

Senate  
Senate Chamber  
Room E3-262 Engineering Building  
WEDNESDAY, June 20, 2018  
1:30 p.m.

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

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

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

1. **Proposed Academic Schedule, 2019 Summer Term** Page 6
2. **Revision to the Academic Schedule for 2018-2019, Max Rady College of Medicine** Page 11
3. **Reports of the Faculty Council of Graduate Studies on Program and Curriculum Changes**
  - a) **RE: BFAR Statements, Departments of Community Health Sciences, Immunology, Religion, Sociology and Criminology, Mathematics, Microbiology, and College of Pharmacy** Page 12
  - b) **RE: Department of Interior Design** Page 27
  - c) **RE: Physics and Astronomy** Page 28
4. **Request for Extension, Articulation Agreement, University of Manitoba, Bachelor of Science in Agribusiness – Assiniboine Community College, Diploma in Agribusiness** Page 30
  - a) **Report of the Senate Committee on Curriculum and Course Changes** Page 33
  - b) **Report of the Senate Committee on Admissions** Page 35
5. **Request for Extension, Articulation Agreement, University of Manitoba, Bachelor of Environmental Science – University College of the North, Natural Resources Management Technology Diploma** Page 36
  - a) **Report of the Senate Committee on Curriculum and Course Changes** Page 38
  - b) **Report of the Senate Committee on Admissions** Page 39
6. **Report of the Senate Committee on Approved Teaching Centres RE: Cross-Registered Courses and Instructors for 2018-2019** Page 40

### **III MATTERS FORWARDED FOR INFORMATION**

1. **Report of the Senate Committee on Awards – Part A  
[May 10, 2018]** Page 43
2. **In Memoriam: Dr. Petr Černý** Page 57
3. **Reports of the Senate Committee on Academic Review**
  - a) **RE: Undergraduate and Graduate Program Reviews** Page 58
  - b) **RE: Annual Report on the Status of Academic  
Program Reviews and Accredited Programs,  
May 15, 2017 – April 5, 2018** Page 75
4. **Request to Suspend Admissions to the Bachelor of  
Human Ecology in Family Social Sciences and the  
Bachelor of Human Ecology in Family Social Sciences,  
After Degree Programs** Page 84
5. **Request to Suspend Admissions to Post-Baccalaureate  
Certificate in Applied Leadership (PBCAL)** Page 97
6. **Request to Extend Suspension of Admissions to Integrated  
Bachelor of Music/Bachelor of Education Program** Page 102
7. **Report of the Senate Committee on Admissions  
RE: Proposal from Enrolment Services and the Faculty of  
Graduate Studies to Modify the Gender Identity Options Listed  
on the University of Manitoba Application** Page 105

### **IV REPORT OF THE PRESIDENT**

1. **President's Report**
2. **Enrolment at the University of Manitoba: What's on the Horizon?**

### **V QUESTION PERIOD**

Senators are reminded that questions shall normally be submitted in writing to the University Secretary no later than 10:00 a.m. of the day preceding the meeting.

### **VI CONSIDERATION OF THE MINUTES OF THE MEETING OF MAY 16, 2018**

### **VII BUSINESS ARISING FROM THE MINUTES - none**

### **VIII REPORTS OF THE SENATE EXECUTIVE COMMITTEE AND THE SENATE PLANNING AND PRIORITIES COMMITTEE**

1. **Report of the Senate Executive Committee** Page 112

2. **Report of the Senate  
Planning and Priorities Committee**

The Chair will make an oral report of the Committee's activities.

IX **REPORTS OF OTHER COMMITTEES OF SENATE,  
FACULTY AND SCHOOL COUNCILS**

- |     |                                                                                                        |          |
|-----|--------------------------------------------------------------------------------------------------------|----------|
| 1.  | <b>Report of the Senate Committee on Awards – Part B<br/><u>[May 10, 2018]</u></b>                     | Page 115 |
| 2.  | <b><u>Undergraduate Course Changes Beyond Nine Credit Hours</u></b>                                    |          |
| a)  | <b><u>RE: School of Art</u></b>                                                                        | Page 120 |
| i)  | <b>Report of the Senate Committee on Curriculum<br/><u>and Course Changes</u></b>                      | Page 128 |
| ii) | <b>Report of the Senate Planning and Priorities<br/><u>Committee</u></b>                               | Page 130 |
| b)  | <b><u>RE: Faculty of Science</u></b>                                                                   | Page 132 |
| i)  | <b>Report of the Senate Planning and Priorities<br/><u>Committee</u></b>                               | Page 152 |
| ii) | <b>Report of the Senate Committee on Curriculum<br/><u>and Course Changes</u></b>                      | Page 154 |
| 3.  | <b>Reports of the Faculty Council of Graduate Studies on<br/><u>Program and Curriculum Changes</u></b> |          |
| a)  | <b><u>RE: Revised Academic Guide, Faculty of Graduate Studies</u></b>                                  | Page 156 |
| b)  | <b><u>RE: Department of Biosystems Engineering</u></b>                                                 | Page 210 |
| c)  | <b><u>RE: Department of Community Health Sciences</u></b>                                              | Page 217 |
| d)  | <b><u>RE: Department of Geological Sciences</u></b>                                                    | Page 234 |
| e)  | <b><u>RE: College of Nursing, M.N.</u></b>                                                             | Page 256 |
| f)  | <b><u>RE: College of Nursing, Ph.D. in Nursing</u></b>                                                 | Page 266 |
| g)  | <b><u>RE: College of Pharmacy</u></b>                                                                  | Page 270 |
| h)  | <b><u>RE: Department of Physical Therapy</u></b>                                                       | Page 280 |
| i)  | <b><u>RE: Department of Statistics</u></b>                                                             | Page 285 |

4.	<b>Report of the Senate Committee on Academic Dress <u>RE: Master of Finance</u></b>	Page 297
5.	<b><u>Reports of the Senate Committee on Admissions</u></b>	
	a) <b>RE: Revised Advanced Entry Admission Requirements for Degree Programs in the Faculty of Agricultural and Food Sciences</b>	Page 298
	b) <b>RE: Revised Admission Requirements for the Bachelor of Nursing Degree, College of Nursing</b>	Page 305
	c) <b>RE: Revised Admission Requirements for the Doctor of Medicine Degree, Max Rady College of Medicine</b>	Page 311
6.	<b><u>Reports of the Senate Committee on Instruction and Evaluation</u></b>	
	a) <b>RE: Modification of Regulations on Maximum Attempts, Suspension, Reinstatement, and Degree Grade Point Average, Faculty of Agricultural and Food Sciences</b>	Page 319
	b) <b>RE: Modification of Regulations on Graduating with Distinction or First Class Honours, Faculty of Arts</b>	Page 331
	c) <b>RE: Modification of Regulation on Accommodations for Missed Undergraduate Term Examinations, I.H. Asper School of Business</b>	Page 338
7.	<b>Reports of the Senate Committee on University Research <u>RE: Periodic Reviews of Research Centres and Institutes</u></b>	
	a) <b><u>Centre on Aging</u></b>	Page 345
	b) <b><u>Winnipeg Institute for Theoretical Physics</u></b>	Page 349
8.	<b><u>Reports of the Senate Committee on Rules and Procedures</u></b>	
	a) <b>RE: Revisions to the Election of Students to Senate Procedure</b>	Page 352
	b) <b><u>RE: Revisions to the Senate Meeting Rules</u></b>	Page 358
9.	<b>Report of the Senate Committee on Nominations <u>[June 5, 2018]</u></b>	Page 382
X	<b><u>ADDITIONAL BUSINESS</u></b>	
1.	<b><u>Revisions to the Policy on The Chancellor</u></b>	Page 402
2.	<b><u>Election of the Chancellor</u></b>	Page 407

3. **Report of the Implementation Working Group for the Cooper Commission Report [May 11, 2018]** Page 409

4. **Review of Summer Term Academic Schedule** Page 412

XI **ADJOURNMENT**

*Please call regrets to 204-474-6892 or send to [shannon.coyston@umanitoba.ca](mailto:shannon.coyston@umanitoba.ca).*

# MEMO

REGISTRAR'S OFFICE

Room 400 University Centre

PH: 474-9425



UNIVERSITY  
OF MANITOBA

**Date:** May 23, 2018

**Memo To:** Senate

**From:** Neil Marnoch, Registrar

A handwritten signature in black ink, appearing to read 'Neil Marnoch'.

**Re:** **Proposed Academic Schedule for the 2019 Summer Term**

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The attached proposed 2019 Summer Term Academic Schedule has been updated based on recommendations approved by Senate at its meeting on November 1, 2017, changes in days and/or dates to conform to the 2019 calendar and University Closure dates. The proposed schedule includes university wide, standard dates only. Unit specific dates not already approved as part of the 2018-2019 Academic Schedule will be reviewed by the applicable units and presented for consideration in October 2018.

Encl.

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.



## 2.1 Summer Term 2019 Dates

### 2.1.1 Start and End Dates

#### Distance and online courses:

Winter/Summer spanned courses

Jan. 7 to July 4, 2019\*

Summer Term courses

May 6 to Aug. 2, 2019

**May Day**

May 6 to 29, 2019

**May-June Day**

May 6 to June 25, 2019

**May-June Expanded**

May 6 to June 25, 2019

**May-June Evening**

May 6 to June 20, 2019

**May-August Evening**

May 6 to Aug. 8, 2019

**June Day**

June 3 to 25, 2019

**June-August Evening**

June 24 to Aug. 8, 2019

**July Day**

July 2 to 24, 2019

**July-August Day**

July 2 to Aug. 21, 2019

**July-August Expanded**

July 2 to Aug. 21, 2019

**August Day**

July 29 to Aug. 21, 2019

- Previously approved

### 2.1.2 Registration and Withdrawal Dates

#### Regular Registration Period

Registration start dates are to be determined by the Registrar's Office.

#### Distance and online courses

Winter/Summer spanned courses

ends January 6, 2019\*

Summer Term courses

Ends May 5, 2019

**May Day**

Ends May 5, 2019

**May-June Day**

Ends May 5, 2019

**May-June Expanded**

Ends May 5, 2019

**May-June Evening**

Ends May 5, 2019

**May-August Evening**

Ends May 5, 2019

**June Day**

Ends June 2, 2019

**June-August Evening**

Ends June 23, 2019

**July Day**

Ends July 1, 2019

**July-August Day**

Ends July 1, 2019

**July-August Expanded**

Ends July 1, 2019

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**August Day** Ends July 28, 2019

- Previously approved

### Limited Access Term Expiry Date

Limited Access expires after all students have had a first opportunity to register for Summer Term classes. The Limited Access Expiry date for Summer Term courses will be set once the registration schedule has been determined.

