resources#mba-student-resources>

Course schedules are published under [Academic Resources](#) and course availability is also published in [Aurora](#).

Course Descriptions in brief format are presented by term for all courses offered in the program year. These list course prerequisites.

Course Outlines are posted (linked to course descriptions online) as soon as they become available from the instructor. The instructor's biography as well as the Academic Integrity regulations are attached to each outline. The previous year's course outlines remain available on the website for reference only.

Textbooks and Reading Packages plus other course requirements are summarized by term and updated on a regular basis. New and used textbooks can be purchased from various vendors, however all Reading Packages must be purchased from the UM BookStore at University Centre. Information and store hours are available on their website: <https://www.umanitoba.ca/bookstore/>

Please note that a textbook being listed on our website does not guarantee that this book is automatically in stock – it indicates that the book has been selected and has been ordered by the UM BookStore.

Exam Schedules are posted by term. These are normally set out early in a given term and then posted to our website. Exams will fall within the end dates for a given term as listed on the term schedules, but the actual date of an exam is not set until the exam schedule is posted. The exam will not always be held on the same day of the week as the lectures for a given course, nor is it guaranteed to fall in the same time slot.

VW and Refund Schedules are posted by term. Please be aware of these key dates to ensure that if you need to drop a course, you let us know to do so in time for a fee refund.

Textbooks and the University of Manitoba BookStore

The University of Manitoba BookStore is owned and operated by the University of Manitoba. It is located at 140 University Centre which is in the middle of the Fort Garry Campus. The BookStore is open Monday through Saturday. However, the hours of operation change depending on the time of year. For the current hours of operation, please call (204)-474-8321 or visit the University of Manitoba [BookStore website](#).

When we receive book orders from the course instructors, we simultaneously place those orders with the BookStore and also post the book selection to our text book list on the website. Please note that it takes some time for the BookStore to stock the books, and thus a given book is not necessarily in stock as soon as we list it on our website. Please note that the bookstore delivers.

For additional information on buying or selling new and used textbooks, please visit the UM [BookStore's website](#).

Additional information on required textbooks is available [here](#).

Section 3: Student and Tuition Fees

Fees

Once you are registered for courses, you can access your program fee information on Aurora Student. Each term, you are charged for the credit hours you are taking in that given term plus some additional student services fees (these are all outlined as separate items on your student fee account on Aurora). Fall term fee payments are generally due in the first week of October, winter fees are due in the first week of February, and summer fees are due in the first week of May (with the exception of July-August courses – those fees are due at the end of June). Each term, you pay only for the courses you are taking in that term. **Fee statements are only available on Aurora Student.** Please pay special attention to the fee payment due dates that are listed for each of your terms in Aurora Student. Missing a fee payment deadline results in late fees being assessed, holds being applied to your record (see section on Holds) and, ultimately, your discontinuation from your program (being required to withdraw from the MBA).

Fee Payment

You can pay your fees in a number of ways. Please find this info at https://umanitoba.ca/admin/financial_services/revcap/payment.html

Sponsored Students

If your fees are to be paid by an outside agency (such as directly by your employer), you must have your sponsoring agency complete and submit a Tuition Sponsorship Application Form, or a letter stating the agency's intent to cover your fees. Sponsor arrangements must be made prior to the fee payment deadline to avoid late payment penalties, holds on student accounts and possible deregistration. Where payments are not received by the due date, the student may be subject to 'account holds'. The University of Manitoba will not be responsible for reinstating a student's registration where deregistration has occurred due to late receipt of a sponsorship application form. Once a student has been deregistered the University is unable to provide an invoice.

Forms can be obtained from and may be either mailed or faxed to the following address:

Revenue, Capital and General Accounting
315 Administration Building
University of Manitoba
Winnipeg, Manitoba R3T 2N2
FAX: (204) 474-7501
TEL: (204) 474-8718

Sponsored students who are registered full-time are automatically enrolled in the UMSU Health & Dental Plan. Please note that the sponsoring agencies may choose not to cover the cost of the plan when paying tuition and other student fees. It is the responsibility of the student/sponsor to inform the UMSU Health & Dental office if they intend to opt out of the UMSU plan (see the section of this Handbook on Dental and Health Insurance, which follows).

