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, 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.

Department Programs
The Department of German and Slavic Studies offers two Graduate Degree Programs:
- Master of Arts in German
- Master of Arts in Slavic Studies

Why a Master’s Degree?
Either of the Master’s Programs in German and in Slavic Studies 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 or in Slavic Studies are well positioned to continue their studies and earn a doctorate degree or choose from a wide range of possibilities in the national and international job market. Our graduate students have gone to pursue PhD degrees at prestigious schools in Canada, the U.S., and Europe, become language instructors, administrators in local ethnic communities, have received jobs in tourism, museums and memorial studies, immigration, national and international political associations and NGOs, business, and other positions locally, nationally, and internationally.
As a student in the Master’s program, you can experience firsthand how new ideas are created through the research process. Faculty members aim to assist students with the development of transferable skills, beyond critical thinking, that can serve them well in the long term: for example, locating and analyzing information, presenting information to diverse audiences, and applying cultural knowledge to interpretations of complex texts and situations. The programs also offer opportunities for research in the community and abroad, and opportunities for experiential learning.

**Research and Specialization of Graduate Programs in German and Slavic Studies**

The Graduate programs in the Department of German and Slavic Studies at the University of Manitoba invites you to pursue an in-depth study of German, Ukrainian, and Russian culture and literature from the 18th to 21st century. It covers a wide angle of topics and methods including memory studies, film studies, representations of history, gender studies, politics and literature/culture, public history and museum studies, contemporary fiction, and intercultural learning.

**Masters of Arts (M.A.) in German**

The Master's Program in German offers a wide variety of courses and thesis options from the late 18th century to the present. We put particular emphasis on representations of history, memory, and society in today’s Germany and Austria in literature, film, and public memory. Special emphasis is giving to representations of World War II, the Third Reich, and the Holocaust in today's Austria and Germany, questions, theoretical questions of the relationship between history and literature, cultural memory and museum studies, contemporary Human Rights issues, the imagination of the Indigenous, space in literature, intersectionality, representations of gender, and the relationship between power and language. We also offer courses and thesis topics for a specialization in Second Language Acquisition. See also the individual research and teaching interests of the core faculty members in the German M.A. program below (Heberger, Jaeger, Richter).

**Graduate Courses (7000 level) recently offered in German include:**

- Literary and Cultural Theory
- Introduction to Second Language Acquisition and Methods of Language Teaching
- Colloquium in German Studies (research methodology)
- World War II in Germany and Russia
- Representations and Memories of World War One in Comparative Perspective
- Representations of the Holocaust
- World War Two, Cultural Memory and the 21st Century Museum
- Public Memory and World War II
- Seminar in German Film and Media Studies
- Mirroring Germany’s Pasts and Presents in Contemporary Literature and Film
- Sex, Gender and Cultural Politics in the German-Speaking World
- Native Americans in German Literature since the 18th Century
- German Romanticism

**Master of Arts (M.A.) 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, historical, 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, and cultural memory. See also the individual research and teaching interests of the core faculty members in the Slavic M.A. program below (Baraban, Kulick, Shkandrij).

Possible Graduate Course topics (7000 level) in Slavic Studies include:
- Literary and Cultural Theory
- Introduction to Second Language Acquisition and Methods of Language Teaching
- Politics of Memory
- Resistance and Rebellion Under Communism
- Ukraine, Russia and the World
- Contemporary Issues of Ukrainian Culture & Society
- Russian Government, Politics and Society
- Literature and Revolution in Russia and Ukraine
- Tolstoy
- Dostoevsky
- Studies in Slavic Modernism
- World War II in Germany and Russia

Contact Information: Staff and Faculty

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

Administrative Staff

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

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

**Elena Baraban**, Associate Professor, PhD (University of B.C.) [Slavic Studies, Russian]
325 Fletcher Argue Building, (204) 474-9735
Elena.Baraban@umanitoba.ca

**Research Interests**: Representations of WWII in literature and film; Stalin-era films; theory of genre; popular culture; detective fiction (Boris Akunin etc.); representations of the October Revolution; animation; gender studies; theory of trauma; Russian formalism and structuralism, literary and cultural theory; 20th- and 21st-century Russian literature and culture.