### Late Registration/Registration Revision Period

*Students may use this period of time to make changes to their selected courses or class schedule. NOTE – Last day to drop is 1 working day prior to the end of the Registration Revision Period.*

#### Distance and online courses

Winter/Summer spanned courses	Jan. 7 to 21, 2019*
Summer Term courses	May 6 to 20, 2019
<b>May Day</b>	May 6 to 9, 2019
<b>May-June Day</b>	May 6 to 9, 2019
<b>May-June Expanded</b>	May 6 to 13, 2019
<b>May-June Evening</b>	May 6 to 13, 2019
<b>May-August Evening</b>	May 6 to 13, 2019
<b>June Day</b>	June 3 to 6, 2019
<b>June-August Evening</b>	June 24 to July 2, 2019
<b>July Day</b>	July 2 to 5, 2019
<b>July-August Day</b>	July 2 to 5, 2019
<b>July-August Expanded</b>	July 2 to 9, 2019
<b>August Day</b>	July 29 to Aug. 1, 2019

- Previously approved

### Last Date to Drop without Penalty

*Last date to drop and have course excluded from transcripts; VWs will be recorded on transcripts for courses dropped after this date. There will be no refunds for courses dropped after this date.*

#### Distance and online courses

Winter/Summer spanned courses	Jan. 18, 2019*
Summer Term courses	May 17, 2019
<b>May Day</b>	May 8, 2019
<b>May-June Day</b>	May 8, 2019
<b>May-June Expanded</b>	May 10, 2019
<b>May-June Evening</b>	May 10, 2019
<b>May-August Evening</b>	May 10, 2019
<b>June Day</b>	June 5, 2019
<b>June-August Evening</b>	June 28, 2019
<b>July Day</b>	July 4, 2019

<b>July-August Day</b>	July 4, 2019
<b>July-August Expanded</b>	July 8, 2019
<b>August Day</b>	July 31, 2019

- Previously approved

### **Voluntary Withdrawal (VW) deadline**

*Last date to withdraw and not receive a final grade; students cannot withdraw from courses after this date.*

#### **Distance and online courses**

Winter/Summer spanned courses	May 8, 2019*
Summer Term courses	July 12, 2019
<b>May Day</b>	May 23, 2019
<b>May-June Day</b>	June 13, 2019
<b>May-June Expanded</b>	June 13, 2019
<b>May-June Evening</b>	June 11, 2019
<b>May-August Evening</b>	July 16, 2019
<b>June Day</b>	June 19, 2019
<b>June-August Evening</b>	July 30, 2019
<b>July Day</b>	July 18, 2019
<b>July-August Day</b>	Aug. 9, 2019
<b>July-August Expanded</b>	Aug. 9, 2019
<b>August Day</b>	Aug. 15, 2019

- Previously approved

## **2.1.3 Fee Deadlines**

### **Fee payment deadlines**

*A financial penalty will be assessed on accounts with an outstanding balance after this date.*

(determined by Financial Services)

## 2.1.4 Examination and Test Dates

*Students are reminded that they must remain available until all examination and test obligations have been fulfilled.*

### Distance and online courses

Winter/Summer spanned courses	July 3 to 6, 2019
Summer Term courses	Aug. 6 to 13, 2019
<b>May Day</b>	May 31 & June 1, 2019
<b>May-June Day</b>	June 27 & 28, 2019
<b>May-June Expanded</b>	June 27 & 28, 2019
<b>May-June Evening</b>	June 21 & 22, 2019
<b>May-August Evening</b>	Aug. 9 & 10, 2019
<b>June Day</b>	June 27 & 28, 2018
<b>June-August Evening</b>	Aug. 9 & 10, 2018
<b>July Day</b>	July 26, 2019
<b>July-August Day</b>	Aug. 23 & 24, 2019
<b>July-August Expanded</b>	Aug. 23 & 24, 2019
<b>August Day</b>	Aug. 23 & 24, 2019

## 2.1.5 Other Summer Term Start and End Dates

<b>Business Administration (M.B.A.)</b>	TBD
<b>Medicine</b>	
Year 3	TBD
<b>B.Sc. (Med.)</b>	TBD
<b>Nursing</b>	
Summer Term Nursing Practice 7	See class schedule
Summer Term Year 4 NURS 4290 Senior Practicum	TBD Orientation for Fall Term
2018 Year 4 NURS 4290 Senior Practicum	May 2018 (TBD)
<b>Occupational Therapy</b>	<i>flexible start and end dates between</i>
Year 2 Advanced Fieldwork	TBD
<b>Physical Therapy</b>	
MPT1	2 x 6-week placements between TBD
MPT2	2 x 6-week placements between TBD

# MEMO

REGISTRAR'S OFFICE  
Room 400 University Centre  
PH: 474-9425



UNIVERSITY  
OF MANITOBA

**Date:** May 23, 2018

**Memo To:** Senate

**From:** Neil Marnoch, Registrar

A handwritten signature in black ink, appearing to read 'Neil Marnoch'.

**Re:** Revision to the Academic Schedule for 2018-2019 – Max Rady College of Medicine

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Please consider the changes below that have been submitted by the Max Rady College of Medicine. I support these revisions to the 2018-2019 Education Academic Schedule. These changes are applicable to students in the Doctor of Medicine program.

Dates for the 2019 Canadian Resident Matching Service (CaRMS) R-1 Main Residency Match were announced on January 31, 2018. As these dates are required for planning Year 3 Medicine and Year 4 Medicine academic year dates, UGME staff were unable to finalize the Medicine academic schedule without being aware of these dates.

The following dates can now be confirmed for the upcoming 2018-2019 academic year for Year 3 Medicine students:

## Year 3 Medicine

- Winter Term:  
Change  
From: January 7 to May 3, 2019  
To: January 7 to May 31, 2019
- Summer Term:  
Change  
From: June 3 to August 2, 2019  
To: June 2 to August 2, 2019

Year 4 Medicine (no changes)

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or program changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider proposals from the Department of Mathematics, Community Health Sciences, Immunology, Religion, Sociology and Criminology, Microbiology, and College of Pharmacy.

### Observations

- 1 The **Department of Mathematics** proposes its Bona Fide Academic Requirements for the Master of Science and Ph.D. programs. See Attach. A.
- 2 The **Department of Community Health Sciences** proposes its Bona Fide Academic Requirements for the Master of Science in Community Health Sciences, Master of Public Health in Community Health Sciences, Ph.D. in Community Health Sciences and Diploma in Population Health programs. See Attach. B.
- 3 The Implementation Working Group endorsed proposed graduate program BFAR statements for the Master of Science, Ph.D. in Immunology as submitted by the **Department of Immunology** at its meeting on February 2, 2018. See Attach. C.
- 4 The Implementation Working Group endorsed proposed graduate program BFAR statements for the Master of Arts and Ph.D. in Religion, as submitted by the **Department of Religion** at its meeting on February 14, 2018. See Attach. D.  
  
The Implementation Working Group endorsed proposed graduate program BFAR statements for the Master of Arts and Ph.D. in Sociology, as submitted by the **Department of Sociology and Criminology** at its meeting on February 14, 2018. See Attach. E.
- 5 The Implementation Working Group endorsed proposed graduate program BFAR statements for the Master of Master of Science and Ph.D. in Microbiology, as submitted by the **Department of Microbiology** at its meeting on February 14, 2018. See Attach. F.
- 6 The Implementation Working Group endorsed proposed graduate program BFAR statements for the Master of Science and Ph.D. of Pharmacy, as submitted by the **College of Pharmacy** at its meeting on February 14, 2018. See Attach. G.

### Recommendations

The Faculty Council of Graduate Studies recommends THAT: the BFAR Reports from Cooper Commission listed below be approved by Senate:

Department of Mathematics  
Department of Community Health Sciences  
Department of Immunology  
Department of Religion  
Department of Sociology and Criminology  
Department of Microbiology  
College of Pharmacy

Respectfully submitted,

Dr. Todd A. M. Mondor, Chair  
Faculty Council Committee

/ch

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.



UNIVERSITY  
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Office of the University Secretary  
312 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Fax (204) 474-7511

**DATE:** November 30, 2017

**TO:** Dr. Todd Mondor, Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies

**FROM:** Co-Chairs of the Implementation Working Group for the Cooper Commission Report,  
Mr. Jeff M. Leclerc, University Secretary  
Ms. Brandy Usick, Director, Student Accessibility Services

**RE:** **Draft Graduate Program BFAR Statements for Review by Faculty of Graduate Studies**  
(Department of Mathematics)

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At the September 2017 meeting of the Senate Executive Committee, the Committee charged the Implementation Working Group for the Cooper Commission Report with reviewing draft BFAR statements before these are submitted for approval.

Please find attached, for consideration by the Faculty Council of Graduate Studies, proposed graduate program BFAR statements for the programs indicated below, as endorsed by the Implementation Working Group at its meeting on November 14, 2017:

- Department of Mathematics: Master of Science, Ph.D. in Mathematics

If you require additional information, please contact Shannon Coyston, Associate University Secretary (Senate) or either of the Co-Chairs of the Implementation Working Group.

/sc

cc: Prof. S. Kirkland  
Prof. S. Liu  
Dr. M. Torchia  
Ms. C. Hadaller



UNIVERSITY  
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| Department of Mathematics

342 Machray Hall  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 474-8703  
Fax (204) 474-7611  
mathematics\_dept@umanitoba.ca

25 November, 2017

Dr. Todd Mondor,  
Vice Provost (Graduate Education) and  
Dean of Faculty of Graduate Studies  
University of Manitoba

Dear Todd,

The department of Mathematics will adopt the FGS BFARs.

Yours Sincerely,

Shaun Lui  
Associate Head (Graduate Studies)  
Mathematics



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Office of the University Secretary  
312 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Fax (204) 474-7511

**DATE:** December 18, 2017

**TO:** Dr. Todd Mondor, Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies

**FROM:** Co-Chairs of the Implementation Working Group for the Cooper Commission Report,  
Mr. Jeff M. Leclerc, University Secretary  
Ms. Brandy Usick, Director, Student Accessibility Services

**RE:** **Draft Graduate Program BFAR Statements for Review by Faculty of Graduate Studies**  
(Department of Community Health Sciences)

---

At the September 2017 meeting of the Senate Executive Committee, the Committee charged the Implementation Working Group for the Cooper Commission Report with reviewing draft BFAR statements before these are submitted for approval.

Please find attached, for consideration by the Faculty Council of Graduate Studies, proposed graduate program BFAR statements for the programs indicated below, as endorsed by the Implementation Working Group at its meeting on December 15, 2017:

- Department of Community Health Sciences:
  - Master of Science in Community Health Sciences
  - Master of Public Health in Community Health Sciences
  - Ph.D. in Community Health Sciences
  - Diploma in Population Health

Proposed BFAR Statements for graduate programs in these Departments were endorsed by the Department Council of Community Health Sciences on November 8, 2017.

If you require additional information, please contact Shannon Coyston, Associate University Secretary (Senate) or either of the Co-Chairs of the Implementation Working Group.

/sc  
cc: Prof. S. Moses  
Dr. M. Torchia  
Ms. C. Hadaller



**DEPARTMENT OF COMMUNITY HEALTH SCIENCES  
MAX RADY COLLEGE OF MEDICINE, RADY FACULTY OF HEALTH SCIENCES**

S113-750 Bannatyne Avenue  
Winnipeg, Manitoba R3E 0W3

Tel: (204) 789-3434  
Fax: (204) 789-3905  
Email: [Stephen.Moses@umanitoba.ca](mailto:Stephen.Moses@umanitoba.ca)

November 8, 2017

Dr. Todd Mondor  
Vice-Provost, Graduate Education  
University of Manitoba, 500 University Centre

Dear Dr. Mondor,

**Re: Proposed changes to supplemental regulations, graduate programs  
Department of Community Health Sciences**

Please find attached a request to make two specific changes to the Supplementary Regulations for graduate programs in the Department of Community Health Sciences. These include:

1. Changing our admissions deadline date from November 30 to January 10 (attached).
2. To formally adopt for all of our graduate programs the BFARs as established by the Faculty of Graduate Studies, as approved by Senate.

