Welcome to the Department of German and Slavic Studies and the University of Manitoba

Welcome to graduate studies in the Department of German and Slavic Studies! This department is one of seventy-eight graduate departments within the Faculty of Graduate Studies at the University of Manitoba. Throughout your academic journey as graduate students within the department, there are several amenities that will be made available to you, in order to enhance your experience and support your educational success. In this Graduate Student Handbook, it is our hope to provide you with the necessary information to help you better understand and access those services and resources.

Contact Information: Staff and Faculty

General Office Location

The Department of German and Slavic Studies is located at the Fort Garry Campus in the Fletcher Argue Building. The main administrative office for the Department and its mailing address is:

Department of German and Slavic Studies
University of Manitoba
326 Fletcher Argue Building
Winnipeg MB R3T 5V5
Telephone: 204-474-9151
Fax: 204-474-7601
Email: german_slavic@umanitoba.ca

A map of both the Fort Garry and Bannatyne campus can be found at: https://umanitoba.ca/map/
Administrative Staff

Sara Payette, Administrative Assistant
326 Fletcher Argue Building, (204) 474-9151
Sara.Payette@umanitoba.ca

Linda Albanese, Office Assistant
328 Fletcher Argue Building, (204) 474-9516
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Faculty Members

Alexandra Heberger, Associate Professor, Ph.D. (University of Waterloo)
323 Fletcher Argue, (204) 474-7867
Alexandra.Heberger@umanitoba.ca
Research Interests: Elfriede Jelinek; Austrian Literature; Holocaust and Nazi Literature; Edgar Hilsenrath; the Indigenous in German children’s literature; Theory of Second Language Acquisition.
Teaching Interests: undergraduate and graduate courses in German Literature; Culture and Language (all levels); contemporary and 20th century literature; Holocaust literature; the Indigenous in German literature, crime fiction, horror literature, Business German; Linguistics; Teaching Methodology; Second Language Acquisition.

Stephan Jaeger, Professor, Dr. Phil. (University of Bielefeld, Germany)
327 Fletcher Argue Bldg, (204) 474-9930
Stephan.Jaeger@umanitoba.ca
Research Interests: Relations between literature and historiography/history; museum narrative; representations of war; violence, and the Holocaust; narratology and aesthetics of historiography; literary theory; contemporary historical narrative in fiction and historiography; theory and history of poetry; theories of subjectivity; German and British Enlightenment and Romanticism; European Modernism;
Teaching Interests: undergraduate and graduate courses in German Literature; Culture and Language (all levels); Methodology of German Studies; Literary and Cultural Theory; Representations of War, Holocaust, Migration. Museums and Public Memory; German Enlightenment; Classicism; and Romanticism; Modernism; contemporary German literature (especially History in Literature);.

Elena Baraban, Assistant Professor, Ph.D (University of B.C.)
325 Fletcher Argue Building, (204) 474-9735
Elena.Baraban@umanitoba.ca
Research Interests: Russian and Soviet Cinema; representations of war; detective fiction and thrillers.
Teaching Interests: undergraduate and graduate classes in Russian literature; literature and film.
Lars Richter, Instructor, Ph.D (University of Alberta)
322 Fletcher Argue Building, (204) 474-9398
Lars.Richter@umanitoba.ca
Research Interests: Twentieth- and twenty-first century German-language Literature and Culture; Gender, Sexuality and Feminisms; Popular Culture and Film; Transnationalism, Migration, and Race; Ecocriticism; Intersections of German Studies and Indigenous Studies
Teaching Interests: undergraduate and graduate courses in German Literature, Culture, Language, and Film (all levels); twentieth- and twenty-first century German-language Literature, Culture (especially the representations of politics in literature); Gender Sexuality, Feminisms, and Cultural Politics; Ecocriticism, environment, and ecology; fairy tales.

Myroslav Shkandrij, Professor Emeritus, Ph.D. (University of Toronto)
301-G Isbister Building, (204) 474-6605
Myroslav.Shkandrij@umanitoba.ca
Research Interests: Russian and Ukrainian avant-garde; the Ukrainian short story; Jews in Ukrainian culture; postcolonial theory; myths in Slavic literatures; the Holodomor and the Second World War in Ukrainian and Eastern European Cultural Memory.

Department Programs

The Department of German and Slavic Studies has two graduate programs, one in German and one in Slavic Studies.

Master of Arts in German

The German Program at the University of Manitoba invites you to pursue an in-depth study of literature and culture. Our department fosters the interdisciplinary growth of knowledge through its strengths in cultural studies, gender studies, literary history and theory, and linguistics.

The Master’s Program in German is your opportunity to participate in the intellectual and social life of a vibrant and growing department while obtaining a Master’s degree. Once you have earned your MA degree, you will be recognized as having the kind of analytical, interpretive, and writing skills that guarantee success in whatever career or field you choose. Students with an MA degree in German are well positioned to continue their studies and earn a doctorate degree or choose from a wide range of possibilities in the job market. As a student in the Master’s program, you can experience firsthand how new ideas are created through the research process.

The Master’s Program in German offers a wide variety of courses and thesis options in areas such as romanticism, modernism, or literature of the Third Reich. We put particular emphasis on representations of history, memory, and society in today’s Germany and Austria in literature, film, and public memory.
This includes representations of:
· World War II, the Third Reich, and the Holocaust in today’s Austria and Germany, and;
· theoretical questions of the relationship between history and literature, cultural memory, the imagination of the Indigenous; space in literature, intersectionality, representations of gender; and the relationship between power and language.