**Teaching Interests**: undergraduate and graduate courses in Russian Literature; Culture and Language (all levels); Russian cinema, Masterpieces of Russian Literature, Gogol; Chekhov; Tolstoy, Dostoevsky; Literature & Revolution; representation and memory of World War II; Literary and Cultural Theory.

**Alexandra Heberger**, Associate Professor, PhD (University of Waterloo) [German]
323 Fletcher Argue Building, (204) 474-7867
Alexandra.Heberger@umanitoba.ca

**Research Interests**: The Indigenous and intercultural learning in German children’s literature; Elfriede Jelinek; Austrian Literature; Holocaust and Nazi Literature; Edgar Hilsenrath; 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; German Enlightenment; Classicism; and Romanticism; Business German; Linguistics; Teaching Methodology; Second Language Acquisition.

**Stephan Jaeger**, Professor, Dr. Phil. (University of Bielefeld, Germany) [German]
327 Fletcher Argue Building (204) 474-9930
Stephan.Jaeger@umanitoba.ca

**Research Interests**: Museum representations and narrative; Relations between literature and historiography/history; representations of war; violence, and the Holocaust; narratology and aesthetics of historiography; memory studies; 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; Love in German culture; Spies; contemporary German literature (especially History in Literature).

**Orysia Kulick**, Assistant Professor, PhD (Stanford University, USA) [Slavic Studies, Ukrainian & Russian]
528 Fletcher Argue Building (204) 474-6410
Orysia.Kulick@umanitoba.ca

**Research Interests**: Russian, Ukrainian, and Soviet Politics, History, and Culture of the 20th and 21st centuries; Regionalism and party politics after Stalin; Technology and World War II; Soviet prisoners of war and Nazi concentration camps; memory and biographical studies, trauma studies; women and war, human rights studies; rebellion and revolution; community archives.
**Teaching Interests**: Russian and Ukrainian Culture of the 20th and 21st centuries; Russian and Ukrainian Politics; Comparative Politics; Memory Studies; Soviet and Post-Soviet Ukraine; Modern European History; Regionalism; Empire; Women and War; Human Rights, Rebellion & Revolution, Science, Technology and World War II.

**Lars Richter**, Instructor, PhD (University of Alberta) [German]  
322 Fletcher Argue Building, (204) 474-9398  
Lars.Richter@umanitoba.ca

**Research Interests**: 20th and 21st century German 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 literature and film (especially the representations of politics in literature); Gender, Sexuality, Feminisms, and Cultural Politics; Ecocriticism, Environment and Ecology; Fairy Tales.

**Myroslav Shkandrij**, Professor Emeritus, PhD (University of Toronto) [Slavic Studies, Ukrainian & Russian]  
301-G Isbister Building, (204) 474-6605  
Myroslav.Shkandrij@umanitoba.ca

**Research Interests**: Russian and Ukrainian avant-garde in literature and art; 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.

For further biographical details and publications of our faculty members see the links @ https://umanitoba.ca/faculties/arts/departments/german_and_slavic/staff/index.html.
Applying to the Graduate Programs

**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.

Admission Requirements
To study as a graduate student at the University of Manitoba, all applicants must meet the *minimum admission requirements* of the Faculty of Graduate Studies. Applicants must demonstrate English language proficiency and have a four-year B.A. degree or equivalent in the relevant discipline (German or Slavic Studies) from a recognized college or university with a minimum B average (3.0) in the last 60 credit hours or equivalent. 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.

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, they 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 (50%)** the required course work for the program may be given advanced credit.

Application Documents
Applicants are to submit applications for admission directly through the Faculty of Graduate Studies website [https://umanitoba.ca/faculties/graduate_studies/admissions/programs/german_slavic.html](https://umanitoba.ca/faculties/graduate_studies/admissions/programs/german_slavic.html).