We are making this change to the admissions deadline in response to an external graduate program review, and further discussion within the Department. We recognize that this change, if approved, will only come into effect for the 2019-2020 academic year applications for admission.

We are adopting the FGS BFARs because they fit our graduate programs well and brings Community Health Sciences into compliance with the Senate mandated requirement that BFARs are developed for all programs at the University of Manitoba.

These changes were both approved at our most recent Departmental Council meeting, on November 8, 2017, and would apply to all of our graduate programs (PhD, MSc, MPH and Diploma). Please do not hesitate to contact me if you require any additional information. Thank you for your consideration.

Yours sincerely

A handwritten signature in cursive script that reads "Stephen Moses".

Stephen Moses, MD, MPH  
Professor and Head of Department



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Office of the University Secretary  
312 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Fax (204) 474-7511

**DATE:** February 2, 2018

**TO:** Dr. Todd Mondor, Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies

**FROM:** Co-Chairs of the Implementation Working Group for the Cooper Commission Report,  
Mr. Jeff M. Leclerc, University Secretary  
Ms. Brandy Usick, Director, Student Accessibility Services

**RE:** **Graduate Program BFAR Statements for Review by Faculty of Graduate Studies**  
(Department of Immunology)

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At the September 2017 meeting of the Senate Executive Committee, the Committee charged the Implementation Working Group for the Cooper Commission Report with reviewing draft BFAR statements before these are submitted for approval.

Please find attached, for consideration by the Faculty Council of Graduate Studies, proposed graduate program BFAR statements for the programs indicated below, as endorsed by the Implementation Working Group at its meeting on January 17, 2018:

- Department of Immunology: Master of Science, Ph.D. in Immunology

If you require additional information, please contact Shannon Coyston, Associate University Secretary (Senate) or either of the Co-Chairs of the Implementation Working Group.

/sc

Cc: Prof. S. Kung  
Dr. M. Torchia  
Prof. X. Yang  
Ms. C. Hadaller



UNIVERSITY  
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Rady Faculty of  
Health Sciences

Max Rady College of Medicine  
Department of Immunology  
471 Apotex Centre  
750 McDermot Avenue  
Winnipeg, MB R3E 0T5  
Phone: 204-789-3509  
Fax: 204-789-3921

December 6, 2018

Dr. Todd A. Mondor  
Dean, Faculty of Graduate Studies  
University of Manitoba  
500 University Centre  
Fort Garry Campus

Dear Dean Mondor:

The Department of Immunology, Max Rady College of Medicine, Rady Faculty of Health Sciences, has adopted the basic Faculty of Graduate Studies BFAR (Bona Fide Academic Requirement) without any changes or additions to the default requirements.

Sincerely,

Sam K.P. Kung, Ph.D.  
Associate Professor & Graduate Chair  
Department of Immunology

/KM



UNIVERSITY  
OF MANITOBA

Office of the University Secretary  
312 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Fax (204) 474-7511

**DATE:** February 14, 2018

**TO:** Dr. Todd Mondor, Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies

**FROM:** Co-Chairs of the Implementation Working Group for the Cooper Commission Report,  
Mr. Jeff M. Leclerc, University Secretary  
Ms. Brandy Usick, Director, Student Accessibility Services

**RE:** **Graduate Program BFAR Statements for Review by Faculty of Graduate Studies**  
(Departments of Microbiology, Religion, Sociology and Criminology; College of Pharmacy)

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At the September 2017 meeting of the Senate Executive Committee, the Committee charged the Implementation Working Group for the Cooper Commission Report with reviewing draft BFAR statements before these are submitted for approval.

Please find attached, for consideration by the Faculty Council of Graduate Studies, proposed graduate program BFAR statements for the programs indicated below, as endorsed by the Implementation Working Group at its meeting on February 13, 2018:

- Department of Religion: Master of Arts and Ph.D. in Religion
- Department of Sociology and Criminology: Master of Arts and Ph.D. in Sociology
- Department of Microbiology: Master of Science and Ph.D. in Microbiology
- College of Pharmacy: Master of Science and Ph.D. in Pharmacy

Proposed BFAR Statements for graduate programs in Departments in the Faculty of Arts were endorsed by the Faculty of Arts Executive Committee on January 23, 2018. Proposed BFAR Statements for graduate programs in the Department of Microbiology were endorsed by the Department of Microbiology Council on September 7, 2017. Proposed BFAR Statements for graduate programs in the College of Pharmacy were endorsed by the College Council of Pharmacy on May 31, 2017.

If you require additional information, please contact Shannon Coyston, Associate University Secretary (Senate) or either of the Co-Chairs of the Implementation Working Group.

/sc

cc: Dean S. Baum  
Prof. S. Bookman  
Prof. F. Cormier  
Prof. D. Court  
Prof. T. de Kievit  
Dean J. Taylor  
Dean L. Raman-Wilms  
Prof. I. Wicher  
Dr. M. Torchia  
Ms. C. Hadaller



UNIVERSITY  
OF MANITOBA

Faculty of Arts

Dean's Office  
310 Fletcher Argue Building  
University of Manitoba  
Winnipeg, Manitoba  
Canada R3T 5V5  
Telephone: (204) 474-9271  
Facsimile: (204) 474-7590  
Email: Jeff.Taylor@umanitoba.ca

DATE: January 24, 2018

**TO:** Cooper Commission Implementation Working Group  
c/o Jeff Leclerc, University Secretary

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

**SUBJECT:** Faculty of Arts BFAR Recommendations

Enclosed are BFAR recommendations from the departments of Psychology, Religion, and Sociology and Criminology. These recommendations have been approved by Arts Executive Committee on January 23<sup>rd</sup>, 2018. Would you please forward these recommendations to the Cooper Commission Implementation Working Group for consideration.

Thank you.

JT/vw  
Enclosures

cc: H. Marx, Chair, C.P.A.C.  
V. Warkentin, Secretary, C.P.A.C.



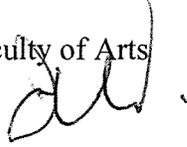
UNIVERSITY  
OF MANITOBA

Department of Religion

Department of Religion  
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Telephone (204) 474-9151  
Facsimile (204) 474-7601

DATE: September 21, 2017

TO: Dr. Greg Smith, Associate Dean, Faculty of Arts

FROM: Dr. Ian Whicher, Head 

SUBJECT: Bona Fida Academic Requirements (BFARs) for the Religion Department

---

Members of this department reviewed the BFARs, as created by the Faculty of Graduate Studies (October 18, 2016). During our annual department retreat, held on May 16, 2017, we unanimously voted to accept this version without the addition of any department specific requirements.

We seek CPAC approval for this decision.

**University of Manitoba**  
**DEPARTMENT OF SOCIOLOGY**  
**Inter-Departmental Correspondence**

**Date:** October 10, 2017

**To:** Course and Program Approvals Committee, Faculty of Arts

**From:** Sonia Bookman, Graduate Chair

**Subject:** Graduate Studies BFARS for the Department of Sociology

The Sociology Department Council has approved a motion to adopt the Faculty of Graduate Studies BFARS, with no modifications (Please see below).

Bonafide Academic Requirements (BFARs) for the Faculty of Graduate Studies were approved by Senate at its meeting on October 5, 2016.

These are given below for your information and reference.

=====

Bonafide Academic Requirements for the Faculty of Graduate Studies

The Faculty of Graduate Studies has identified and proposes the following Bona Fide Academic Requirements (BFAR) as the core academic requirements that a graduate student must acquire in order to gain, and demonstrate acquisition of, essential knowledge and skills.

<b>BFAR STATEMENT</b>	<b>TAUGHT</b>	<b>ASSESSED</b>
Student must successfully complete a co-operative experience or practicum, if required by their program.	Master's GRAD 7030	GRAD 7030
Student must successfully complete a comprehensive exam, project, studio exhibition, or equivalent, as required by their program and determined by the assigned examining committee.	GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200	GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200 Examining / Adjudication Committee
Student must produce a recorded/published thesis commensurate with degree being sought.	Master's GRAD 7000 Doctoral GRAD 8000	GRAD 7000 GRAD 8000

Student must successfully defend their thesis (where required), as determined by the assigned examining committee, in real-time.	Master's GRAD 7000 Doctoral GRAD 8000	GRAD 7000 GRAD 8000
Student in doctoral program must complete a candidacy exam (or equivalent) as required by their program and determined by the assigned examining committee.	GRAD 8010	GRAD 8010
Student must demonstrate knowledge of the University of Manitoba's policy on academic integrity, plagiarism, and cheating.	GRAD 7500	GRAD 7500
Student must conduct research in a safe and ethical manner, referring to their respective ethics board and supervisor(s) to ensure respect is maintained for: human dignity and/or animal welfare; vulnerable persons; informed consent; justice and diversity; confidentiality and privacy; beneficence and non- maleficence in the work that they conduct.	GRAD 7300	GRAD 7300
Student must complete coursework as required by their program.		

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UNIVERSITY  
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Department of Microbiology

Dr. Todd A. Mondor  
Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies  
500 University Centre,  
University of Manitoba,  
Winnipeg, MB, CANADA, R3T 2N2

Dear Dr. Mondor:

On Thursday, Sept. 7, 2017, the Department of Microbiology Council determined that the Faculty of Graduate Studies Bona Fide Academic Requirements (BFARs) meet the needs of the department and agreed to adopt them as our departmental BFARs.

If you have any questions or concerns, please don't hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads 'Teresa de Kievit'.

Teresa de Kievit  
Professor and Associate Head, Graduate Affairs  
Department of Microbiology

A handwritten signature in blue ink that reads 'I send for S. Baum'.

Stefi Baum  
Dean of the Faculty of Science



**UNIVERSITY** | **Rady Faculty of**  
**OF MANITOBA** | **Health Sciences**

**College of Pharmacy**  
Apotex Centre  
750 McDermot Avenue  
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Phone: 204-474-9306  
Fax: 204-789-3744

January 11, 2018

Dr. Todd Mondor  
Vice Provost (Graduate Education) & Dean  
Faculty of Graduate Studies  
University of Manitoba

Bona Fide Academic Requirements:

The Pharmacy Graduate Students Committee put forward the motion of consideration to College Council to accept the Faculty of Graduate Studies BFARs. The motion was move and carried on May 31, 2017.

A handwritten signature in blue ink, appearing to read 'Lalitha Raman-Wilms'.

Dr. Lalitha Raman-Wilms, Dean

Attached: College Council minutes

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

---

### Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or program changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider proposals from the Department of Interior Design.

### Observations

1. **The Department of Interior Design** proposes one (1) Course Modification IDES 7180. The course modification for IDES 7180 will update the course description to reflect the correct prerequisite numbers. This will read as follows: EVIE 3002 and EVIE 4000 or equivalent.