Master of Arts in Slavic Studies

The Master’s Program in Slavic Studies offers a variety of courses and thesis opportunities in Ukrainian or Russian, or a combination of the two. The focus is on the last two centuries with the possibilities of studying the great authors of the nineteenth century, modernism and the avant-garde or contemporary postmodern and popular culture, as well as contemporary issues and representations in twenty-first-century Ukrainian and Russian politics, society, and culture. The department emphasizes representations of history and society in today’s Russia and Ukraine in literature, film, and political discourse. This includes representations of
· imperial rule and post-revolutionary culture;
· World War II and the Soviet experience;
· relations of Ukraine, Russia, and the world.
· theoretical questions concerning the relationship between history and literature, cultural memory, space in literature, and the relationship between power and language.

Application Procedures

NOTE: Prior to submission of application to the Faculty of Graduate Studies, inquiries regarding the application process can be made directly to the Department of German and Slavic Studies by email german_slavic@umanitoba.ca or by telephone 204-474-9151.

1. Application Documents

Applicants are to submit the following:

· application form submitted directly on-line at: http://umanitoba.ca/faculties/graduate_studies/admissions/index.html
· standard application fee of $100.00
· complete academic record and all official transcripts
· copy of birth certificate or passport
· notarized copy of marriage certificate or other official evidence indicating name change (if applicable)
· two confidential letters of recommendation (preferably from professors with whom the student has previously worked)
· a sample of the student’s scholarly writing
2. Application Deadlines

Students may apply for admission to start classes in either January or September.

For **January** admission, completed applications, including all supporting documents, must be received no later than **September 1**.

For **September** admission, completed applications, including all supporting documents, must be received no later than **May 1**.

International students must send their applications, including all supporting documentation, no later than **seven (7) months before the intended start date**.

NOTE: Please note that individuals who want to be considered for funding (based on September admission) should apply earlier than the May 1 deadline. See page 13 for further details.

**Pre-Master’s Program**

A student without a four-year B.A. degree must complete a Pre-Master’s Program approved by the Head of the department or his/her delegate, in consultation with the Graduate chair, before he/she can enter the Master’s Program. This program is intended to bring the student’s standing to approximately the level of a B.A. Honours degree. It will normally consist of 24 credit hours of course work, of which at least 12 are in the major discipline (German or Slavic). At most, one C+ in a course of 6 credit hours, or two grades of C+ in courses of 3 credit hours will be permitted.

NOTE: Students who complete the Pre-MA program are not automatically registered in the Master’s Program. Standard application procedures apply.

**Master’s Program**

1. Admission

Students who have obtained an Honours degree, or the equivalent (4 year B.A. with a GPA of 3.0 or higher), in the relevant discipline (German or Slavic Studies) at recognized colleges or universities are eligible for admission to a program of study leading to the Master’s Degree. Students who have completed the University of Manitoba Pre-Master’s program with a composite grade point average of 3.0 or higher are also eligible for
admission. Pre-Master’s programs which have been completed at other universities may also be accepted by the Graduate Committee.

2. Advanced Credit

Courses taken at other recognized colleges or universities toward a graduate degree may be given consideration for credit at the University of Manitoba on an individual basis.

In cases where a student is being granted credit for courses taken elsewhere he/she must nevertheless register as a full-time student at the University of Manitoba for at least one academic year and complete a thesis. The decision to grant advanced credit must be made at the time of admission. **No more than half** the required course work for the program may be given advanced credit.

3. Selection of an Advisor

Students enrolled in the Master’s Program must choose an advisor who has been approved by the Department Head, or his/her delegate, and is a member of the Faculty of Graduate Studies. The advisor will direct the student’s program of study, research, and (where applicable) supervise his/her thesis work. As early as possible in a student’s program of studies, the student shall inform the Graduate Chair of the name of the advisor chosen, after obtaining the consent of the advisor. A student may change their advisor by obtaining the consent of the new advisor and the Department Head, and by informing the former advisor of the change. The Graduate Chair will serve as the interim advisor until an advisor has been chosen.

4. Program Requirements

The requirements for the Master’s degree can be achieved by doing a combination of course work and thesis. A minimum of **15** credit hours of course-work is required which consist of: **6** credit hours designated as major credit in courses GRMN 7200 / SLAV 7200 and GRMN 7210 / SLAV 7210, and **3** other credit hours at the 7000 level in the student’s major discipline. The remaining **6** credit hours, designated as ancillary credit, may be taken at the 7000, 4000, 3000 (or in exceptional circumstances the 2000) level and may be in courses in the student’s major discipline, or in another program or department, at the discretion of the chair of the Graduate Studies Committee. A thesis prospectus must be submitted to the student’s M.A. advisor a minimum of two months before the thesis is submitted to the M.A. committee. An earlier submission is recommended.

Students in the M.A. in German who received credit for the course GRMN 4200 have already fulfilled the requirement for GRMN 7200; they will replace GRMN 7200 with 3 other credit hours at the 7000 level. Students in the M.A. in German who received credit for the course GRMN 4210 have already fulfilled the requirement for GRMN 7210; they will replace GRMN 7210 with 3 other credit hours on the 7000 level.
All students are required to successfully complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within their first term of

5. Expected time to graduation

The Master’s Program is typically completed within two years. The maximum time allowed for completion of the Master’s Program is four years from the date of admission. Time extensions for completion of the program may be permitted on an individual basis. Students applying for a time extension must do so four months prior to expiration of the maximum time limit.

6. Academic Standing

A minimum grade point average of 3.0 with no grade below C+ must be maintained for continuance in the Master’s program. Students who fail to maintain this standing will be required to withdraw unless the Dean of Graduate Studies approves a departmental remedial recommendation.

7. Auxiliary Courses

Auxiliary courses are courses which are not actually part of the Master’s Program but which are specified and required by the Graduate Chair, on the recommendation of the student’s Advisor, shall be classified as X (Auxiliary designation) so as not to be included in the student’s grade point average.

Thesis

1. Thesis Prospectus

The thesis prospectus shall prepare the student for academic work on a high level and help him/her to write efficiently an M.A. thesis of high quality. It is developed in consultation with the thesis advisor.