Applications requirements include the standard application fee of $100.00 CAD, complete academic records and all official transcripts, CV/Resume, copy of birth certificate or passport, notarized copy of marriage certificate of other office evidence indicating name change (if applicable), two confidential letters of recommendations (preferably from professors with whom the student has previously worked), a writing sample or publication and evidence of proficiency in English (if applicable).

Application Deadlines
Student should complete and submit their online application with supporting documentation by the date indicated in the following table:

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<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>Canadian/US</th>
<th>International</th>
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<tbody>
<tr>
<td>FALL</td>
<td>September</td>
<td>May 1</td>
<td>February 1</td>
</tr>
<tr>
<td>WINTER</td>
<td>January</td>
<td>September 1</td>
<td>June 1</td>
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**NOTE:** Please note that individuals who want to be considered for funding (based on September admission) should apply by January 15. See page 14 for further details on Financial Aid and Awards.
Pre-Master’s Program
A student without a four-year B.A. degree, or the equivalent, in the respective major or a closely related discipline must complete a Pre-Master’s Program approved by the Head of the department or their delegate, in consultation with the Graduate chair, before they apply to the Master’s Program. The Pre-Master’s program is intended to bring the student’s background up to the equivalent of the required four (4)-year degree. The Pre-Master’s Program normally consists 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. The process of applying to the Pre-Master’s Program is identical to the application for one of the master’s program. The same application documents are required and the same deadlines apply.

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

Master’s Programs

The Faculty of Graduate Studies and Governing Regulations
All Graduate Programs at the University of Manitoba operate under rules established by the Faculty of Graduate Studies (FGS). All students and faculty are responsible for understanding the policies, regulations, and guidelines of the University of Manitoba, FGS, as well as the Department program of study. FGS publishes a Graduate Calendar and Academic Guide outlining regulations governing all graduate programs. Students should review this publication to answer general regulations about your graduate program, leaves of absence, appeals, and policies related to application, admission, or registration. https://umanitoba.ca/faculties/graduate_studies/publications/index.html

The Graduate Programs in German and Slavic Studies are also governed by the Department of German & Slavic Supplemental Regulations. The FGS regulations and guidelines should be read in conjunction with the Department Supplemental Regulations, which describe any additions to or deviations from the Faculty of Graduate Studies regulations that a specific to graduate studies in German and Slavic Studies. Students are responsible for reviewing these Supplemental Regulations as they proceed through their program. https://umanitoba.ca/faculties/graduate_studies/media/German-Slavic-Studies-supp-reggs.pdf

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

Once an advisor has been chosen, the Faculty of Graduate Studies has implemented the Advisor-Student Guidelines (ASG) to assist advisors/co-advisors and students in establishing mutually acceptable guidelines for their working relationship, thereby enhancing the graduate experience. All students in thesis and practicum routes are required to complete the ASG prior to the commencement of any research and no later than the submission of the student’s first Progress Report. The ASG can only be completed using the
online form which can be found on the Graduate Studies tab in JUMP. If you would like to review the Advisor Student Guidelines prior to completing the form online, a PDF version is available here.

For instructions on how to complete the ASG, please visit: https://umanitoba.ca/faculties/graduate_studies/media/ASG_Instructions.pdf

Progress Reports
The Progress Report form must be completed on a regular basis, at minimum at least once a year due to FGS by June 1, so that students’ progress through the program can be monitored and any problems addressed.

The Progress Report form is usually distributed by the Graduate Program Assistant to the Advisors in mid-April. Students cannot enroll in the next year of their program unless this process is completed, and satisfactory progress is confirmed. In some cases, students are also recommended to be aware of essential deadlines related to progress reports required for renewable scholarships.

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.

Forms
Throughout your years as a UM graduate student, you will need to fill out a variety of forms during your program. Forms can be found here: https://umanitoba.ca/graduate-studies/forms. If you cannot find the form you are looking for, please contact the Graduate Program Assistant.

Registration
Registration for graduate student is completed by the Graduate Program Assistant. Students should discuss their program timelines with their Academic Advisor. Each student’s program of study, including course selections, is approved by the Graduate Program Chair yearly prior to registration.