#### Course Modification

#### **IDES 7180 Theory Seminar 1 - Contemporary Issues in Design**

**3**

A theoretical exploration of contemporary design issues as they apply to Interior Design, supporting the work of design studio. Historical precedent in relation to human activity, sensory stimulus, technological and social change, ecological awareness, and aesthetic judgment forms the context for discussion and debate. Prerequisite: EVIE 3002 and EVIE 4000 or equivalent.

**NET CREDIT HOUR CHANGE**

**NO CHANGE**

### Recommendations

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

#### **Department of Interior Design**

Respectfully submitted,

Dr. Todd A. M. Mondor, Chair  
Faculty Council Committee

/ch

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

---

### Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or program changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider proposals from the Department of Physics and Astronomy.

### Observations

The **Department of Physics and Astronomy** proposes the deletion of one (1) course and four (4) course introductions. Each course will be offered once in a 2-year sequence, the right balance between the number of available faculty to teach these courses and the ability of graduate students to take them during a 2-year MSc program. The justification is many graduate students (especially in Astrophysics) have shown interest in the courses. The department recently offered the courses as special topics courses and stated this will be good to offer them as regular courses. This will also provide more options for the students. Library statements were included. They also requested the deletion of course PHYS 7020 as it will be replaced by ASTR 7020.

The department council approved them on May 19, 2017.

#### Course Introductions

#### **ASTR 7020: Cosmology and Black Holes** **+3**

Topics include static solutions of Einstein's equations, gravitational waves, static models for stars (white dwarfs, neutron stars), dynamic models for stars (Birkhoff theorem, black holes), and cosmology (Robertson-Walker metric, Friedmann equations). Further topics discussed in the course are cosmic inflation, dark matter and energy, as well as large-scale structure of the universe. Students may not hold credit for both ASTR 4020 and ASTR 7020. Prerequisite: PHYS 7010.

#### **ASTR 7100: High-Energy Astrophysics** **+3**

This course provides an introduction to the growing field of high-energy astrophysics, and focuses on high-energy radiation processes and astrophysical sources. Processes include Bremsstrahlung, inverse Compton scattering, pion decay, and particle acceleration. Sources include compact objects, supernovae and their remnants, gamma-ray bursts, clusters of galaxies. Students may not hold credit for both ASTR 4100 and ASTR 7100.

#### **ASTR 7200: Radio Astronomy** **+3**

This course provides an introduction to observational radio astronomy and processes in radio astrophysics. Topics include radiative transfer, blackbody radiation; radio telescopes, receivers, and interferometers; thermal (e.g., Hill regions) and non-thermal (e.g., radio galaxies) continuum sources; pulsars and spectral-line sources. Students may not hold credit for both ASTR 4200 and ASTR 7200.

**ASTR 7400: Magnetohydrodynamics, Astrophys. Plasmas, and the Interstellar Medium +3**

This course develops a theoretical understanding of interstellar magnetic fields for a diverse range of astrophysical objects, processes, and phenomena. Furthermore, the theoretical aspects of magnetohydrodynamics, and foundations for the physics of cosmic ray diffusion and acceleration, are also discussed. Students may not hold credit for both ASTR 4400 and ASTR 7400.

Course Deletion

**PHYS 7020 General Relativity II: Applications and Cosmology -3**

**NET CREDIT HOUR CHANGE +9**

**Recommendations**

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

**Department of Physics and Astronomy**

Respectfully submitted,

Dr. Todd A. M. Mondor, Chair  
Faculty Council Committee

/ch

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.



UNIVERSITY  
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Provost & Vice-President (Academic)

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**Date:** March 23, 2018  
**To:** Dr. Dean McNeil, Acting Chair, Senate Committee on Curriculum and Course Changes  
**From:** Dr. David Collins, Vice-Provost (Integrated Planning & Academic Programs)  
**Subject:** Request for Extension, FAFS-ACC Articulation Agreement

Please find attached a request to extend the current articulation agreement between the Faculty of Agricultural and Food Sciences and Assiniboine Community College (ACC) concerning credit for graduates of the Agribusiness diploma in the Bachelor of Science degree in Agribusiness. The agreement was approved at the May 2013 Senate meeting for a period of five years, effective September 2013.

The Faculty, in discussions with ACC, has identified a number of reasons for renewal of the agreement, including access to students in rural and indigenous communities where their first exposure to postsecondary education may be through the ACC courses. However, the Faculty is currently undergoing a curricular review of their undergraduate program offerings and have expressed concerns with formal renewal of the agreement at this time given the potential changes to their course offerings resulting from the review.

As such, I fully support the recommendation for extension of the agreement until September 2020 to allow for the completion of the curricular review, and the subsequent approval of any course changes. This will also allow time for a renewal request to be brought forward for consideration by the appropriate governing bodies.

If you require anything further, please let me know.

- cc. Dr. Janice Ristock, Provost and Vice-President (Academic)
- Dr. Jeff Leclerc, University Secretary
- Dr. Karin Wittenberg, Dean, Faculty of Agricultural and Food Sciences

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.



UNIVERSITY  
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Faculty of Agricultural and Food  
Sciences

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Fax (204) 474-7525

## MEMORANDUM

**Date:** 21 March 2018

**To:** David Collins, Vice-Provost (Integrated Planning & Academic Programs)

**Cc:** Cassandra Davidson, Academic Program Specialist  
Jared Carlberg, Associate Dean (Academic), FAFS

**From:** Karin Wittenberg, Dean, Faculty of Agricultural and Food Sciences

**Subject:** Request for a 2-year extension of the Articulation Agreement  
with Assiniboine Community College

---

I am requesting a two-year extension of the University of Manitoba and the Assiniboine Community College Articulation Agreement for Agribusiness.

**Background:**

The completed articulation agreement between the University of Manitoba, Faculty of Agricultural and Food Sciences, and Assiniboine Community College (ACC) concerning credit for graduates of the Agribusiness diploma in our Bachelor of Science degree in Agribusiness was for a five-year term effective September 1<sup>st</sup>, 2013. The Faculty has reviewed New Admit reports for the last 5 years and identified the students using the program code associated with this agreement. We have had 4 students admitted, all in the Fall 2015.

I met with the Dr. Deanna Rexe, Vice President (Academic), ACC in January 2018 to discuss the impact of the agreement. It was suggested that the current high employment demand for graduates of their programs and lack of marketing of our Articulation Agreement were primary reasons for low student demand. A further email conversation with VP Rexe in February confirmed that ACC would like to extend the agreement. I support this request for several reasons:

1. ACC is attracting students from many rural communities within south-western Manitoba because it is a small, more local college. Maintenance of our

Articulation Agreement provides mobility and a clear pathway for those students to pursue a Degree in Agribusiness.

2. ACC is successful attracting and graduating Indigenous students from a range of locations in the south- and north-western parts of our province. In some cases, the student's first exposure to postsecondary education is through special courses delivered by ACC in their home communities. The Articulation Agreement supports student mobility to transfer into one of our largest degree programs.
3. An extension would be confirmation of our interest in working with ACC to offer options to Manitoba students seeking higher education opportunities in Agribusiness. There is very high demand for graduates of our BSc and MSc Agribusiness programs.

Effective late 2017 the Faculty of Agricultural and Food Sciences started a process whereby all of its degree programs will undergo review and renewal. It is anticipated that the process will take two years to complete. For this reason, I do not feel that a renewal is appropriate as we expect the majority of our courses to be modified or replaced. A one-year extension is not desirable for the same reasons.

Thank-you for consideration of our request.

**Report of the Senate Committee on Curriculum and Course Changes RE: Request for Extension, Articulation Agreement, University of Manitoba, Bachelor of Science in Agribusiness – Assiniboine Community College, Diploma in Agribusiness**

---

**Preamble:**

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are available at:  
[http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/497.htm](http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.htm).
2. In an electronic poll conducted between April 9 and April 11, 2018, the committee considered a request from the Faculty of Agricultural and Food Sciences, to extend an existing Articulation Agreement between the University of Manitoba (UM) and Assiniboine Community College (ACC) concerning advanced standing for graduates of the Diploma in Agribusiness in the Bachelor of Science in Agribusiness degree.
3. The Articulation Agreement was initially approved by Senate, May 15, 2013, for a term of five years, effective September 2013.
4. The request for an extension was also considered by the Senate Committee on Admissions (April 11, 2018).

**Observations:**

1. The committee endorsed a request from the Faculty of Agricultural and Food Sciences to extend an Articulation Agreement between the University and ACC concerning advanced standing for graduates of the Diploma in Agribusiness in the Bachelor of Science in Agribusiness degree until September 2020.
2. The Faculty has recently initiated a review of all of its degree programs, which, it anticipates, would result in a significant number of course and program modifications. A two-year extension would allow time for the Faculty to complete this review and to bring forward proposals for course and curriculum changes to Senate, including a proposal to renew the Articulation Agreement that would reflect the revised curriculum.
3. Currently, there are four students enrolled in the B.Sc. in Agribusiness who were all admitted to the Faculty under the Articulation Agreement, in 2015.
4. In recent discussions between the two institutions concerning the impact of the Agreement, the Faculty and ACC both agreed that it continued to be important to offer a pathway for students from rural communities in southwestern Manitoba to the B.Sc. in Agribusiness degree at the University, for the reasons outlined in Dean Wittenberg's memo, dated March 21, 2018.

**Recommendation:**

The Senate Committee on Curriculum and Course Changes recommends:

**THAT Senate approve a request to extend the Articulation Agreement between the University of Manitoba and Assiniboine Community College concerning advanced standing for graduates of the Diploma in Agribusiness in the Bachelor of Science in Agribusiness degree until September 2020.**

Respectfully submitted,

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

**Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Agricultural and Food Sciences to extend an articulation agreement with Assiniboine Community College (2018.04.11)**

**Preamble:**

1. The terms of reference for this committee can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/490.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm).
2. The Faculty of Agricultural and Food Sciences is proposing the extension of an articulation agreement with Assiniboine Community College until September 2020.
3. The proposal was endorsed by SCADM on April 11<sup>th</sup>, 2018.

**Observations:**

1. The articulation agreement was initially approved by Senate in May of 2013 effective for a five-year period.
2. The Faculty of Agricultural and Food Sciences is currently undergoing a curricular review and given the potential changes to their course offerings they felt it would be appropriate to complete the curricular review prior to considering the renewal of the articulation agreement.

**Recommendation:**

The Senate Committee on Admissions recommends that the proposal to extend the articulation agreement between the Faculty of Agricultural and Food Sciences and Assiniboine Community College be approved.

Respectfully submitted  
Susan Gottheil, Chair, Senate Committee on Admissions



UNIVERSITY  
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Provost & Vice-President (Academic)

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

**Date:** March 20, 2018  
**To:** Dr. Dean McNeil, Acting Chair, Senate Committee on Curriculum and Course Changes  
**From:** Dr. David Collins, Vice-Provost (Integrated Planning & Academic Programs)  
**Subject:** Request for Extension, FEER-UCN Articulation Agreement

Please find attached a request to extend the current articulation agreement between the Clayton H. Riddell Faculty of Environment, Earth, and Resources and University College of the North concerning advanced standing for graduates of the Natural Resources Management Technology Diploma program in the Bachelor of Environmental Science degree program. The agreement was approved at the June 2012 Senate meeting for a period of five years, effective September 2012.