The thesis prospectus will include an outline of the thesis including the title, a statement of the aims of the thesis, a description of its methodology and of the scholarly contribution made by the thesis, a summary of the scholarly work on the topic, an outline of the chapters, a time-line for the completion of the thesis, and a bibliography. The prospectus should be typed, approximately 10-15 double-spaced pages in length, and written according to the MLA Handbook. Avoid excessive length, especially in the bibliography.

The student should prepare the prospectus for submission at the end of the first year of study and, at minimum, two months before the thesis is submitted to the Thesis Examining Committee.
2. Thesis Guidelines

The thesis must be written in accordance with style guidelines set out by the *MLA Handbook*. A Thesis Guideline Booklet is available at the Faculty of Graduate Studies.

The Master’s thesis should show that the candidate is able to work in a scholarly manner and that he/she is acquainted with principal works published on the subject. As much as possible it should be an original contribution; however, a thoughtful and critical synthesis based on the conclusions from specialists in the area of research may be accepted. Length should not be a major consideration, but the thesis does not normally exceed 100 pages of typed, double-spaced text. The thesis may be written in either German, Ukrainian or in English.

3. Thesis Registration and Progress Report

The student must advise the Graduate Chair of his/her thesis topic as soon as it has been chosen. The student and his/her advisor will meet at least once a year to complete the *Progress Report* form. Once completed and signed by the student, the thesis advisor and Department Head, the *Progress Report* is then submitted to the Faculty of Graduate Studies. A copy of the *Progress Report* form will be kept in the student’s file for departmental reference.

4. Thesis Examination Committee

The student’s advisor will recommend a suggested thesis examining committee to the Department Head for approval, which shall then be reported to the Faculty of Graduate Studies Office on the “*Master’s Thesis/ Practicum Title and Appointment of Examiners*” form. The committee must consist of a minimum of three persons, one of whom must be from within the major department and one of whom holds a primary appointment from outside the major department; both of these examining committee members must be members of the Faculty of Graduate Studies. At least two members must be members of the Faculty of Graduate Studies. The third member must be an individual that the Advisor and Department Head deem qualified. In certain instances, the Advisor may wish to recommend an External Examiner (someone from outside the University of Manitoba).

5. Distribution of Thesis for Examination

Once the thesis has been deemed as ready for defense by the student’s advisor, the student will provide the sufficient number of copies of their thesis for distribution to the examining committee. The department will arrange for the distribution of the thesis to the examiners.

6. Oral Examination (Defense of Thesis)

The department will schedule the oral examination (defense of thesis) once the members of Thesis Examining Committee have reviewed the thesis and have unanimously consented that the thesis may proceed to defense. At the beginning of the Oral Examination, the candidate will present a short verbal summary of the thesis, including
mention, if desired, of any special problems or matters of interest encountered during research on the thesis. The
process of verbal summary by the candidate and questions by the examiners will not last longer than ninety
minutes in total and will constitute the Oral Examination proper.

The student is asked to retire once the Chair of the Examining Committee is satisfied that questioning has been
completed. A brief discussion among the members of the examining committee follows and a final decision is
reached. The student is then recalled and informed of the result.

7. Report of Thesis Examination Committee

The Graduate Chair shall report the judgment of the thesis by the Thesis Examination Committee on the Master’s
Thesis Final Report to the Faculty of Graduate Studies in the qualitative terms “approved” or “not approved”. Such
verdicts must be unanimous and each examiner must indicate concurrence in the verdict by his/her signature.
(If the examiners are unable to reach a unanimous decision, this fact must be reported to the Faculty of Graduate
Studies in the form of signed majority and minority statements.)

Upon receipt of the favourable report of the Thesis Examining Committee by the Faculty of Graduate Studies, the
candidate will be recommended for the Master’s Degree. The Chair of the Thesis Examination Committee will
notify the Department Head and Graduate Chair the Committee’s decision.

8. Submission of Thesis

Upon a successful defense of thesis and completion of any revisions as required by the Thesis Examining
Committee, the student will submit to the Faculty of Graduate Studies: one digital version submitted as an e-thesis
at the MSpace website (http://mspace.lib.umanitoba.ca/xmlui/login) and the Copyright License Declaration form
(located within MSpace).

To obtain information regarding deadlines for submission of thesis to the Faculty of Graduate Studies refer to
the University of Manitoba Graduate Calendar or the Faculty of Graduate Studies website at:

http://umanitoba.ca/faculties/graduate_studies/thesis/

9. Human Ethics Approval

All research projects involving human subjects conducted at, or under the auspices of the University of
Manitoba, require prior ethics review and approval by a Research Ethics Board (REB), see
http://umanitoba.ca/research/ors/ethics/human_ethics_index.html for details or contact your advisor.
Course offerings (NOTE: Course offerings will vary from year to year. To obtain information regarding course offerings for any given academic year students are advised to refer to the current University of Manitoba Graduate Calendar http://umanitoba.ca/calendar or this department.

German Program

GRMN 7200 Literary and Cultural Theory Cr.Hrs.3 A survey of the major theoretical approaches to German & Slavic literatures & cultures. This course discusses the aesthetics of Enlightenment & Idealism, Nietzsche, Freud, Russian Formalism, Prague Structuralism, hermeneutics, semiotics, dialogism (Bakhtin), the Frankfurt School, collective memory, gender studies, post-colonialism, and multi-culturalism.

GRMN 7210 Introduction to Second Language Acquisition and Methods of Language Teaching Cr.Hrs.3 This course provides a general introduction to theories and approaches in second language acquisition (SLA) and methods of language teaching specifically designed for MA students of German and Slavic languages.

GRMN 7240 Colloquium in German Studies 1 Cr.Hrs.3 A detailed study of theoretical and methodological questions in German literature and culture. Course contents will vary from year to year depending on the needs and interests of students and staff.

GRMN 7242 Colloquium in German Studies 2 Cr.Hrs.3 A detailed study of German stylistics, German as a Second Language, or the structure of the German language. Course contents will vary from year to year depending on the needs and interests of students and staff.