All students must re-register in all Fall, Winter, and Summer terms of their program until a degree is obtained. Failure to re-register will result in the student being discontinued from their graduate program.

Core academic requirements (BFARs)
Bona Fide Academic Requirements (BFARs) are the core academic requirements a graduate student must acquire in order to gain, and demonstrate acquisition of, essential knowledge and skills.

For general core academic requirements (BFARs) see https://umanitoba.ca/graduate-studies/student-experience/core-academic-requirements#all-bona-fide-academic-requirements

For Departmental core academic requirements (BFARS) see https://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-06/graduate-studies-german-and-slavic-studies-bfar-pdf.pdf
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 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 Academic Advisor a minimum of two months before the thesis is submitted to the M.A. committee. An earlier submission is recommended.

Students in the Master’s degree 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) and GRAD 7300 Research Academic Integrity Tutorial (0 credit hours) within their first term of study. These zero (0) credit-hour courses are intended to introduce students to their basic responsibilities regarding academic and research integrity and to the resources available to them.

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.

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.

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.
Progress/Timelines through the Program
A template has been developed to assist students in working through their program milestones and keeping track of the necessary forms.

Please refer the Master in German and Slavic Studies Progression Chart

<table>
<thead>
<tr>
<th>Master’s degree</th>
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<tbody>
<tr>
<td>Appointment of an Advisor</td>
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<tr>
<td>Complete Advisor/Student Guidelines</td>
</tr>
<tr>
<td>Complete Coursework</td>
</tr>
<tr>
<td>Development of thesis prospectus (proposal)</td>
</tr>
<tr>
<td>Final Proposal approval by advisor</td>
</tr>
<tr>
<td>Obtain letters of approval as needed from Research Ethics Board and other committees from outside agencies if access approval is required.</td>
</tr>
<tr>
<td>Conduct research/study/work</td>
</tr>
<tr>
<td>Completion of thesis</td>
</tr>
<tr>
<td>Selection of Advisory committee</td>
</tr>
<tr>
<td>Distribution of thesis to examiners</td>
</tr>
<tr>
<td>Oral examination within approx. one month of distribution</td>
</tr>
<tr>
<td>Further revisions (if applicable)</td>
</tr>
<tr>
<td>Revisions approved by Advisor</td>
</tr>
<tr>
<td>Submission of final thesis to FGS</td>
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</tbody>
</table>

Course offerings
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](http://umanitoba.ca/calendar) or department of German and Slavic Studies website: [https://umanitoba.ca/faculties/arts/departments/german_and_slavic/graduate_program/index.html](https://umanitoba.ca/faculties/arts/departments/german_and_slavic/graduate_program/index.html)

NOTE: Course offerings will vary from year to year. For recently offered courses see above.

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 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.

MA Thesis
The Master’s thesis is governed by the regulations of the Faculty of Graduate Studies (FGS) and the Department Supplemental Regulations, which outline the requirements for the thesis proposal, thesis format, and committee makeup for both the thesis proposal and thesis examination. Students are responsible for ensuring they meet all the departmental, FGS and University regulations and requirements. The FGS website covers important details that need to be considered such as thesis specifications, copyright ownership, submission and distribution of the thesis, academic dishonesty/plagiarism, and timelines for completion.

1. Thesis Proposal
In collaboration with the Academic Advisor, the student is required to develop a thesis proposal. The thesis proposal prepares the student for academic work on a high level and help them to write efficiently an M.A. thesis of high quality.

The thesis prospectus includes 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. 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.
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/Practicum 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/

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

9. 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.

Thesis Writing Resources

Faculty of Graduate Studies (FGS)
- 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

Statistics
- Free library workshops are provided to help learn SPSS, Refworks, SCOPUS, INVIVO, SAS and other useful skills.
- 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

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

Tuition, Funding Opportunities, and Departmental Awards

Graduate Tuition and Fees
Your total tuition and fees for each term are determined by many factors, including the program you are in, the courses you are taking and your status as a domestic or international student. For tuition and fee information, please visit: https://umanitoba.ca/registrar/ tuition-fees/graduate. For information on paying tuition fees such as deadlines, payment options, and other FAQs visit: https://umanitoba.ca/registrar/tuition-fees
Faculty of Graduate Studies Financial Aid and Awards
https://umanitoba.ca/graduate-studies/funding-awards-and-financial-aid

University of Manitoba Graduate Fellowships (UMGF)
Each year, more than $2 million dollars in university graduate fellowships are offered to full-time master’s and PhD students to recognize and support academic excellence. The fellowships are offered to students who have demonstrated superior intellectual ability and academic accomplishment.