The Faculty has completed a review of the agreement and will move forward with a request for renewal. It is my understanding that the proposal for renewal will be reviewed by Faculty Council, and if approved, submitted to Senate for their consideration early in the 2018-19 academic year.

As such, I fully support the recommendation for extension of the agreement until September 2019 to allow for a renewal request to be considered by the appropriate governing bodies.

If you require anything further, please let me know.

cc. Dr. Janice Ristock, Provost and Vice-President (Academic)  
Dr. Jeff Leclerc, University Secretary  
Dr. Norman Halden, Dean, Clayton H. Riddell Faculty of Environment, Earth, and Resources.

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.



UNIVERSITY  
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Clayton H. Riddell Faculty of  
Environment, Earth, and Resources

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Fax: (204)275-3147

## Inter-Departmental Correspondence

DATE: March 20, 2018

TO: Jeff M. Leclerc, University Secretary

FROM: Norman Halden, Dean

RE: **University College of the North and the University of Manitoba Articulation Agreement NRM Technology Diploma (UCN)/ Bachelor of Environmental Science (U of M) – Renewal extension**

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An articulation agreement for the Bachelor of Environmental Science degree program at the University of Manitoba and the University College of the North, Natural Resources Management Technology Diploma Program was approved in September 2012. The renewal of the agreement will be delayed and I would like to request an extension.

The number of students who have transferred and successfully graduated has been four, all with GPAs in excess of 3.00. One graduate is currently a Vanier Scholar in Applied Health Sciences. We have three transfer students currently in our program, with two more in the pipeline.

We are also looking at other collaborative options with UCN in regard to our geological sciences program.

We hope to have the renewal package approved by our Faculty council and ready for your office in September.

cc. Dr. D. Collins, AVP (Integrated Planning and Programs)  
Ms. Cassandra Davidson, Academic Program Specialist

**Report of the Senate Committee on Curriculum and Course Changes RE: Request for Extension, Articulation Agreement, University of Manitoba, Bachelor of Environmental Science – University College of the North, Natural Resources Management Technology Diploma**

---

**Preamble:**

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are available at:  
[http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/497.htm](http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.htm).
2. At its meeting on March 22, 2018, the committee considered a request from the Clayton H. Riddell Faculty of Environment, Earth, and Resources, to extend an Articulation Agreement between the University of Manitoba and the University College of the North (UCN) concerning advanced standing for graduates of the Natural Resources Management Technology Diploma in the Bachelor of Environmental Science degree.
3. The long-standing Articulation Agreement was formally approved by Senate, June 20, 2012, for a term of five years, effective September 2012.
4. The request for an extension was also considered by the Senate Committee on Admissions (May 9, 2018).

**Observations:**

1. The committee endorsed a request from the Faculty of Environment, Earth, and Resources, to extend an Articulation Agreement between the University and UCN concerning advanced standing for graduates of the Natural Resources Management Technology Diploma in the Bachelor of Environmental Science degree until September 2019.
2. The Faculty has completed a review of the Articulation Agreement. The extension would allow time for the Faculty to finalise a proposal to renew the Agreement, to be considered by Senate in the Fall 2018.
3. The Faculty reported that all students admitted to the B.Env.Sc. degree under the Articulation (n = 4) graduated with Degree Grade Point Averages above 3.00.

**Recommendation:**

The Senate Committee on Curriculum and Course Changes recommends:

**THAT Senate approve a request to extend the Articulation Agreement between the University of Manitoba and the University College of the North concerning advanced standing for graduates of the Natural Resources Management Technology Diploma in the Bachelor of Environmental Science degree until September 2019.**

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

**Report of the Senate Committee on Admissions concerning a proposal from the Clayton H. Riddell Faculty of Environment, Earth, and Resources to extend an articulation agreement with the University College of the North (2018.05.09)**

**Preamble:**

1. The terms of reference for this committee can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/490.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm).
2. The Clayton H. Riddell Faculty of Environment, Earth, and Resources Faculty of Agricultural is proposing the extension of an articulation agreement with the University College of the North, Natural Resources Management Technology Diploma program until September 2019.
3. The proposal was endorsed by SCADM on May 9<sup>th</sup>, 2018.

**Observations:**

1. The articulation agreement was initially approved by Senate in June of 2012 effective for a five-year period beginning in September of 2012.
2. The Faculty has completed a review of the agreement and will be moving forward with the renewal process. This extension will allow for the continuation of the agreement while the renewal goes through the approval process.

**Recommendation:**

The Senate Committee on Admissions recommends that the proposal to extend the articulation agreement between the Clayton H. Riddell Faculty of Environment, Earth, and Resources and the University College of the North be approved.

Respectfully submitted  
Susan Gottheil, Chair, Senate Committee on Admissions

## **Report of the Senate Committee on Approved Teaching Centres with Respect to Cross-Registered Courses and Instructors for 2018-2019**

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### **Preamble**

1. The terms of reference for the Senate Committee on Approved Teaching Centres (SCATC) are found on the web at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/494.htm2](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/494.htm2).
2. Since last reporting to Senate, the Senate Committee on Approved Teaching Centres has considered the list of proposed courses and instructors as submitted by Booth University College and by the Prairie Theatre Exchange (PTE) for cross-registration with the University of Manitoba in 2018-2019.

### **Observations**

1. Booth University College

The Committee considered cross-registered courses to be offered by Booth University College in the 2018-2019 academic session and proposed instructors, as set out in Appendix A. Approval has been received from appropriate departments in the Faculty of Arts.

2. Prairie Theatre Exchange

The Committee reviewed cross-registered courses to be offered by the Prairie Theatre Exchange in 2018-2019 and proposed instructors, as set out in Appendix A. Approval has been received from the Department of English, Theatre, Film & Media.

### **Recommendation:**

The Senate Committee on Approved Teaching Centres recommends:

**THAT Senate approve the Report of the Senate Committee on Approved Teaching Centres concerning cross-registered courses and instructors for 2018-2019, as outlined in Appendix A [May 23, 2018].**

Respectfully submitted,

Senate Committee on Approved Teaching Centres

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

## APPENDIX A

### Cross-Registered Courses to be offered at Approved Teaching Centres and Proposed Instructors for 2018-2019

**Table 1 – Booth University College**

U of M Dept, School or Faculty	Course No.	Booth University College
<b>English, Theatre, Film &amp; Media</b>	ENGL 1200	<ul style="list-style-type: none"> <li>• Representative Literary Works (ENG 107)</li> <li>• Mandy Elliott, Jason Peters (Fall-Winter, 2018-2019)</li> </ul>
<b>Religion</b>	RLGN 2160	<ul style="list-style-type: none"> <li>• Biblical Foundations (Old Testament) (REL 200)</li> <li>• Donald Burke (Fall 2018)</li> </ul>
	RLGN 2160	<ul style="list-style-type: none"> <li>• The Pentateuch (REL 302)</li> <li>• Donald Burke (Fall 2018)</li> </ul>
	RLGN 2170	<ul style="list-style-type: none"> <li>• Biblical Foundations (New Testament) (REL 201)</li> <li>• Roy Jeal (Winter 2019)</li> </ul>
	RLGN 3240	<ul style="list-style-type: none"> <li>• Jesus of Nazareth (REL 310)</li> <li>• Roy Jeal (Fall 2018)</li> </ul>
	RLGN 3800	<ul style="list-style-type: none"> <li>• Hebrew Bible Prophets (REL 303)</li> <li>• Donald Burke (Winter 2019)</li> </ul>
<b>University 1</b>	ARTS 1110	<ul style="list-style-type: none"> <li>• University Writing (ENG 100)</li> <li>• Seyward Goodhand (Fall 2018, Winter 2019)</li> </ul>

**Table 2 – Prairie Theatre Exchange School**

U of M Dept, School or Faculty	Course No.*	Prairie Theatre Exchange School
English, Theatre, Film & Media	Term 1	<ul style="list-style-type: none"> <li>• Comedy</li> <li>• Cara Lytwyn</li> </ul>
	Term 1	<ul style="list-style-type: none"> <li>• Movement</li> <li>• Tanja Woloshen</li> </ul>
	Term 1	<ul style="list-style-type: none"> <li>• Musical Theatre</li> <li>• Laura Kolisnyk</li> </ul>
	Term 2	<ul style="list-style-type: none"> <li>• Spoken Voice</li> <li>• Tom Soares</li> </ul>
	Term 2	<ul style="list-style-type: none"> <li>• Voice Over Level 2</li> <li>• Brian Richardson</li> </ul>
	Term 2	<ul style="list-style-type: none"> <li>• The Audition</li> <li>• Mariam Bernstein</li> </ul>
	Term 2	<ul style="list-style-type: none"> <li>• Musical Theatre 2</li> <li>• Laura Kolisny</li> </ul>

\* Students who complete two special workshops in the Fall Term will receive credit for THTR 2170. Students who complete two special workshops, one in the Fall Term and one in the Winter Term, will receive credit for THTR 2490.

## **REPORT OF THE SENATE COMMITTEE ON AWARDS – Part A**

### **Preamble**

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and revised offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter revised by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and revised offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

### **Observations**

At its meeting of May 10, 2018, the Senate Committee on Awards approved 11 new offers, 10 revised offers, and the withdrawal of 4 awards, as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A* (May 10, 2018).

### **Recommendations**

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 11 new offers, 10 revised offers, and the withdrawal of 4 awards as set out in Appendix A (May 10, 2018). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin

Chair, Senate Committee on Awards

## SENATE COMMITTEE ON AWARDS

### Appendix A

May 10, 2018

#### 1. NEW OFFERS

##### **Allison Filmon Carvey Bursary in Education**

In memory of Allison Filmon Carvey, B.Ed./1986, family and friends have established an endowment fund at the University of Manitoba. The purpose of the fund is to support undergraduate students pursuing studies in the Faculty of Education. Beginning in 2018-2019, the available annual interest from the fund will be used to offer one bursary to a student who:

- (1) is enrolled full-time (minimum 60% course load) in a Bachelor of Education degree program (e.g., After-Degree Bachelor of Education program) in the Faculty of Education, and in any year of the program, with focus in early years education (e.g., early years stream or its equivalent);
- (2) has a minimum degree grade point average of 3.0, or has met admission requirements for the Bachelor of Education degree program (e.g., After-Degree Bachelor of Education program) in the Faculty of Education;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

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

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

##### **Allison Filmon Carvey Scholarship in Education**

In memory of Allison Filmon Carvey (B.Ed./1986), family and friends have established an endowment fund at the University of Manitoba. The purpose of the fund is to reward the academic achievements of undergraduate students pursuing studies in the Faculty of Education. Beginning in 2019-2020, the available annual interest from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in a Bachelor of Education degree program in the Faculty of Education, and in any year of the program, with focus in early years education;
- (2) has achieved a minimum degree grade point average of 3.5, or if a first year student, has achieved a grade point average of 3.5 based on the previous 27 credit hours (or equivalent) of study; and
- (3) has demonstrated volunteerism and community service.

To be considered for the scholarship, on or before March 31<sup>st</sup> in any year, students may:

- (1) be independently nominated by a faculty member (professor or instructor), faculty advisor (faculty supervisor in the practicum), and/or a cooperating teacher(s) [supervising certified teacher in the practicum classroom] with a letter of nomination; or
- (2) apply in writing with a Statement of Record.