Health and Dental Insurance

All graduate students with 6 credit hours in a term are automatically members of the UMSU (University of Manitoba Students Union) Health and Dental plan, and are assessed the fee on their tuition fee statements in the fall term. Students already covered by a health and/or dental plan through a private plan (i.e. parents, spouse, or employer) can opt-out of the UMSU plan. To opt out, you must fill out the required paperwork and submit to UMSU before the fall opt-out date (normally in early September). Please visit their website at www.umsu.ca for information about this plan and opting out.

Students can coordinate existing benefits with the UMSU plan and enroll a spouse or dependents for an additional fee.

The fees associated with this plan will be assessed at the time you are registered and will appear as part of the overall tuition and student service fees that you owe. If you wish to retain this plan, no further action is required once you have registered and paid fees (all fees, including this plan fee). If you are opting out, you will not need to pay the fee with your initial fee payment (pay only the difference) – **but please note that you MUST SUBMIT THE OPT OUT FORM TO UMSU – you will not automatically have this fee waived by simply omitting it from your payment! We cannot stress this enough, as a few students per year are caught having to pay the fee by missing the opt-out deadline or forgetting to fill out the opt-out request form.** Also note that you have to **opt out every year**. Filling out the paperwork at the start of the program does not opt you out for the duration of the program.

Section 4: Drake Centre and The University of Manitoba

Drake Centre Building Hours

The Drake Centre hours during the regular session differ from the hours during the summer and exam time. Please stop by one of the glass bulletin board cases by the elevators as the current building hours are posted there for you to view! Or, you can visit the Asper School website for the current building hours.

The Albert D. Cohen Management Library

The Albert D. Cohen Management Library is located on the main floor (200 level) of the Drake Centre. This is the main library that you will utilize for many of your research needs. For information about library hours, please stop by the front entrance to the library.

The central website for the Libraries System at the University of Manitoba is found at:
<http://umanitoba.ca/libraries/>

Here you will find many of the resources that instructors will refer to in class, such as the e-library and e-reserves. The library also houses our Bloomberg lab.

Bloomberg Lab

The Library is home to the state-of-the-art CIBC Business Intelligence Centre. The core of the Centre consists of 23 Bloomberg terminals which are equipped with one of the world's leading financial knowledge tools and adds to the School's competitive edge. The Centre gives students access to the latest financial data and the ability to complete projects that focus on real-life business decisions, helping to bridge business theory with practice.

For information about the lab please contact: Jack (Meng) Jiang, lab advisor at Meng.Jiang@umanitoba.ca.

Stu Clark Graduate School – 5th floor of Drake

The Stu Clark Graduate School is located on the 5th floor of the Drake Centre. The School includes the Graduate Program Office, the graduate student lounge, study areas, and state of the art classrooms for our graduate level courses. These areas are reserved for Asper graduate students only, which includes students in the Asper MBA, MFin, MSCM, MSc and PhD programs.

Graduate Student Lounge

The Graduate Student Lounge is located in 517 Drake. You are more than welcome to use this area to relax, eat lunch or dinner and chat with friends! The fridge and microwaves are for your use so feel free to use those before class or on your break. There is also a great coffee machine on site! All graduate students use this space, so please remember to be a good “room-mate” and clean up after yourself if you use this area!

The Graduate Student Lounge is kept locked and can only be accessed by a door code. The Graduate Program Office will notify students of this code by email and will also notify students right away if the codes are changed. Once you have the code, enter it on the key pad of the door knob and turn the handle and you should be able to access the lounge.

Graduate Student Study Spaces

The 5th floor also houses 4 group study rooms as well as two quiet group study spaces. These are located across from the Career Development Centre for Graduate Programs (515 and 516 Drake). This area is also kept locked and can only be accessed by a door code. The Graduate Program Office will notify students of these codes by email and will also notify students right away if the codes are changed. Once you have the code, enter it on the key pad of the door knob and turn the handle and you should be able to access these graduate areas.

Please remember that all of these areas of the Drake Centre are no stranger to thieves. Please do not leave your belongings unattended, even if only for a moment! Also, avoid locking up valuables in the carrels when you are not there.