Students must be recommended by their department or unit to the Faculty of Graduate Studies for a UMGF. Students must have a minimum admission GPA or 3.0 to be considered for this award; note the minimum GPA to be considered in the Faculty of Arts is usually 3.75. Students must be recommended by their department or unit to the Faculty of Graduate Studies. All eligible applicants to the program for a September start date who submit their applications by the January 15th deadline dates will be considered for the UMGF.

For further information please visit, https://umanitoba.ca/graduate-studies/funding-awards-and-financial-aid/university-manitoba-graduate-fellowship-umgf

Tri-Council Awards (Federal Funding)
Social Sciences and Humanities Research Council of Canada (SSHRC) Fellowships – deadline to FGS October 2nd https://www.shs-crsh.gc.ca/

Research grants through German Academic Exchange Service (DAAD)
German Studies Research Grant (https://www.daad.org/en/find-funding/graduate-opportunities/research-grants/german-studies-research-grants/); see https://www.daad.org/en/find-funding/graduate-opportunities/research-grants/

Awards in German Studies:
• Swiss Government Book Prize: for high achievement in German
• German Studies Prize: award offered to an eligible Pre-MA or MA student when no eligible undergraduate students are available

Awards in Slavic Studies:
• A. Yaciw Fund for Ukrainian Studies: for graduate study in Ukrainian Studies (prize)
• Wladimir Kossar Scholarship Fund: for completion of an outstanding Master’s thesis in Ukrainian Studies, for continuation of entrance to a graduate program in Ukrainian Studies, or for costs associated with pursuing research in Ukrainian
• Berezuk-Kushniryk Graduate Fellowship in Ukrainian Studies: for a student in a graduate program offered by the Department of German and Slavic Studies who has demonstrated academic excellence in studies related to Ukrainian Canadians, Ukraine, or the Ukrainian diaspora
• John M. Iwanchuk Memorial Fund Award: for a promising student in Ukrainian Major, Honours or Graduate Studies
• C.E. L’Ami Prize in Slavic Studies: for demonstrating outstanding achievement in Slavic Studies.
• M.I. Mandryka Prize: to a student who has attained high standing in Ukrainian language or literature course
• Antoni and Helen Rudan Memorial Scholarship: for achievement at a high level in Ukrainian Studies.
- **Michael and Anastasia Lyseyko Memorial Scholarship**: for a promising student at any level in Ukrainian studies
- **Sam and Mary Szach Scholarship**: for completion with good standing of at least one year in a Slavic Studies program
- **Irena Knysh Scholarship**: offered at the Graduate level if not awarded at the Undergraduate level. Ukrainian National Home Association Scholarship (Ukrainian Canadian or Ukrainian Studies, open to all levels)

For further award opportunities, deadlines dates, and eligibility criteria please visit the [Awards Database](https://www.umanitoba.ca/).  

**Departmental Teaching and Research Assistantships**  
Teaching Assistant positions are most likely for teaching introductory language labs in German, Russian, Ukrainian.

Research Assistantships through the Department and/or individual Research Projects. Larger or full-time stipend in larger research Tri-Agency research grants of individual Faculty (possibly supported by Graduate Enhancement of Tri-Agency Stipends (GETS) program), based on current individual research activity by faculty.

For more information on teaching and research assistantships or grader/marker positions available to graduate students’ campus wide, please review official notices available at [UMCareers](https://www.umanitoba.ca/).  

**Faculty of Arts Graduate Funding Opportunities**  
Please visit [https://umanitoba.ca/faculties/arts/awards/](https://umanitoba.ca/faculties/arts/awards/) for further information on Faculty of Arts Graduate Award opportunities.