Letters of nomination and support must directly address the student's demonstrated volunteerism and community service. A Statement of Service by the student must either be submitted by the student, or may be requested should they be nominated. The statement should articulate volunteer and community service activities. The Statement of Service may include supporting material(s) [e.g., photos, etc.].

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

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

### **Andrew Fung Memorial Scholarship**

In memory of Andrew Fung B.Sc. (Comp. E.)/'85, family and friends have made a pledge to offer an annual scholarship of \$1,000 at the University of Manitoba. The purpose of the scholarship is to reward the academic achievements of electrical and computer engineering students. Each year, beginning in the 2018-2019 academic year, one scholarship of \$1,000 will be offered to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in their third or fourth year of study in the Faculty of Engineering at the University of Manitoba in either the Electrical or Computer Engineering programs;
- (2) has achieved the highest degree grade point average in their program.

Ties are to be broken using the following criteria, in priority order: (i) the Degree Grade Point Average, calculated to the fourth decimal place; (ii) the higher proportion of A+ and A grades in a total program; (iii) the highest number of credit hours completed in the degree program; (iv) the greater proportion of senior- or advanced-level courses in the total program.

The scholarship can only be held once. The donor will contact the Financial Aid and Awards office by no later than March 31 in any year this award will not be offered.

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

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

### **Celeste Waldman Nursing Research Scholarship**

In memory of Celeste Waldman, Dr. Jeff Waldman, family, and friends have established an annually funded scholarship at the University of Manitoba. Celeste was passionate about treating patients with dignity and respect. She believed that the patient's perspective is invaluable in setting goals for research and an important tool in improving the quality of care. The purpose of the scholarship is to reward and support a student in the College of Nursing whose research examines patient goals and values, and promotes patient dignity while using patient advisory groups to guide research.

The Jewish Foundation of Manitoba, which holds the capital used to generate the annual funding for the scholarship, will confirm the value with the Financial Aid and Awards Office at the University of Manitoba on an annual basis. Each year, beginning in 2018-2019, one scholarship will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies, in a Master's or Ph.D. program delivered by the College of Nursing; \*
- (2) has achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study;
- (3) is conducting research that examines patient goals and values, and promotes patient dignity while using a patient advisory group to guide research.

Applicants must submit:

- (1) a cover letter describing the status and progress of the applicant's research program and coursework, to include how #3 above is being addressed;
- (2) an abstract of the applicant's research project;
- (3) an academic transcript (photocopies are acceptable).

\*In years when there are no eligible full-time graduate students, the scholarship may be offered to a part-time graduate student.

In years when there are no eligible students, the funds will be re-capitalized.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the College of Nursing (or designate) to name the selection committee for this award, which will include the donor (or designate).

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

### **DMT Scholarship in Computer Science**

DMT Development Systems Group will make an annual contribution to the University of Manitoba valued at \$2,500 per year for a five-year term to offer the DMT Scholarship in Computer Science. When funds are available, the Manitoba Scholarship and Bursary Initiative may make a contribution to the award. The purpose of the award is to recognize outstanding academic achievement and to support undergraduate students pursuing studies in Computer Science in the Faculty of Science. Beginning in the 2018-2019 academic year and ending in the 2022-2023 academic year, one scholarship will be offered annually to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in their third or fourth year of study in the Faculty of Science; Computer Science degree Program;
- (2) has achieved a minimum degree grade point average of 3.5.

The donor will contact the Financial Aid and Awards office by no later than March 31 in any year this award will not be offered.

The Dean of the Faculty of Science (or designate) will ask the Head of the Department of Computer Science (or designate) to name the selection committee for this award.

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

### **Dr. Elaine Sigurdson Memorial Scholarship**

A fund has been established in honour of Dr. Elaine Sigurdson at the Westshore Community Foundation. This award was established to encourage and support students who have graduated from the Evergreen School Division of Manitoba. Each year, beginning in 2018-2019, the Westshore Community Foundation will report the available annual earnings from the fund which will be used to offer one scholarship to an undergraduate student who:

- (1) has graduated from the Evergreen School Division of Manitoba;
- (2) has been admitted to the Undergraduate Medical Education program in the Max Rady College of Medicine;
- (3) has achieved a minimum Adjusted Grade Point Average (AGPA) of 3.5 used for admission to the Max Rady College of Medicine or is in good standing in the program.

If there is no suitable candidate who meet the above criteria, the scholarship will then be used to offer one scholarship to a graduate student who:

- (1) has graduated from the Evergreen School Division of Manitoba;
- (2) are enrolled full-time in the Faculty of Graduate Studies in the Master of Physician Assistant Studies program (MPAS) at the University of Manitoba;
- (3) has achieved a minimum grade point average of 3.0 based on the previous 60 credit hours (or equivalent) of study.

The Dean of the Max Rady College of Medicine (or designate) will name the selection committee for this award. If the award is to be given to a student in the Master of Physician Assistant Studies program, the Vice-Provost (Graduate Education) and Dean (Faculty of Graduate Studies) will ask the Dean of the Max Rady College of Medicine (or designate) to name the selection committee.

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

### **Judy Micay Linhart and Samuel Linhart Scholarship in Interior Design**

Mrs. Judy Micay Linhart (B.I.D./1963) and Mr. Samuel W. Linhart (B.Comm./58, C.A./61) established an endowment fund with a gift of \$50,000 at the University of Manitoba in 2017. The purpose of the fund is to provide scholarships for students entering the Faculty of Architecture's Department of Interior Design. Beginning in the 2019-2020 academic year, the available annual income from the fund will be used to offer one scholarship to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in their first year of study in the Master of Interior Design program offered by the Faculty of Architecture;
- (2) has achieved a minimum grade point average of 3.5, based on the last 60 credit hours (or equivalent) of study;

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Interior Design (or designate) to name the selection committee for this award.

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

### **Lew-King Li Bursary**

In memory of Dr. Lew-King Li (M.Sc. /65, Ph.D. /68), his family has established an endowment fund at the University of Manitoba to honour his commitment, sacrifices and determination in achieving a higher education. The purpose of the fund is to support international graduate students who have financial need. Beginning in the 2019-2020 academic year, the available annual income from the fund will be used to offer one bursary to a graduate student who:

- (1) is an international student;
- (2) is registered as full-time student in the Faculty of Graduate Studies at the University of Manitoba in either a Master's or Doctoral program;
- (3) has achieved a minimum degree grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and
- (4) has demonstrated financial need on the standard University of Manitoba bursary application form.

The Director of Financial Aid and Awards will name the selection committee for this award.

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

### **Pete and Lena Galatiuk Entrance Bursary in Agriculture**

In memory of Pete and Lena Galatiuk, Bob Galatiuk established an endowment fund at the University of Manitoba with an initial gift of \$25,000 in 2015. The purpose of the fund is to support rural undergraduate student entering the Faculty of Agricultural and Food Sciences. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. Each year, beginning in 2018-2019, the available annual income from the fund will be used to offer two bursaries with a minimum value of \$1,000 to undergraduate students who:

- (1) are Manitoba residents from outside the city limits of Winnipeg and Brandon;

- (2) are enrolled full-time (minimum 60% course load) in their first year of study in a degree program in the Faculty of Agricultural and Food Sciences;
- (3) have achieved either:
  - (a) if entering directly from high school, a minimum 85% average on those courses considered for admission, or
  - (b) a minimum degree grade point average of 2.5;
- (4) have demonstrated financial need on the standard University of Manitoba bursary application.

The donor will notify Financial Aid and Awards by March 31 in any year the additional gift will not be provided as outlined above.

The selection committee for this award will be the Agricultural and Food Sciences Awards Committee.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor establishing the award.

### **Rettie Family Track & Field Scholarship**

The Rettie family has established an endowment fund at the University of Manitoba in 2015. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the fund is to reward undergraduate students who are members of the Bison Track & Field team. Beginning in the 2017-2018 academic year, the available annual income will be used to offer one scholarship to an undergraduate student who:

- (1) is eligible to compete in U Sports and is a member of the Bison Track & Field team;
- (2) is enrolled full-time, as defined by U Sports, in any faculty, college, or school at the University of Manitoba;
- (3) is enrolled in a minimum of 9 credit hours in each of the terms of competition;
- (4) has achieved either:
  - a. as an entering student, a minimum average of 80% on those high school courses used for admission to the University; or
  - b. a minimum degree grade point average of 2.0.

Preference will be given to students participating in speed and power events.

The Director of Athletics and Recreation (or designate) will name the selection committee for this award, which will include the Head Coach of the Bison Track & Field team (or designate).

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

The terms of this award will be reviewed annually against the U Sports criteria governing “Athletic Financial Awards Policy” (also referred to as “Athletics Scholarships Policy”), currently numbered C50.10 in the U Sports Operations Manual.

### **University of Manitoba Youth in Care Education Grants**

An anonymous donor will make an annual contribution valued at \$200,000 to the University of Manitoba for a three year term, beginning in 2018-2019 and ending in 2020-2021, to offer the University of Manitoba Youth in Care Education Grants. The purpose of these grants are to provide the opportunity for students who are or who have been in the care of Child and Family Services or Child Protection Services in Western Canada (Manitoba, Saskatchewan, Alberta or British Columbia) to attend post-secondary education. The grants can be used for academic supports (tuition, books and supplies) and social supports (living costs including food, transportation, rent, personal expenses, etc). In 2018-2019 a minimum of 20 grants, up to a maximum of \$10,000 each will be offered to undergraduate students who:

- (1) are or will be enrolled full time (minimum 60% course load) in any undergraduate degree or diploma program at the University of Manitoba in the year in which the award is tenable;
- (2) have a record of satisfactory academic achievement which is defined as:
  - a. as entering students, met the minimum admission requirements for University 1 or any faculty, college or school at the University of Manitoba that offers a direct-entry option; or
  - b. as continuing students, achieved a minimum degree grade point average of 2.0;
- (3) are currently or formerly a youth in care of the child welfare system in Western Canada (Manitoba, Saskatchewan, Alberta or British Columbia);
- (4) have demonstrated financial need on the Youth in Care Tuition Grant application.

The grants, which will have the same value as previously received, can be renewed for up to two years provided the recipients:

- (1) remain enrolled full-time (minimum 60% course load) in any undergraduate degree or diploma program at the University of Manitoba;
- (2) continue to maintain a minimum degree grade point average of 2.0;
- (3) continue to demonstrate financial need on the standard Youth in Care Tuition Grant application.

The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds. If a recipient does not qualify for the renewal in the second year, a new recipient will be chosen with a maximum renewal period of one year. If a recipient does not qualify for the renewal in the third year, a new recipient will be chosen without a renewal option. At the end of the term, the funds will be reviewed by Financial Aid and Awards and if there are sufficient funds, additional grants of up to a maximum value of \$10,000 will be awarded based on the available funding.

The Director of Financial Aid and Awards (or designate) will name the selection committee for this grant.

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

## 2. AMENDMENTS

### **Andrew Young Scholarship**

The following amendments were made to the terms of reference for the **Andrew Young Scholarship**:

- The Department name was changed to the Department of English, Theatre, Film & Media.