Study Carrel Area – 3rd floor of Drake

The study carrel area is currently located on the 3rd floor - 371 Drake Centre. As an Asper MBA student, you may use this space as a quiet study area. If you do not have a carrel, you can still utilize the study tables and computers in this space. Carrels are free for MBA students to use, if available. If you are interested in signing up for a study carrel, please call or visit the Graduate Program Office. Carrels will be assigned on a “lottery” basis each summer. Please only apply for a carrel lottery if you plan to spend significant time at school studying. Carrels are not intended to be used simply for storage (you can sign up for a locker for that – please see below) – they are in high demand and thus we hope that those who secure them truly do make use of them. If you do sign up for one at the start of the year, but then find that you are not using it, please let us know and we can pass it on to a student on the waiting list.

There are four computers and a printer in the study carrel area for MBA student use. To login to the computers in the Study Carrel Area, you must first claim your UMnetID and INS account. See our section on Computer Accounts for more information.

On-Campus Housing

On-campus housing is more than just a place to live while studying at the University of Manitoba. You'll be engaged through unique programs and opportunities that emphasize academic and social growth, diversity, wellness, leadership and community building.

If you are looking to live on campus either at the start of for your whole degree, reach out to the Housing office at <https://umanitoba.ca/housing>

Parking and Shuttle Services

From Monday to Friday, between the hours of 7:30 am and 4:30 pm, there is no free parking on the Fort Garry Campus. All staff, students and visitors to the campus must find a way to pay for parking during these times. There are parking meters available, a parkade, parking ticket dispenser lots, and student parking permits available for purchasing.

On weekends, holidays and after 4:30 p.m. on weekdays, there is no charge for parking in staff, student, meter and ticket dispenser areas. However, there are some restricted areas which cannot be used for general parking and which remain under strict control at all times. These restricted areas are:

- No parking areas
- Loading zones
- Marked fire lanes and driveways
- Marked pedestrian areas
- 24 hour reserved zones (including 24 hour reserved resident student lots)
- Accessible areas
- Landscaped areas
- Lot corners, aisles and end of aisles

There are also parking restrictions on Blue Bomber game days and major event days at the Investors Group Field. Students are notified of these in advance, if they happen to fall on class days.

For further information about Parking and Shuttle Services, please visit: www.umanitoba.ca/parking

U-Pass

The U-Pass is a Universal Transit Pass which provides unlimited access to Winnipeg Transit transportation services in exchange for a mandatory fee. It is a program offered by the City of Winnipeg, facilitated by UMSU – as well as the University of Winnipeg Students' Association for students at the UofW – in which all full-time students within the Winnipeg Transit service area pay a subsidized bus pass fee and have unlimited access to transit from September to April the following year.

How much is the U-Pass?

The U-Pass is Term-based, there is a Fall U-Pass and a Winter U-Pass, at **the current rate of \$215.60 per term**. This is applied directly to the accounts of undergraduate students enrolled in a minimum of nine credit hours in a term, and is payable along with tuition. To see whether you are eligible for the U-Pass, check your Aurora

account summary by term and look at the detailed cost breakdown for the Term to see the U-Pass fee; if it is there, you can pick up your U-Pass.

Where to get a U-Pass?

You can visit us at the UMSU Service Centre during our business hours to pick up your U-Pass. **Please bring your student ID with you.**

University of Manitoba Security Services

The University of Manitoba Security Services (UMSS) is open 24 hours a day, 7 days a week. UMSS is committed to providing staff, students and visitors of the University Community a safe and secure environment in which to work and study. UMSS Special Constables are sworn-in Peace Officers with the Province of Manitoba and are here to provide a safe campus environment through programs such as Safewalk and Emergency Services.

UM Safe

UM Safe is a mobile safety app that has been created to enhance the safety of students, staff and faculty on campus.

UM Safe is an essential tool that sends safety alerts and provides instant access to campus safety resources. The app includes features such as “Work Alone” and “FriendWalk,” as well as a Mobile BlueLight feature similar to the stationary blue lights on our campuses.

STAY SAFE! DOWNLOAD UM SAFE

UM Security Services encourages all students, staff and faculty to download the new UM Safe app and to make use of its many features and resources.