**International Graduate Student Entrance Scholarships**  
These [scholarships](https://www.umanitoba.ca/) reward the excellence of incoming international graduate student. The scholarship value is equivalent to the international student differential tuition fee.

**International Graduate Student Scholarships**  
These [scholarships](https://www.umanitoba.ca/) reward the excellence of international graduate student enrolled full-time in master’s or doctoral programs at UM. Their value is equivalent to the amount of the international differential tuition fee.

**Master’s Award for Indigenous Students**  
In years when funds are available, this merit-based [award](https://www.umanitoba.ca/) is open to Indigenous students who are enrolled full-time in a master’s program at the University of Manitoba.

**Doctoral Award for Indigenous Students**  
This merit-based [award](https://www.umanitoba.ca/) is open to Indigenous student who are enrolled full-time in a PhD program at the University of Manitoba.
**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.

- FGS Travel Award: [https://universityofmanitoba.formstack.com/forms/travel_award](https://universityofmanitoba.formstack.com/forms/travel_award)

**Emergency Loans**

- FGS Emergency Fund assists full-time graduate students with immediate educational & living costs not applicable to Tuition Fees. For more information visit [https://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/emergency-loan-2020.pdf](https://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/emergency-loan-2020.pdf)
- Emergency Grant program aids students who experience unexpected and immediate financial difficulties, constraints or hardship. For more information please visit: [www.umgsa.org/emergency-grant/](http://www.umgsa.org/emergency-grant/)

**Department of German and Slavic Resources**

**Graduate Student Office**
102 Fletcher Argue

**German and Slavic Student Room**
101 C Tier Building

**Graduate Student Study Carrels**
103 Isbister Building

**Campus Map**
A map of both the Fort Garry campus can be found at: [https://umanitoba.ca/map/](https://umanitoba.ca/map/)

**Colloquium Series and Special Events**
The Department of German and Slavic Studies hosts various talks and events throughout the academic year such as the annual awards ceremony, Undergraduate/Graduate Student Conference and its Central and East European Studies Lecture Series. Graduate students will have the opportunity to give a public presentation in the Department on their thesis topic. Upcoming departmental events are publicized on our [department website](http://). As well, our students are notified by email and through circulation and the display of posters throughout the department and faculty.

**Libraries**
[https://umanitoba.ca/libraries/](https://umanitoba.ca/libraries/)

**Slavic Languages & East European Heritage Collection**
[https://libguides.lib.umanitoba.ca/dafeo/slavic](https://libguides.lib.umanitoba.ca/dafeo/slavic)
Get Involved
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 Students’ Association (UMGSA)
The UMGSA is a campus-wide student organization. Councilors (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. 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. Offering several opportunities to get involved with student governance.

- Website: [www.umgsa.org](http://www.umgsa.org)
- Fort Garry: 221 University Centre, 204-474-9181
- E-mail: gsa@umgsa.org or pres@umgsa.org or president@hsgsa.org

Graduate Student 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!

For more information visit: [https://umanitoba.ca/graduate-studies/student-experience/graduate-student-orientation](https://umanitoba.ca/graduate-studies/student-experience/graduate-student-orientation)

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 and who to contact in the department to get assistance or advice

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 below.

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.

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/
- Log in using your UMnetID and password developed in SignUM.

UMLearn (UofM online learning environment)
- Website: https://universityofmanitoba.desire2learn.com/d2l/login
- **UMLearn is used for the mandatory GRAD 7300 Research Integrity Tutorial and the GRAD 7500 Academic Integrity Tutorial**

Student Photo Identification (ID) Cards
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
- Website: http://umanitoba.ca/student/records/pii/photo_id.html

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 or
  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
  - Email: support@umanitoba.ca or help_desk@umanitoba.ca
  - Website: http://umanitoba.ca/computing/ist/help/index.html
  - Live chat: www.umanitoba.ca/computing/ist/help
Locate List of Course Textbooks