GRMN 7300 Special Topics in German Literature and Culture 1750-1945 1 Cr.Hrs.3 Topics dealing with German literature and culture focusing on an author, a systematic topic or period between 1750 and 1945. Contents will vary from year to year depending on the needs of students and staff.

GRMN 7330 Seminar in Contemporary German Literature and Culture Cr.Hrs.3 Topics dealing with German literature and culture in the second half of the 20th and in the 21st century. Contents will vary from year to year depending on the needs of students and staff.

GRMN 7340 Seminar in German Film and Media Studies Cr.Hrs.3 Studies a variety of German media theories and sources, including newspaper, television and film in the 20th and in the 21st centuries.

GRMN 7350 Seminar in German and European Literature and Culture Cr.Hrs.3 Topics dealing with German literature and culture within a European comparative context. Contents will vary from year to year depending on the needs of students and staff.
GRMN 7360 Independent Studies in German Cr.Hrs.3 Each student will work with an instructor to prepare a reading program in an appropriate area, depending on the needs of students and staff. The student will present written assignments as required.

Slavic Program

SLAV 7200 Literary and Cultural Theory Cr.Hrs.3 A survey of the major theoretical approaches to German and Slavic literatures and cultures. This course discusses the aesthetics of Enlightenment and Idealism, Nietzsche, Freud, Russian Formalism, Prague Structuralism, hermeneutics, semiotics, dialogism (Bakhtin), the Frankfurt School, collective memory, gender studies, post-colonialism, and multi-culturalism.

SLAV 7210 Introduction to Second Language Acquisition and Methods of Language Teaching Cr.Hrs.3 This course provides a general introduction to theories and approaches in second language acquisition (SLA) and methods of language teaching specifically designed for MA students of German and Slavic languages.

SLAV 7400 Selected Topics in Slavic Literatures Cr.Hrs.3 Seminar discussions of various problems in Slavic literatures as related to the students' field of research.

SLAV 7410 Seminar in Contemporary Slavic Literatures Cr.Hrs.3 Selected problems in contemporary Slavic literatures as related to the students’ field of research.

SLAV 7420 Studies in Modernism Cr.Hrs.3 A study of the representative works of modernism in Slavic countries with a focus on the years 1890-1930. The styles and movements that characterized the period will be examined. References will be made to the art of the period.

SLAV 7430 Special Topics in Slavic Studies Cr.Hrs.3 An independent study course in Slavic literatures, cultures, or folklore. Topics will be selected to meet students’ research or study interests.
Orientation

Every semester, offices across the U of M offer orientation to both new and returning graduate students. It is important that you attend all orientations that apply to you to ensure full preparedness for your academic journey. Please review the focus of each orientation below to see which one best applies to you!

□ Departmental Orientation:

- To help familiarize students with services offered by the department of German and Slavic Studies you will be provided with an overview of the following items upon your initial meeting with your advisor:
  - Department lounge space, keys, desk/office
  - Department Staff and Faculty
  - Program Streams
  - Services Specific to the Department
  - Department Deadlines (Financial Aid, Awards, Travel Grants, Endowment Fund, Progress Report etc.)
  - Department Specific Financial Aids and Awards
  - Job Opportunities (Research Assistant, Teaching Assistants)
  - Networking
  - Who to contact in the department to get assistance or advice

The following is a list of resources that students may find useful:

□ University of Manitoba Graduate Student Association Orientation

- Instead of reading and researching services, UMGSA presents an overview of all services available to graduate students at the U of M in an easy and digestible manner, including services offered by:
  - The Faculty of Graduate Studies
  - Student Life (e.g. Peers)
  - Career Services
  - Student Counseling
  - Academic Learning Centre
  - Libraries
  - The Registrar’s Office
  - Health and Dental Services
  - University Financial Aids and Awards
  - Student Advocacy and Accessibility
  - Centre for the Advancement of Teaching and Learning
  - CUPE 3909 (Union for TAs, tutors, lecturers/ instructors, grader/ markers)
  - Recreation Services and Bison Sport
  - Human Rights and Advisory Services
  - Alumni Association

- For more information on the GSA Orientation, please contact GSA at:
  - Office: 221 University Centre, Phone: 204-474-9181
  - E-mail: pres@umgsa.org
  - Website: http://www.umgsa.org
International Student Orientation:
- The International Centre for Students offers an orientation with activities to help international students with their transition to Canada and the U of M. Activities include:
  - Meeting ICS staff and new/returning students from around the world
  - Learning about ICS programs and services (e.g., International Student Mentorship Program, Intercultural Retreat, events, Advising Services, Workshops & Info Sessions)
  - Learning 'survival tips' from experienced students
  - Become familiar with the University and the city of Winnipeg
  - Learn about cultural differences in educational settings
  - Get information about adjusting to Canada, university policies and procedures, finding accommodation, study permits, visas, health matters, and more!
- For more information on the ICS Orientation, please contact ICS at:
  - Office: 541 University Centre, Phone: 204-474-8501
  - E-mail: ics@cc.umanitoba.ca
  - Website: [http://www.umanitoba.ca/research/international_centre/orientation.html](http://www.umanitoba.ca/research/international_centre/orientation.html)

Aboriginal Student Orientation
- The Aboriginal Student Centre offers a three-credit Native Studies course, The Colonizers and the Colonized: Opening the Circle (NATV1000). This course integrates an orientation component with relevant information, resources and skills, which include computer and library skills, guest lecturers, tours, and information sharing from ASC and Native Studies about U of M services and facilities.
  - Website: [http://umanitoba.ca/student/indigenous/](http://umanitoba.ca/student/indigenous/)
- The Aboriginal Student Centre welcomes First Nations, Metis, and Inuit Students:
  - Office: 121 Aboriginal House (45 Curry Place), Phone: 204-474-8850
  - E-mail: asc@cc.umanitoba.ca
  - Website: [http://umanitoba.ca/student/asc/](http://umanitoba.ca/student/asc/)

Registration

Activate all U of M accounts
- For more information on JUMP, Aurora, Iridium, Desire2Learn, U of M e-mails, please see Information Services and Technology section of this booklet below.