Download Android: <https://play.google.com/store/apps/details?id=com.cutcom.apparmor.umanitoba&hl=en>

Download iOS: <https://apps.apple.com/us/app/um-safe/id1491182847>

ADDITIONAL SAFETY MEASURES AT UM

The University provides 24/7 security officers on regular patrol through Security Services, as well as additional programs and safety initiatives including the [Safewalk Program](#), and [Code Blue](#) and [Emergency Red Phones](#). Please visit the [Security Services](#) website for more [information](#) on safety initiatives on all our campuses.

Emergency Services

UMSS are the first response to any emergency call on campus. In the event of an emergency, here are the important numbers to know:

- Non-Emergency Number to UMSS: **474-9312**
- Emergency Numbers to UMSS:
 - 555 from University phones and #555 from Rogers or MTS cellular phones

- 474-9341 from all other phones
 - Or use Red Phones throughout our building to connect to a direct line to UMSS or Code Blue stations around the campus.
- Code Blue Stations - Emergency telephone stations have been installed in several key remote areas of the Fort Garry Campus. These stations consist of a 9 foot high pole that will provide area lighting, project a visible blue light 24 hours a day, and provide instant two-way voice communication with the Security Services Department, if the emergency button on the pole is pushed. The Code Blue Poles are a welcome sight when walking alone at night. These poles are highly visible and strategically placed at various locations throughout the campus. When a Code Blue alarm is activated, officers will be priority dispatched to the location and, in most cases, will arrive in less than 2 minutes.

The current Code Blue Stations closest to the Drake Centre are located in the following locations:

- West side of Mary Speechly Residence
- Front of Tache Hall West
- Northwest corner of B Parking Lot
- South corner L Parking Lot
- Northwest corner R Parking Lot
- North side of D Parking Lot

For further information about University of Manitoba Security Services please visit their website at: <http://umanitoba.ca/campus/security/>

Accessibility Services

Accessibility Services (AS) provides support and advocacy for students with disabilities of all kinds: hearing, learning, injury-related, mental health, medical, physical or visual. Students with temporary disabilities such as sprains and breaks are also eligible to use our services. AS acts as a liaison between students and the faculty and staff of the University of Manitoba as well as support agencies within the province of Manitoba.

AS provides accommodations to students with documented disabilities. Accommodations refer to any service, equipment, or special arrangement that is put in place to support students' activities at the University of Manitoba.

All accommodations must be recommended and verified by an appropriate professional. The documentation required is dependent on the student's disability type. AS has specific [forms](#) and guidelines for medical documentation that are available at their office or on their website.

For further information on Accessibility Services, please visit their website at:

<https://umanitoba.ca/student-supports/accessibility>

Active Living

As a University of Manitoba student, you have access to the sport and recreation services offered on campus – as part of your fees, you automatically have an active living membership (just need to activate it at the gym the first time) and have access to Bison sports events. The Frank Kennedy Centre offers recreation services to students, staff and the community. There is a gym, pool, indoor track as well as fitness classes and intramurals. Our new and amazing Active Living Centre opened recently and is spectacular! To learn more about your membership (including how to activate it) and services offered by Recreation Services, please visit their website at:

<https://umanitoba.ca/community/sport-recreation/sport-and-recreation-facilities>

UMSU: The University of Manitoba Student’s Union

UMSU is the largest students' association in Manitoba with more than 27,000 student members. For information on UMSU programs and fees, please visit the UMSU website at:

www.umsu.ca

Other UM Resources:

For Information on...	...follow this link
Help with research needs such as books, journals, sources of data, how to cite, and writing	Library Resources
Tutors, workshops, and resources to help you improve your learning, writing, time management, and test-taking skills	Writing and Learning Support
Copyright-related questions and resources to help you avoid plagiarism or intellectual property violations	Copyright Office
Student discipline bylaws, policies and procedures on academic integrity and misconduct, appeal procedures	Academic Integrity
Policies & procedures with respect to student discipline or misconduct, including academic integrity violations	Student Discipline
Students’ rights & responsibilities, policies & procedures, and support services for academic or discipline concerns	Student Advocacy
Your rights and responsibilities as a student, in both academic and non-academic contexts	Your rights and responsibilities
Full range of medical services for any physical or mental health issues	University Health Service
Information on health topics, including physical/mental health, alcohol/substance use harms, and sexual assault	Health and Wellness
Any aspect of mental health, including anxiety, stress, depression, help with relationships or other life concerns, crisis services, and counselling.	Student Counselling Centre
Support services available for help regarding any aspect of student and campus life, especially safety issues	Student Support Case Management
Resources available on campus, for environmental, mental, physical, socio-cultural, and spiritual well-being	Live Well @ UofM