- Login to Aurora Student, Select 'Enrollment & Academic Records', Select 'Student Records', Select 'Booklist'.
- Books can be purchased or sold at the U of M Bookstores on both campuses:
  - Fort Garry: 140 University Centre, Phone: 204-474-8321
  - Website: [http://umanitoba.ca/bookstore/](http://umanitoba.ca/bookstore/)
  - E-mail: bookstore_webmaster@umanitoba.ca

 UM BookStore
The University of Manitoba BookStore is a great place to shop for all your course material needs. UMSU 140 University Centre [https://www.umanitoba.ca/bookstore/textbooks/index.html](https://www.umanitoba.ca/bookstore/textbooks/index.html)

University of Manitoba Student Resources

General Academic Regulations, Requirements, and Procedures
The University of Manitoba Graduate Calendar outlines general academic regulations, requirements, and procedures that apply to all graduate students. Students should review these regulations, which cover topics such as:

- Residency requirements
- Grades and calculations of GPAs
- Appeals
- Attendance and withdrawal from courses and programs
- Changing personal information such as mailing address
- Extension of time to completion
- Leave of absence
- Graduation and convocation

Important Dates and Deadlines
[https://umanitoba.ca/faculties/graduate_studies/deadlines/index.html](https://umanitoba.ca/faculties/graduate_studies/deadlines/index.html)
[https://umanitoba.ca/registrar/important-dates-deadlines](https://umanitoba.ca/registrar/important-dates-deadlines)

Academic Integrity/Plagiarism and Cheating/Dishonesty
The University of Manitoba takes academic integrity seriously. As a member of the International Centre of Academic Integrity, the University defines academic integrity as a commitment to six fundamental values; honest, trust, fairness, respect, responsibility and courage. Students should acquaint themselves with the University policy on plagiarism and cheating, which can be found in the University General Calendar (Section 8 Academic Integrity).

Further resources to conduct academic work with integrity can be found here: [https://umanitoba.ca/student-supports/academic-supports/academic-integrity](https://umanitoba.ca/student-supports/academic-supports/academic-integrity)

Student Advocacy
Student Advocacy is a safe place for students. We help you navigate university processes and advocate for your rights as a student at UM. For further information visit [https://umanitoba.ca/student-supports/academic-supports/student-advocacy](https://umanitoba.ca/student-supports/academic-supports/student-advocacy)
Student Accessibility Services
Student Accessibility Services (SAS) is there to provide supports for students with disabilities and to foster success for your academic future. If you need help and support as a student, learn how to register or access accessibility resources visit:

- [http://umanitoba.ca/student-supports/accessibility](http://umanitoba.ca/student-supports/accessibility)
- E-mail: student_accessibility@umanitoba.ca
- Office: 155 University Centre
- Phone: 204-474-6213

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 please visit: [http://umanitoba.ca/student/counselling/services.html](http://umanitoba.ca/student/counselling/services.html) or how to access services: [http://umanitoba.ca/student/counselling/how-to-access-counselling.html](http://umanitoba.ca/student/counselling/how-to-access-counselling.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
- Website: [http://umanitoba.ca/student/academiclearning/692.html](http://umanitoba.ca/student/academiclearning/692.html)

University Health Services
The University of Manitoba has two health clinics that provide multidisciplinary primary care required for the success and well-being of UM students. To learn more visit [www.umanitoba.ca/student/health](http://www.umanitoba.ca/student/health) or 104 UMSU University Centre, Phone: 204-474 8411.

University of Manitoba Students Services
[https://umsu.ca](https://umsu.ca)

UMSU Health and Dental
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/](http://ihaveaplan.ca/)
- Website: [https://umsu.ca/services-and-support/health-dental/](https://umsu.ca/services-and-support/health-dental/)
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/

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/

University of Manitoba Food Bank
To be eligible, students must be enrolled (full or part-time) in the current academic term. You are welcome to use the services, at no cost to you, to help offset the costs of your groceries during times of financial distress. For further information visit: https://www.umanitoba.ca/student/fin_awafood-bank.html

Indigenous Student Experience
Located on original lands of the Anishinaabeg, Cree, OjiCree, Dakota abd Dene peoples, and on the homeland of the Métis Nation in the heart of Turtle Island, the University of Manitoba campuses include a vibrant Indigenous community of thousand of students, staff, faculty and alumni.