Program Approval:
- All programs must be approved by the head of the major department or designate. Approval to take courses delivered by outside departments will require obtaining approval from those departments.
- Form: [http://umanitoba.ca/faculties/graduate_studies/media/Registration_Form.pdf](http://umanitoba.ca/faculties/graduate_studies/media/Registration_Form.pdf)

Student Photo ID Card
- Multi-use card granting access to services such as library services, gym memberships, lounge access, Winnipeg transit services, and printers and photocopiers on campus. For more information on new or replacement cards:
  - Fort Garry: Registrar's Office, 400 University Centre, Ph.: 204-474-9420
  - Bannatyne: circulation desk at Neil John McLean Health Sciences Library.
  - Website: [http://umanitoba.ca/student/records/pii/photo_id.html](http://umanitoba.ca/student/records/pii/photo_id.html)
Encoding Student Photo ID Cards

- Bannatyne students will need encoded ID cards for after hour access to the campus, as well as to some floors or rooms on campus.
  - Application form: [http://umanitoba.ca/campus/physical_plant/media/Card_Access_Approval_Form.pdf](http://umanitoba.ca/campus/physical_plant/media/Card_Access_Approval_Form.pdf)
  - Email completed forms to Access_Requests_BC@umanitoba.ca or dropped off directly to Bannatyne Physical Plant room S013-750 (in basement)
  - For more information please call 204-789-3649

Apply for Loans, Scholarships, Bursaries, and Awards

- For more information on Scholarships, bursaries, prizes, student aid, emergency loans, and the food bank please see the Financial Support Section of this booklet below.

For department information on financial aids and awards contact:

Department of German and Slavic Studies
University of Manitoba
326 Fletcher Argue Building
Winnipeg MB R3T 5V5
Telephone: 204-474-9151

Register for Courses using Aurora Student

- **Please note, students returning after their first year of graduate studies must reregister and pay for continuation fees through “reregistration”, “thesis”, “practicum”, “diploma”, “exam” or other courses presented on Aurora Student.**
- For detailed information visit: [http://intranet.umanitoba.ca/student/records/media/Self_Service_Registration_Manual.pdf](http://intranet.umanitoba.ca/student/records/media/Self_Service_Registration_Manual.pdf)

Paying Tuition Fees

- For deadline, payment options, and other FAQs visit: [http://umanitoba.ca/admin/financial_services/revcap/StudentAccounts.htm](http://umanitoba.ca/admin/financial_services/revcap/StudentAccounts.htm)
- Online payment: Add “University of Manitoba” as a payee with your financial institution
- To pay in person: visit the Cashier’s Office on campus:
  - Fort Garry: 138 University Centre, Phone: 204-474-8222, 204-474-8716
  - Bannatyne Cashier’s Office: P001 Pathology Bldg., Phone: 204-789-3349
  - E-mail: stdntfee@cc.umanitoba.ca

Progress Report (for students re-registering)

- Submit progress report to the department and the Faculty of Graduate Studies by June 1st.
  - [http://umanitoba.ca/faculties/graduate_studies/media/interactive_progress_report.pdf](http://umanitoba.ca/faculties/graduate_studies/media/interactive_progress_report.pdf)
- **Failure to submit this report will result in the denial of registration through Aurora.**
- **In some cases, students are also recommended to be aware of essential deadlines related to progress reports required for renewable scholarships.**

Locate List of Course Textbooks

- 1) Login to Aurora Student, 2) Select 'Enrollment & Academic Records', 3) Select 'Student Records', 4) Select 'Booklist'.
- Books can be purchased or sold at the U of M Bookstores on both campuses:
Register with Student Accessibility Services for needed accommodations
- For more information visit: http://umanitoba.ca/student-supports/accessibility
  - Office: 155 University Centre, Phone: 204-474-6213
  - E-mail: student_accessibility@umanitoba.ca

Completing the Advisor/Student Guidelines (ASG)
- The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines prior to the commencement of any research and no later than the submission of the first Progress Report for the student.
- ASG provide a framework for discussion between advisors and graduate students registered in a thesis program and to establish guidelines to govern their relationship.
- ASG may be revisited at any stage of the Student’s graduate program to accommodate for changes in the Student-Advisor relationship.
- ASG are submitted online in your JUMP portal under the FGS tab.

Registering for Graduation
- Once you have submitted your final thesis on or before the deadline date, you are automatically put on the graduation list. You will receive your graduation information in the mail.

Register for Day Care if Needed
- Office: 15 Dysart Road, Phone: 204-269-7773
- E-mail: cdccinc@mts.net
- Website: www.umanitoba.ca/campus/daycare

Information Services and Technology

Aurora Student
- Aurora Student: https://aurora.umanitoba.ca/
- Ensure Access Early
- Log in using the student number and pin found in your letter of acceptance.
- Locate when you can begin registering for courses in the Aurora “Registration Time and Status” Section.

SignUM (to claim your UMnetID and Email Account)
- Use to claim your UMnetID and synchronize passwords among accounts.