Help with any concerns of harassment, discrimination, or sexual assault	Respectful Work and Learning Environment
Concerns involving violence or threats, protocols for reporting, and how the university addresses them	Violent or Threatening Behaviour

Section 5: Computer Accounts, Internet and E-mail

Computers for Asper MBA Students

There are four computers and a printer available for MBA student use in the Study Carrel Area in the 3rd floor of the Drake Centre. The computers also have internet access. You are welcome to use these computers at any time! Before you are able to log on to these computers, you will have to claim your University of Manitoba user ID and password.

Claim ID

To log on to the computers in the Study Carrel Area and other computer labs on campus, you will have to enter a user ID and password. To create your UMnetID and password, please visit:

<https://www.umanitoba.ca/computing/ist/accounts/claimid.html>

<https://signum.identity.umanitoba.ca/claim/>

The instructions are there for students to claim a user ID and password. The IDs you want to claim are the “INS” and your “UMnetID” accounts. Be sure to read the instructions before you begin and write down your user IDs and passwords as they are only displayed once! Also make sure to click on the “Finish” button or your accounts will not be created or activated.

Once you have claimed your ID and password, you will need to fill out an “Account Access Form” in the computer lab, located on the 2nd floor, room 247. There are student advisors on duty in the computer lab that can assist you. Once the Administrator has authorized your ID, you should now be able to log on to the computers in the Study Carrel Area. From the “Novell” login screen, enter your INS user ID and password. Once you have entered that, you will be prompted to enter a second password for that workstation which is listed on the computer you will be seated at.

Email

As noted previously, once you start your classes in your first term, we will be able to communicate with you only via your U of M email address – we are no longer permitted to send or receive emails through personal email accounts.

Please claim your ID and set up your email as soon as you are able to do so. For full instructions on how to set this up, please visit:

<https://www.umanitoba.ca/computing/ist/students/index.html>

It is very important that you check your University email address on a regular basis. Course instructors may choose to email classes through Aurora Student, and those emails will be directed to University of Manitoba email addresses only. Also, the University will send out other important information regarding news, events, registration, fees, deadlines, and convocation through University email addresses only. Checking your

University of Manitoba email address daily will ensure that you receive all the important information from the Asper MBA Office as well as all general updates regarding University activities.

Wifi in Drake

The Drake Centre has wireless internet available for students who bring their own personal laptop or mobile device. You will need your UMnetID and password (see Claim ID above) as well as wireless internet capability to be able to access the internet on your laptop/device in the Drake Centre. To access the wireless internet, first you must download the “Secure W2” client. Please go to:

<http://umanitoba.ca/computing/ist/access/wireless/index.html>

Download the appropriate “Secure W2” client for your operating system. Follow the configuration instructions to access the University of Manitoba’s secure wireless internet.

Section 6: International Students

An international student is any student who does not hold Canadian Citizenship or Permanent Resident (Landed Immigrant) status.

If you were admitted as an International Student (with a valid Study Permit) and later obtain your Canadian Citizenship or Permanent Resident status, you must present suitable documentation to the Registrar's Office and request a change of citizenship status. Documentation must be presented prior to the Revision Deadline for the term of study in order to affect your status and fee assessment in that term (the Revision deadline dates set by the University for fall and winter terms typically fall in mid-September and in early January).

Study Permit

All international students must obtain a study permit before entering Canada. For some countries, the Canadian government also requires that students obtain a temporary resident visa in addition to the study permit. Students with questions about Visa/Study Permit requirements are encouraged to contact IRCC <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html> - this is especially important now during the pandemic as processes and procedures are changing rapidly.

International Centre

The International Centre is the University of Manitoba's hub for all things global. They offer programs and services to help international students before and after their arrival to ease their transition to Canada and ensure their experience is enjoyable, safe and successful.

International Student Tuition Fees

International Students pay a differential tuition fee at the University of Manitoba. This fee is charged on all tuition for all courses.