- Website: http://umanitoba.ca/student/indigenous/

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
  - http://www.umanitoba.ca/research/international_centre/orientation.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 or website: http://umanitoba.ca/student/elc/
Printing, Photocopying, Scanning
- Libraries: [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/](https://dpdc.umsu.ca/)

Poster Printing
- CADlab, 124 Architecture 2, Phone: 204-474-7482
  - [http://umanitoba.ca/faculties/architecture/cadlab/cadlab_wide_printing.html](http://umanitoba.ca/faculties/architecture/cadlab/cadlab_wide_printing.html)
- UMSU Digital Copy Centre, 118 University Centre, Phone: 204-474-6533
  - Website: [https://dpdc.umsu.ca/](https://dpdc.umsu.ca/)

Campus Children’s Centre Inc.
- Office: 15 & 19 Dysart Road, Phone: 204-474-9546 or 204-474-9647
- E-mail: cci19138@gmail.com
- Website: [www.umanitoba.ca/campus/daycare](http://www.umanitoba.ca/campus/daycare)

Transportation

U-Pass
- [http://umsu.ca/services-and-support/u-pass/](http://umsu.ca/services-and-support/u-pass/)
- The U-Pass is a Universal Transit Pass which provides unlimited access to Winnipeg Transit services for Full-Time students in exchange for a mandatory fee.
- The Fall Term U-Pass is valid September 1 – December 31. The Winter Term U-Pass is valid January 1 – April 30. Currently, there is no Spring/Summer U-Pass.

Winnipeg Transit Bus System
- For Winnipeg Transit info visit: [https://umanitoba.ca/campus/transportation/transit.html](https://umanitoba.ca/campus/transportation/transit.html)
- For a great online bus trip planner, go to [www.winnipegtransit.com](http://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

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](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@umanitoba.ca
    - Website: [www.umanitoba.ca/parking](http://www.umanitoba.ca/parking)

U of M Shuttle Bus
- Free shuttle service loops around campus, including SmartPark, every 15 minutes.
- Website: [https://umanitoba.ca/visit-university-manitoba#getting-around-on-campus](https://umanitoba.ca/visit-university-manitoba#getting-around-on-campus)
**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](http://umanitoba.ca/campus/parking/bike_station.html)

**Carpool**
For more information visit [https://umanitoba.ca/parking#carpool-parking](https://umanitoba.ca/parking#carpool-parking)

**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](http://umanitoba.ca/campus/security/programs/safewalk.html)
  - Office: 423 University Crescent, Welcome Centre
  - Ph: 204-474-9312 (both campuses) [Emergency_Response@umanitoba.ca](mailto:Emergency_Response@umanitoba.ca)

**Additional Resources**

**Security Services**
The Security Services Department offers a variety of programs and services that help make our community and campus safer and more enjoyable for students, staff and visitors. For more information visit [https://umanitoba.ca/campus/security/](https://umanitoba.ca/campus/security/)

**IN AN EMERGENCY:**
- **CAMPUS PHONE:** Dial 555
- **MTS OR ROGERS CELLPHONE:** Dial #555
- 204-474-9314 from all other phones
- Any emergency phone on campus

**Non-Emergency Contact:**
- Safe Walk/Ride 204-474-9312
- Fort Garry Campus 204-474-9312
- Winnipeg Police 204-986-6222

**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/](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: https://centre.cc.umanitoba.ca

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: studentlife@umanitoba.ca
  - Website: http://umanitoba.ca/student/studentlife/

Conclusion
The department of German & Slavic Studies is excited to have you as part of our department and help you to have an excellent study experience while completing your graduate program and to make the next important steps in your career. Please remember that all faculty and staff members within the 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 and should you have any more questions regarding your program please do not hesitate to contact the department at German_Slavic@umanitoba.ca, the Graduate Program Assistant by phone 204-474-9151, or talk to your advisor, the graduate chair of the Department or other individual faculty.