For more information on SignUM and to activate your new email visit: https://signum.umanitoba.ca/
- All U of M communications will be through your myumanitoba.ca account making it essential that you monitor this email account on a regular basis.
- For step-by-step instructions visit: http://umanitoba.ca/ist/email/studentemailindex.html

JUMP Portal
• JUMP: [https://jump.umanitoba.ca_CP/login/](https://jump.umanitoba.ca_CP/login/)
  - Log in using your UMnetID and password developed in SignUM.
  - **JUMP can be used for Ph.D. thesis distributions**
  - For more information visit: [http://umanitoba.ca/computing/ist/staff/servicecataloguejump.html](http://umanitoba.ca/computing/ist/staff/servicecataloguejump.html)

□ **UMLearn** (UofM online learning environment)
  - Website: [https://universityofmanitoba.desire2learn.com/d2l/login](https://universityofmanitoba.desire2learn.com/d2l/login)
  - **UMLearn is used for the GRAD 7500 Academic Integrity Tutorial**
  - [http://umanitoba.ca/graduate_studies/htmlmail/Academic_Integrity_Instructions.pdf](http://umanitoba.ca/graduate_studies/htmlmail/Academic_Integrity_Instructions.pdf)

□ **Connecting to the Internet**
  - At the U of M you may connect to the Internet via the Wireless Network, Wired Network or in Open-Area Computer Labs using your UMnetID and password.
  - For more information on connecting to the internet visit: [www.umanitoba.ca/ist/connect/wireless](http://umanitoba.ca/ist/connect/wireless) or [http://umanitoba.ca/computing/ist/connect/index.html](http://umanitoba.ca/computing/ist/connect/index.html)

For further information about your e-mail, general computing, password resets, supported software, wired & wireless network and more contact the IST Help & Solutions Centre:
  - Fort Garry Office: 123 Fletcher Argue, Phone: 204-474-8600
  - Bannatyne Office: 231A NJM Library, Phone: 204-789-3541
    - Email: support@umanitoba.ca or help_desk@umanitoba.ca
    - Live chat: [www.umanitoba.ca/computing/ist/help](http://umanitoba.ca/computing/ist/help)

□ **Statistical Packages** (see Additional Resources section below)

□ **Professional presentations**: Students have access to audiovisual and production services.
  - Website: [www.umanitoba.ca/computing/ist/teaching/classtech](http://umanitoba.ca/computing/ist/teaching/classtech)

Financial Support

□ **Teaching/Research Assistantships**
  - For more information on teaching and research assistantships or grader/marker positions available to graduate students’ campus wide, please review official notices available at:
    - Human Resources Office: 317 Administration Building

□ **Funding and Awards**
  - Contact FGS for more on internal awards, external awards, or needs-based funding:
    - Office: 500 University Centre, Phone: 204-474-9377
    - E-mail: [graduate_awards@umanitoba.ca](mailto:graduate_awards@umanitoba.ca)
    - Website: [http://umanitoba.ca/faculties/graduate_studies/funding/index.html](http://umanitoba.ca/faculties/graduate_studies/funding/index.html)

□ **Academic Travel/ Conference Grants** (funds to assist graduate students with costs for travel for presentations of papers, posters, or other creative work pertinent to their studies)
GRADUATE STUDENT HANDBOOK

• FGS Travel Award:
  ▪  https://universityofmanitoba.formstack.com/forms/travel_award
• UMGSA Conference Grants:
  ▪  http://www.umgsa.org/conferences-funding-competitions/

□ Emergency Loans
• FGS Emergency Fund:
  ▪ To assist full-time graduate students with immediate educational & living costs not applicable to Tuition Fees. For more information: http://umanitoba.ca/faculties/graduate_studies/funding/forms.html
• UMGSA Hardship Fund:
  ▪ UMGSA offers limited financial support to students who are not eligible for FGS emergency loans. For more information contact the UMGSA VPA
    ▪ Office: 221 University Centre, Phone: 204-474-9181
    ▪ E-mail: vpa@umgsa.org

□ U of M Food Bank
• Students are eligible to collect from the food bank if they are enrolled in the current academic term and bring their Student Photo ID Card.
  ▪ Office: 518 University Centre, Phone: 204-474-9850
  ▪ E-mail: foodbank@cc.umanitoba.ca
  ▪ Website: https://umsu.ca/services-and-support/food-bank/

Transportation

□ Parking Pass
• Reserving and purchasing parking passes can be done through JUMP. (Register early)
• FG Parking map: http://umanitoba.ca/campus/parking/media/Parking_Map_Web.pdf
  ▪ Parking Services Office: Welcome Centre, 423 University Cr.
    ▪ Ph: 204-474-9483, E-mail: parking_services@umanitoba.ca
    ▪ Website: www.umanitoba.ca/parking
• Bannatyne Parking map: http://umanitoba.ca/campus/parking/media/Bann_Map.pdf
  ▪ Bannatyne: free passes available for E Lot (evenings/weekends) through Security
    ▪ Office: S105 Medical Services Building, Phone: 204-789-3330
  ▪ Parkade parking is available through the Health Sciences Centre Parking Office
    ▪ Office: 720 McDermot Ave., Level 1, Phone: 204-787-2715
    ▪ Email: hscparkingoffice@hsc.mb.ca

□ Winnipeg Transit Bus System
• Route 36: Express Bus Service between the Fort Garry and Bannatyne Campuses
• For Winnipeg Transit info visit: https://umanitoba.ca/campus/transportation/transit.html
  For a great online bus trip planner, go to www.winnipegtransit.com and click “Navigo”.
• Discounted bus passes can be purchased at UMSU Service Centre:
  ▪ Fort Garry: 101 University Centre (1st floor), Phone: 204-474 8211

□ U of M Shuttle Bus
• Free shuttle service loops around campus, including Smartpark, every 15 minutes.
• Website: http://umanitoba.ca/campus/parking/media/FG_Shuttle_Web.pdf
□ Bike Station Fort Garry
   • Located on the ground level of the University Parkade, the Bike Station is a covered and enclosed parking facility for 100 bikes that is secured with a card-lock system.
     ▪ Website: http://umanitoba.ca/campus/parking/bike_station.html

□ Bike Station Bannatyne
   • Open bike parking available in front of Brodie Center off of McDermot Ave.
   • Caged Bike Station available beside the Dentistry Bldg. off of Bannatyne Ave. Key card-access is required. For further questions please call 204-789-3649.
   • Locked/heated bike room in Emily Street Parkade. For more information call 204-787-2715.