- The preamble was revised to:
 

*An endowment fund of \$80,000 has been established in the name of Andrew Young by Andrew's parents, Jon Young and Nancy Read, and by the Estate of Andrew's maternal grandparents, Wallace and Grace Read. The fund will be used to provide scholarships to students studying English at the University of Manitoba. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. Beginning in 2006-2007, this fund will offer two scholarships each year. The first scholarship will be offered to a new recipient and the second scholarship will be offered as a renewal (for one additional year) to the previous year's recipient.*
- The numbered criteria were revised to:
 

*Each year, 50% of the available annual income from the fund will be used to offer one scholarship to the undergraduate student who:*

  - (1) is enrolled full-time (minimum 80% course load) in their third year of study in the Department of English, Theatre, Film & Media at the University of Manitoba;*
  - (2) has completed a minimum of 24 credit hours in 2000 level courses or higher in the Faculty of Arts;*
  - (3) has declared their major (honours or an advanced major) in English;*
  - (4) has achieved a minimum degree grade point average of 3.5;*
  - (5) has demonstrated exceptional intellectual engagement with literature, and poetry, Shakespeare or creative writing, in particular.*
- The following sentence was added:
 

*In years when a new recipient cannot be selected based on the criteria outlined above, a fourth year or pre-M.A. student may be considered. Such a recipient will only hold the award once (i.e., they will not receive the renewal portion of the scholarship).*
- The renewal criteria were revised to:
 

*Each year, the other 50% of the available annual income from the fund will be used to offer the second scholarship to the previous year's recipient of the Andrew Young Scholarship as a renewal, provided that the student:*

  - (1) is enrolled full-time (minimum 80% course load) in their fourth year of study in the Department of English, Theatre, Film & Media in the Faculty of Arts; and*
  - (2) has achieved a minimum degree grade point average of 3.5.*
- The following sentence was added:
 

*In the event that the previous year's recipient does not qualify for the renewal of the award, the unspent interest will be reinvested with the capital of the fund.*
- The selection committee was revised to:
 

*The Head of the Department of English, Theatre, Film & Media (or designate) will name the selection committee for this award.*
- The standard Board of Governors statement was added.

### **Dr. Charlotte W. Ross Memorial Award**

The following amendments were made to the terms of reference for the **Dr. Charlotte W. Ross Memorial Convocation Prize**:

- The preamble was revised to:  
*The Dr. Charlotte W. Ross Memorial Prize is offered annually from funds placed in trust at The University of Manitoba by the descendants of Dr. Ross. The fund was established in 1916 by Dr. Edith Ross (Medicine, 1913) as a memorial to her grandmother. Each year, the available annual interest from the fund will be used to offer one prize to a graduating undergraduate student who:*
- The numbered criteria were revised to:
  - (1) *has completed the requirements for the Doctor of Medicine (M.D.) degree, in the Max Rady College of Medicine at the University of Manitoba;*
  - (2) *has been ranked highest\* in the selection process for admission to the postgraduate program in Obstetrics and Gynecology;*
  - (3) *has been accepted to post-graduate studies in the the Obstetrics and Gynecology Residency Program, at the University of Manitoba.*
- The name of the Max Rady College of Medicine was updated throughout the terms of reference.
- The Board of Governors statement was added.

#### **Faculty of Agricultural and Food Sciences Students' Organization Awards**

The following amendments were made to the terms of reference for the **Faculty of Agricultural and Food Sciences Students' Organization Prizes**:

- The preamble was revised to:  
*The Faculty of Agricultural and Food Sciences Students Organization (FASO) has invested \$10,000 with The University of Manitoba for the purpose of generating funds for student awards. The Manitoba Scholarships and Bursaries Initiative has made a contribution to this fund. The purpose of these prizes will be to award students with an equal monetary value. Each year, the available annual interest will be used to offer prizes of equal value to the following:*
- The numbered criteria for the following awards were revised to:  
*One prize (#21019) will be offered to a student who:*
  - (1) *was enrolled full-time (minimum 80% course load) and has completed the first year in the degree course in the Faculty of Agricultural and Food Sciences;*
  - (2) *has a minimum grade point average of 3.0; and*
  - (3) *has participated in student activities of no less than 6 points.**One prize (#21023) will be offered to a student who:*
  - (1) *was enrolled full-time (minimum 80% course load) and has completed second year in the degree course in the Faculty of Agricultural and Food Sciences;*
  - (2) *has a minimum grade point average of 3.0; and*
  - (3) *has participated in student activities of no less than 8 points.**One prize (#21024) will be offered to a student who:*
  - (1) *was enrolled full-time (minimum 80% course load) and has completed third year in the degree course in the Faculty of Agriculture and Food Sciences;*
  - (2) *has a minimum grade point average of 3.0; and*
  - (3) *has participated in student activities of no less than 8 points.*

*One prize (#21025) will be offered to a student who:*

- (1) was enrolled full-time (minimum 80% course load) and has completed first year in the diploma course in the Faculty of Agricultural and Food Sciences;*
- (2) has a minimum grade point average of 3.0; and*
- (3) has participated in student activities of no less than 4 points.*

- The following paragraph was revised to:

*For each of the above awards, in order to support criterion (3), candidates will be required to submit a points form, which will be obtained from FASO at the end of the year. This points form will rate participation in student activities and will include items such as FASO participation, attending various events throughout the year, playing intramural sports, etc. The points form, along with a letter of application (maximum 250 words), must be submitted to the Faculty of Agricultural and Food Sciences Students Organization (FASO)*

### **FASO (Faculty of Agriculture and Food Sciences Students' Organization) Bursary**

The following amendments were made to the terms of reference for the **FASO (Faculty of Agriculture and Food Sciences Students' Organization) Bursary**:

- The terms of reference was changed to include students in the degree and diploma program in the Faculty of Agriculture and Food Sciences.
- The criteria (1) and (2) were revised to:
  - (5) are enrolled full-time (minimum 60% course load) in the Faculty of Agricultural and Food Sciences or the School of Agriculture at the University of Manitoba;*
  - (6) (i) as degree students, have achieved the required minimum entrance average based on those courses used for admission to the University of Manitoba or are being admitted via Advanced Entry with a minimum grade point average of 2.0;*
    - (ii) as diploma students, have achieved the required minimum entrance average of 60% based on their Grade 12 high school courses (or equivalent) or are being admitted via the Advanced Entry with a minimum grade point average of 2.0; or if they were admitted by the Special Consideration Category as defined by the School of Agriculture;*

### **Gary and Janice Filmon Bursary in Engineering**

The following amendments were made to the terms of reference for the **Gary and Janice Filmon Bursary in Engineering**:

- The preamble was revised to:

*An initial contribution provided by the PC Manitoba Fund established an endowment fund at the University of Manitoba in honour of Gary and Janice Filmon. The purpose of the fund is to support undergraduate students pursuing studies in the Faculty of Engineering. Beginning with the 2005-2006 academic year, the available annual interest from the fund will be used to offer a bursary to an undergraduate student who:*
- The term cumulative was removed from the terms of reference.
- The standard Board of Governors statement was added.

### **International Graduate Student Scholarship**

The following amendments were made to the International Graduate Student Scholarship:

- The following was removed from the first criterion as a descriptor of international students:  
*(i.e., those in Canada on study permits)*
- Criterion 2(d) was removed:  
*(d) the first year of a Ph.D. program after completing a Master's degree at the University of Manitoba;*
- The standard Board of Governors statement was updated.

### **Kathy Windsor Memorial Scholarship**

The following amendments were made to the terms of reference for the **Kathy Windsor Memorial Scholarship**:

- The Department name was changed to the Department of English, Theatre, Film & Media.
- The preamble was revised to:  
*In memory of his late daughter Kathy, Mr. Lynne Windsor established an endowment fund with the University of Manitoba in 1965. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. Though it has since been divided into two separate endowment funds, the original endowment supported both the Lynn and Dorothy Windsor Scholarship in Engineering and the Kathy Windsor Memorial Scholarship. The purpose of the fund is to reward the academic achievements of undergraduate students pursuing studies in the Department of English, Theatre, Film & Media. Each year, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:*
- The numbered criteria were revised to read:
  - (1) is enrolled full-time (minimum 80% course load) in any major, advanced major, or honours program offered by the Department of English, Theatre, Film and Media at the University of Manitoba;*
  - (2) has achieved a minimum degree grade point average of 3.5;*
  - (3) has achieved high standing, as determined by the selection committee, in any 3000 or 4000 level course in drama or theatre.*
- The following sentence was added:  
*In the event that no 3000 or 4000 level course in drama or theatre is offered, the scholarship will be offered to a student who has achieved high standing, as determined by the selection committee, in any 2000 level course in drama or theatre.*
- The selection committee was revised to read:  
*The Head of the Department of English, Theatre, Film & Media (or designate) will name the selection committee for this award.*
- The standard Board of Governors statement was added.

### **Leonard A. Bateman Scholarship for Electrical Engineering Power Option**

The following amendments were made to the Leonard A. Bateman Scholarship for Electrical Engineering Power Option:

- The last sentence of the preamble was revised to reflect the donor’s desire to offer two awards annually, rather than just one, as follows:  
*“The available annual interest from the fund will be used to offer two scholarships to undergraduate students who:”*
- The language of the numbered criteria was altered to reflect that there will now be two students rather than just one who will receive awards. Plural forms of “is” and “has” replaced the singular.
- The standard Board of Governors statement was updated

### **PWC Professional Scholarship**

The following amendments were made to the terms of reference for the **PWC Professional Scholarship**:

- The following sentence was added to the preamble:  
*The University of Manitoba and PwC entered this gift agreement on May 6, 2016.*
- The following sentence was added to the numbered criteria:  
*(4) are Canadian citizens or Permanent Residents;*
- The following paragraph was revised to read:  
*In order to be considered for this scholarship, candidates will be required to submit an application that includes i) a resume with a cover letter, ii) a list of the Accounting courses that they have taken, along with the grades received in those courses, and iii) a statement (maximum 250 words) which demonstrates how they meet criterion (6).*
- The following sentences were added:  
*The selection committee will have the discretion to determine the number of awards offered each year based on the available funds.*  
*Candidates may not be currently employed by another public accounting firm at the time of application.*
- The standard Board of Governors statement was added.

### **Robert Ross McLaughlin Scholarship in Mathematics**

The following amendments were made to the Robert Ross McLaughlin Scholarship in Mathematics:

- The preamble was revised to:  
*In memory of Robert Ross McLaughlin [B.Sc. (Hons.)/47], friends, family, and the Department of Mathematics have established an endowment fund at the University of Manitoba. The available annual interest from the fund will be used to offer one scholarship (minimum value of \$1,500) to an undergraduate student who:*
- Criterion (2) was revised to:  
*(2) in the next ensuing academic session, is enrolled full-time (minimum 80% course load) in the fourth year of study, in the Faculty of Science, in any Mathematics Honours program.*
- The following footnote was removed:  
*\* Should changes to the academic regulations of the Faculty of Science, at some future point, allow students to pursue a B.Sc. (Honours) degree part-time, this Scholarship will also be offered to students enrolled part-time.*

- The selection committee paragraph was revised to:  
*The Head of the Department of Mathematics (or designate) will name the selection committee for this award.*
- The standard Board of Governors statement was updated

### 3. WITHDRAWALS

#### **Philipp and Anna Wiebe Music Scholarship**

This award is being withdrawn at the request of the donor.