International students with strong past academic standing who are subject to this differential fee are automatically considered for targeted scholarships awarded by the Faculty of Graduate Studies at entrance (IGSES) and can be renewed for the second year of study (IGSS).

English Language Centre

The English Language Centre at the University of Manitoba offers a variety of programs and supports for all students who wish to continue to improve their English language skills. Scoring the minimum entrance requirements on the English Language Proficiency tests used for admission is often not enough to arm you with the confidence and fluency needed to participate in classroom debate, presentations and group work.

Section 7: Asper Career Development Center and the Asper MBA Student

The [Career Development Centre](#) at the Asper School of Business provides students and alumni with the career management skills they need to confidently embark on career exploration and long-term career management. The CDC develops strong relationships with the business community to facilitate connections between students, alumni and employers.

CDC Services

The Career Development Centre offers MBA students and alumni:

- The Asper MBA Executive Mentor Program (see below) is an opportunity for you to connect with leading business professionals to expand your network, develop leadership skills and gain a competitive edge with unique industry specific knowledge;
- Personalized career counseling services that can help to identify strengths and interests, and develop career focus through effective planning and labour market research;
- Assistance in preparing resumes and cover letters, honing networking skills and developing effective interview strategies;
- Career development workshops and professional development seminars called the MBA Career Management series. Workshops and seminars cover topics including resume and cover letter writing, behaviour-based interviewing, profiles and self-assessments, professional image and etiquette, compensation negotiations, business networking and relationship building;
- Employer information seminars hosted by organizations actively recruiting MBA's;
- A resume bank to employers of choice and an on-site listing of available MBA employment opportunities.

Asper MBA Executive Mentorship Program

The Asper MBA Executive Mentor Program connects Asper MBA students with inspirational leaders in Winnipeg and across Canada. Through 'Group Mentoring', individual 'One-to-One Mentoring', or 'Virtual Mentoring', this flexible program will meet the unique needs of MBA students while catering to the demanding schedules of mentors.

Asper executive mentors are senior level executives, representing diverse professions, companies and industries. Mentors will act as advisors and role models to Asper MBA students as they look to launch a new career, make a career change, or familiarize themselves with a new region. Through the mentoring experience, students will gain guidance and feedback on developing their leadership skills, information on industries or functions and insight into best business practices.

Why request a mentor?

Participating in the Asper MBA Executive Mentor program will provide you the opportunity to:

- establish a professional network which may enhance career development opportunities;

- gain insight into organizational culture and increase knowledge of a specific industry and profession;
- develop specific skills and knowledge.

CDC Events

The Career Development Centre hosts events throughout the year focused on career management success, facilitated by senior business professionals. Samples events include:

- “Resumania” and "Interview-Mania" bring together Winnipeg’s top business leaders with MBA alumni and students for a “speed resume” review and "speed interviews".
- Explore Careers in... provides industry specific information from business professionals working in the fields of Marketing, Supply Chain Management, Investment Banking, HR Management and Finance, among others.
- Etiquette Events – teaches the do’s and don’ts of dining etiquette

Please see a full range of their supports for you at <https://umanitoba.ca/asper/asper-graduate-student-career-management>

For more information, please contact your career advisors:

Farwa Zaidi
Career Consultant Graduate Programs
Farwa.Zaidi@umanitoba.ca

Taiwo Luro
Career Consultant Graduate Programs
Taiwo.Luro@umanitoba.ca

Section 8: AGPSA - Asper Professional Graduate Student Association

The Asper Professional Graduate Student Association (APGSA) is a super energetic group of full and part-time MBA students giving their time to involve all students in social events, networking opportunities, the MBA Games, being buddies for newly arriving students, etc.

Joining APGSA is an amazing opportunity to get every last bit of value and fun out of your MBA experience, so join today! APGSA is committed to:

- Improving the Asper MBA experience and brand
- Strengthening connections within the MBA community
- Building relationships within the business community

Grow your network, get to know your fellow classmates and faculty while gaining valuable leadership experience by taking part in the Association, or by participating in APGSA special events and initiatives.

Get Involved

Committee volunteers are always welcome. APGSA meets on a monthly basis and all Asper MBA students and alumni are invited to attend. For more info on meeting dates or to get involved, send them an email at APGSA@umanitoba.ca