□ Carpool
   • 24 carpool-only parking spots on its Fort Garry campus.
   • For more information visit https://umanitoba.ca/campus/transportation/carpool.html

□ Safe Walk Program
   • Security Services is always available to accompany an individual from one U of M location to another, or to their vehicle/bus stop on University property on both campuses.
   • Website: http://umanitoba.ca/campus/security/programs/safewalk.html
     ▪ Office: 423 University Crescent, Welcome Centre
     ▪ Ph: 204-474-9312 (both campuses), Email: emergency_response@umanitoba.ca
Starting Classes and Thesis Writing

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<thead>
<tr>
<th>Master’s degree</th>
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<tbody>
<tr>
<td>• Appointment of an Advisor</td>
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<td>• Complete Advisor/Student Guidelines</td>
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<tr>
<td>• Complete Coursework</td>
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<tr>
<td>• Development of thesis prospectus ‘(proposal)</td>
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<td>• Final Proposal approval by advisor</td>
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<td>• Obtain letters of approval as needed from Research Ethics Board and other committees from outside agencies if access approval is required.</td>
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<tr>
<td>• Conduct research/study/work</td>
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<tr>
<td>• Completion of thesis</td>
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<td>• Selection of Advisory committee</td>
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<tr>
<td>• Distribution of thesis to examiners</td>
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<td>• Oral examination within approx. one month of distribution</td>
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<td>• Further revisions (if applicable)</td>
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<td>• Revisions approved by Advisor</td>
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<td>• Submission of final thesis to FGS</td>
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□ Important Dates and Deadlines
- Academic Calendar: [http://criscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx](http://criscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx)
- Website: [http://umanitoba.ca/student/records/deadlines/](http://umanitoba.ca/student/records/deadlines/)

□ Printing, Photocopying, Scanning
- Fort Garry:
  - Libraries: 10 cents per page (coin or copy card operated)(Scanning Free)
    - [http://umanitoba.ca/libraries/services/c_p_s_equipment.html](http://umanitoba.ca/libraries/services/c_p_s_equipment.html)
  - Digital Copy Centre, 118 University Centre, Phone: 204-474-6533
    - Website: [https://dpdc.umsu.ca/](http://umanitoba.ca/libraries/services/c_p_s_equipment.html)
- AudioVisual and Classroom Technology Support
  - Fort Garry: 112 Armes Bldg., Phone: 204-474-6466
    - Website: [http://umanitoba.ca/computing/ist/production/](http://umanitoba.ca/computing/ist/production/)
  - UMSU Digital Copy Centre, 118 University Centre, Phone: 204-474-6533
    - Website: [https://dpdc.umsu.ca/](http://umanitoba.ca/computing/ist/production/)

□ Poster Printing
- CADlab, 124 Architecture 2, Phone: 204-474-7482
  - Website: [http://umanitoba.ca/faculties/architecture/cadlab/cadlab_wide_printing.html](http://umanitoba.ca/faculties/architecture/cadlab/cadlab_wide_printing.html)
- Academic Learning Centre
  - For more information on assistance with study skills, writing support (i.e., developing ideas, organizing research projects, synthesizing research, citing sources, preparing thesis proposals, meeting thesis deadlines, producing and delivering presentation, editing strategies), or online tutoring for graduate students please visit:
    - Fort Garry ALC: 201 Tier Building, Phone: 204-480-1481
    - E-mail: academic_learning@umanitoba.ca
Library Workshops
- Sample topics: Literature searches, reference management, thesis writing.
- For more information on Library Workshops visit:
  http://umanitoba.ca/libraries/units/infolit/workshops.html

English Language Centre
- For more information on programs to help students improve their English:
  - Office: 520 University Centre, Phone: 204-474-9251
  - Email: elc@umanitoba.ca, Website: http://umanitoba.ca/student/elc/

Statistics
- Free library workshops are provided to help learn SPSS, Refworks, SCOPUS, INVIVO, SAS and other useful skills.
  - Website: http://umanitoba.ca/libraries/units/infolit/workshops.html
- For training, advice or more information in statistical experiments, planning a survey, analyzing data, and interpreting results contact the Statistical Consulting Service:
  - Phone: 204-474-8205, E-mail: sas@stats.umanitoba.ca
  - Website: http://www.umanitoba.ca/statistics/statadv/statadv-access.1.html

Ethics Approval
- The approval from a U of M Research Ethics Board (REB) may be required prior to the student proceeding with the information gathering procedures for the thesis.
  - Website: http://umanitoba.ca/research/orc/ethics/

iThenticate
- Plagiarism detection software designed for researchers to ensure the originality of written work before publication. For more information:
  http://umanitoba.ca/research/integrity/iThenticate%20.html#What_is_iThenticate

Thesis: FGS Thesis Submission and Distribution
- For Thesis Specifications or a Submission Checklist please visit
  https://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html#checklist

Additional Resources

Faculty of Graduate Studies (FGS)
- FGS Academic Guide: To answer general regulations about your graduate program, leaves of absence, appeals, and policies related to application, admission or registration etc.
  - Website: http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx
- Thesis Toolkit: Gateway to information and learning resources for Graduate Students:
  - Website: http://libguides.lib.umanitoba.ca/thesis
- FGS Workshops: Financial Aid and Awards, Strategic Consideration of Career Opportunities Upon Graduating With a Doctoral Degree, Refworks and more!
  - Website: http://umanitoba.ca/faculties/graduate_studies/workshops/schedule.html

University of Manitoba Graduate Students’ Association (UMGSA) or Health Sciences Graduate Student Association (HSGSA)
UMGSA is the official voice of graduate students. Their mission focuses on graduate student advocacy, student involvement, providing services and benefits, financial assistance, and support to students.

- Fort Garry: 221 University Centre, 204-474-9181
- Bannatyne: 114 Brodie Centre, 204-480-1313
  - The HSGSA Student Lounge: 402 Brodie Center
  - TV, video games, mini fridge, microwave, sink, and coffee available. Available for booking for small scale student events. For more information, email vpmarketingevents@hsgsa.org.
- E-mail: gsa@umgsa.org or pres@umgsa.org or president@hsgsa.org
- Website: www.umgsa.org or www.hsgsa.org

□ Career Services
- For more on resources related to resume and cover letters, job searches, interviews, career fairs, career decision-making, research occupations, education resources, career mentor program, co-operative education and internship programs, contact Career Services:
  - Office: 474 University Centre, Phone: 204-474-9456
  - E-mail: cs.receptionist@umanitoba.ca
  - Website: http://umanitoba.ca/student/careerservices/

□ Centre for the Advancement of Teaching and Learning (CATL)
- CATL works with graduate students to provide leadership, expertise, and support in fulfilling their teaching positions, such as teaching assistants or sessional instructors. For more information on graduate courses or other services please visit:
  - Office: 208-226 Isbister Building, Phone: 204-474-8372
  - Website: http://intranet.umanitoba.ca/academic_support/catl/workshops/243.html

Health and Wellness

□ Health, Dental, and Travel Insurance
- All full time graduate students are automatically members of the UMSU Health & Dental Plan, and are assessed the fee on their Aurora tuition fee statements in the fall term. You have the option to opt-out of this plan with alternate coverage.
- For more information about your Insurance Plan please contact:
  - Office: 110 University Centre, Phone: 1-855-535-3282 & 204-474-6666
  - E-mail: healthplan@umsu.ca
  - Website to opt-in, opt-out, or review your benefits: http://ihaveaplan.ca/
  - Website with information for Graduate Students https://umsu.ca/services-and-support/health-dental/

□ Health Services
- To learn about on-site laboratories and immunizations, appointments with physicians, consultant psychiatrists, and other health services contact University Health Services at:
  - Office: 104 University Centre, Phone: 204-474 8411
  - Website: www.umanitoba.ca/student/health

□ Recreation Services
- For more information about gym memberships, personal training and fitness assessment, programs, training and certifications, leagues, Intramurals and much more please contact
Recreation Services at:
- Fort Garry: 145 Frank Kennedy Centre, Phone: 204-474-6100
- E-mail: rec_services@umanitoba.ca
- Website: http://umanitoba.ca/community/recreation/recreation-services/

□ Student Counseling Centre
- The excitement of attending university also brings with it stress and other challenges. It is common for students to seek help for worry, anxiety, depression, relationship problems with family, friends or partners, and career difficulties such as career decision-making and finding work. For more information contact:
  - Fort Garry Office: 474 University Centre, Phone: 204 474-8592
  - Website: http://umanitoba.ca/student/counselling/services.html
  - How to access services: http://umanitoba.ca/student/counselling/how-to-access-counselling.html

□ Peers: Students Helping Students
- Peers are supportive listeners, campus connectors, and skilled student communicators that offer confidential support to students with questions or just need to talk with someone.
  - Office: 150 University Centre
  - E-mail: peer@umsu.ca, Website: http://umanitoba.ca/student/peers/

□ Chaplains’ Association
- Offers support to all students regardless of their religion.
  - Office: 102Y University Centre
  - Phone: 204-474-8721,
  - Website: http://umanitoba.ca/student/resource/chaplains/

  ○ IN AN EMERGENCY:
    - CAMPUS PHONE: Dial 555
    - MTS OR ROGERS CELLPHONE: Dial 204-474-9341

Get Involved!

□ Student Life:
- Student life provides leadership opportunities through volunteer programs or a Student Leadership Development Program. They offer opportunities to get involved at the U of M, and within the community, as well as internationally.
- Student Life is also responsible for the Co-Curricular Record, which is the official document that recognizes your involvement in approved programs.
  - Office: 225 University Centre, Phone: 204-474-9093
  - E-mail: student_life@umanitoba.ca
  - Website: http://umanitoba.ca/student/studentlife/
  - UMCommunityLINK: https://communitylink.umanitoba.ca/

□ University of Manitoba Graduate Students’ Association (UMGSA) or Health Sciences Graduate Student Association (HSGSA)
- Offering several opportunities to get involved with student governance!
  - GSA Office: 221 University Centre, Phone: 204-474-9181
  - HSGSA Office: 114 Brodie Centre, Phone: 204-480-1313
Department Involvement

Each fall, graduate students are selected and/or elected to represent students on Department Committees. The Graduate Student Representative on each of these committees must attend meetings of the council to represent the view of graduate students, votes on issues discussed, and inform students about issues reviewed that are relevant to them. Committees include:

- **Department Council:** Made up of all faculty members in the department, as well as student representatives who meet monthly to make decisions about the department’s direction and its programs.

- **Graduate Committee:** Oversees graduate programs, listens to student concerns, reviews student applications and new course proposals, as well as other functions to support students in realizing the maximum benefit of their program.

- **University of Manitoba Graduate Student Association (UMGSA):** The UMGSA is a campus-wide student organization. Councillors (graduate students representing their department) have two roles: 1) to express the concerns and desires of students in their department to the UMGSA Council at monthly meetings; and 2) to keep students informed of relevant campus-wide issues, decisions, services, and events. Through this participation, student-fees are re-allocated to departments in the form of Department Grants, which can fund department events or projects.

- The Department of German and Slavic Studies hosts various talks and events throughout the academic year. Upcoming events departmental are publicized on our department website. As well, our students are notified by email and through circulation and the display of posters throughout the department and faculty.

**Conclusion**

Faculty and staff members within your department, as well as all offices at the U of M are here to support you through your program of study. We hope this Graduate Student Handbook will be of use to you. Should you have any more questions regarding your program please don’t hesitate to contact your department or the Faculty of Graduate Studies.