#### **“Oppressive Paradigm” Prize**

The term for this award has been completed.

#### **GFTC Legacy Fund Undergraduate Entrance Scholarships**

This award is being withdrawn at the request of the donor.

#### **Gary and Janice Filmon Bursary in Human Ecology**

The original Human Ecology program no longer exists

### **In Memoriam: Petr Černý (1934 – 2018)**

Petr Černý was born in Czechoslovakia, where he was educated and developed a lifelong fascination with granitic pegmatites while working on his Ph.D. in western Moravia and at the Czech Academy of Sciences in Prague in the 1960s. In 1968, he came to the University of Manitoba (Winnipeg, Canada) as a post-doctoral fellow, and went on to have a stellar career in the field of pegmatite research. Petr's erudite approach to these unusual rocks led to a qualitatively new level of their understanding, to much refined petrogenetic and mineral deposit models, and to improved classification schemes. He worked on pegmatites from the Czech Republic, Argentina, southern Africa, Scandinavia and many other regions, but the Tanco vein in eastern Manitoba remained his primary source of inspiration and a testing ground for new ideas. Petr retired in 1999, but continued his important work for another 18 years as Professor Emeritus, in spite of rapidly progressing Parkinson's disease. His research produced over 320 publications in refereed journals, two monographs and numerous reports, field guidebooks and conference presentations.

Petr's outstanding contributions to Earth sciences were recognized by many professional organizations the world over. Among these recognitions, there are three dedicated thematic issues of the *Canadian Mineralogist* (in 1998 and twice in 2012); Silver Medal from Asociación Geológica Argentina (2001), Friedrich Becke Medal from Österreichische Mineralogische Gesellschaft (1994); Logan Medal from the Geological Association of Canada (1993), Pošepný Gold Plaque from the Czech Academy of Science (1993), Bořický Medal from Charles University in Prague (1991), Past President's Medal from the Mineralogical Association of Canada (1984), Médaille A.H. Dumont from the Geological Society of Belgium (1981), the new mineral černýite (Kissin et al., 1978, *Canadian Mineralogist*, 16, 139-146) and, last but not least, a personal hardhat at the Tanco Ta-Cs pegmatite mine in Manitoba.

In his life and work, Petr Černý was supported by his wife Iva; both Petr and Iva were instrumental to the preservation and growth of R.B. Ferguson Mineral Museum at the University of Manitoba, which remains an important stage for teaching and outreach. Fellow pegmatite researchers will remember Petr as an extremely knowledgeable, friendly and helpful person who gave enthusiastic conference talks and insightful tours of the Tanco pegmatite. Petr was also an avid photographer and sportsman who will be missed on Manitoba's forested trails.

April 16, 2018

## **Report of the Senate Committee on Academic Review RE: Undergraduate and Graduate Program Reviews**

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### **Preamble:**

1. The Terms of Reference for the Senate Committee on Academic Review (SCAR) are found on the web at:  
[http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/489.htm](http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/489.htm)
2. At its meeting on April 16, 2018, the committee considered summaries of one undergraduate program review and two graduate program reviews. The committee also received follow-up reports on one undergraduate and three graduate program reviews.

### **Observations:**

1. The Committee considered a summary of one undergraduate program review concerning the School of Art (Attachment I).
2. The Committee considered summaries of two graduate program reviews, including Community Health Sciences (Attachment II) and Dental Diagnostics and Surgical Sciences, Oral Maxillofacial Surgery (Attachment III).
3. The Committee received a follow-up report on one undergraduate program review, for Economics, and three graduate program reviews, for Education (Université de Saint-Boniface), Electrical and Computer Engineering, and German and Slavic Studies.
4. The Committee received an update on pilots of a combined undergraduate and graduate academic program review process, for the Departments of Biological Sciences, History, and Statistics.

Respectfully submitted,

Dr. David Collins, Chair  
Senate Committee on Academic Review



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**Date:** August 10, 2017

**To:** Members of the Senate Committee on Academic Review (SCAR)

**From:** David Collins, Vice-Provost (Integrated Planning and Academic Programs)

**Subject:** Report on the Undergraduate Program Review, School of Art

### 1. Preamble

In May 2000, the Senate of the University of Manitoba endorsed a process for the periodic review of undergraduate programs to assess the quality of undergraduate programming presently provided at the University of Manitoba, and to stimulate strategic planning and actions for future enhancements. The purpose of this report is to summarize the highlights of the undergraduate program review team's evaluation of the School of Art, the responses to the report, recommendations, actions taken to date, and a disposition of the process from the perspective of the Provost.

### 2. Chronology

The review of the undergraduate programs in the School of Art was initiated in 2011 with a Self-Evaluation Report (SER) completed for March 2016—this was the first review of the undergraduate programs in the School of Art. An external review team (the reviewers), comprising of two external members (Dr. Patrik Andersson, Emily Carr University of Art and Design, and Prof. Katherine Knight, York University) and one internal member (Dr. Mark Lawall, Faculty of Arts), undertook a site visit over April 1 & 4, 2016. The reviewers met with relevant academic and administrative staff, and students in the School of Art, and the Office of the Provost and Vice-President (Academic). The report of the reviewers (the review report) was subsequently submitted in May 2016. The School of Art's response to the review report was received in March 2017. The response from Dr. Paul Hess, Director of the School of Art, was subsequently received in April 2017. All of the above documents are attached to this report.

On behalf of the Provost, I would like to thank everyone who worked so diligently on this review.

### 3. Program Overview

The School of Art was established in 1913 and enjoys the distinction of being Western Canada's oldest art institution. The School, originally known as the Winnipeg School of Art, played a key role in the development of Canadian artists during the twentieth century. In 1950 the Winnipeg School of Art

affiliated with the University of Manitoba and, in 1965, moved from its downtown location to a new studio location on the Fort Garry campus and was renamed as the 'School of Art'. The School is committed to advancing excellence in creativity, research, critical thinking and knowledge in the service of the Winnipeg community, and, through its alumni, the local and national contexts and the global cultural community.

In February 2012, the School of Art was relocated from the former Geology Building (the L. L. Fitzgerald building) where it resided from the late 1980's, to its current home in the LEED Silver designated ARTlab—a 70,000 square-foot building with facilities to accommodate traditional studios and technologies as well as state-of-the-art digital technologies for experimentation and research. The adjacent Taché Hall, has also been developed into studio spaces for graduate students, offices for faculty members, and a student gallery. Together, they provide exceptional spaces for creative practices that integrate a multi-disciplinary art experience. Student and faculty response to the new environment has been very positive.

A key challenge facing the School has been concerns about limitations inherent in the current governance structure and communication lines, which has resulted in morale concerns and limited opportunities to leverage the benefits of the School's new facilities. Feedback from this review will assist in identifying an appropriate course moving forward.

The School of Arts offers the following undergraduate programs:

- Art History Programs – B.F.A. (Art History), B.F.A. (Hons.) (Art History), Minor
- Studio Programs – B.F.A., B.F.A. (Hons.), Diploma in Art

The School also offers graduate programs at the Master's level and delivers coursework towards a B.A., Art History offered through the Faculty of Arts.

#### **4. Academic Program Review**

The reviewer's provide an excellent and comprehensive evaluation of the School of Art that will facilitate productive discussions amongst faculty and staff about programming, governance, community outreach, and other related activities. While clearly impressed by developments at the School, and the excellence of both faculty and students, the reviewers provide some useful insights and a number of recommendations for consideration—these are presented below. The reviewers were particularly impressed by the School's new building, which they describe as possessing a 'feel-good sense' that promotes 'a vision of a sustainable art school' and a sense of renewal; observations that are reinforced by the recruiting of ten new faculty members over the past few years. Now that the administrative demands associated with construction of the new facility are reduced, the School has an opportunity to leverage this review to build on their success and commence planning for the future.

Overall, the reviewers placed the programs under *Category 2, Adequate with minor revisions*.

## 5. Recommendations and Responses

The reviewers provide a number of suggestions and recommendations. These, and the responses from the unit, have been summarized below under the following categories - Governance and Communication, Academic, and Community Connections and Outreach.

### 5.1 Governance and Communication

- **RECOMMENDATION:** *Develop Strategic Plan that articulates a School of Art vision and addresses the University's 4 priorities.*

The reviewers acknowledged the School of Art's well-deserved reputation in art and art history, and noted that faculty and alumni have distinguished themselves both in national and international arenas. While acknowledging the 'School's strategic importance in art and design education in Western Canada and beyond', the reviewers posit the need for a 'convincing' Strategic Vision and a 'meaningful' plan to guide decision making.' They suggest that the final planning document 'operate both as an exercise in self-reflection and a tool to engage with the University's strategic priorities.'

The School of Art's response acknowledges the reviewers advice and supports the need to discuss and develop new strategic goals.

- **RECOMMENDATION:** *Restructure the administration of the School of Art with clearly defined roles for multiple levels of hierarchy. Delegate workload assignment and course scheduling to Associate Director. Add second Associate Director. Review committee structure.*

The reviewers observed collective concerns and criticisms relating to governance and communication, noting misunderstandings over program requirements, perceptions of favouritism, and confusion about changes to governance structure in recent years. They suggested that over the years, the School's organizational hierarchy has diminished to the point that it appears to be represented by just a Director and an Associate Director. As the reviewers note, in the absence of this structure it is not then surprising, 'that informal structures emerge operating on poor information, accelerating and encouraging disgruntlement, and promoting a sense of powerlessness'. The reviewers recommend reviewing the current administrative structure and developing a clearly defined, multi-level hierarchical committee structure.

The School of Art agrees with the reviewers recommendation, with some reservations, noting that the 'External Review has come at a time when it is very appropriate to consider changes to a structure that has been in place for five years and shows signs of needing such. Proposals for revised committee structures and possible new committees will be initiated immediately.'

In undertaking this exercise it would be appropriate to engage in discussions with the University Secretary about effective governance structures.

## 5.2 Academic

- **RECOMMENDATION:** *Ensure Indigenous representation within the faculty through a new hire, cross appointment or Canada Research Chair position.*

The reviewers observe that even with the recent invigoration of the faculty complement, there is a notable absence of an Indigenous faculty member. They encourage the School to work closely with the Vice-Provost (Indigenous Engagement) and the broader community of indigenous scholars and artists to 'develop a specific, time-scheduled plan for recruiting indigenous faculty, expanding programs of visiting indigenous artists and scholars, integrating the TRC's artistic collections into the curriculum, and recruiting and retaining indigenous students.' In addition, they encouraged the School to consider the pursuit of Canada Research Chairs in Indigenous (and digital media) fields as part of their new strategic plan.

The School of Art unanimously endorsed support for the reviewer's recommendations about Indigenous faculty and will continue on-going efforts to secure an appointment. A copy of this response will be forwarded to the Vice-Provost (Indigenous Engagement) to follow up on this issue.

- **RECOMMENDATION:** *History of Art: remove language requirement. Reconsider the coexistence of two degrees in History of Art, BA and BFA.*

The reviewers comment on the lack of a critical mass of majors in Art History (both in the School's programs and in the B.A. offered through the Faculty of Arts), as well as the lack of students taking Art History as elective courses. Given the low student numbers, the reviewers recommend that the School of Art begin a dialogue with the Faculty of Arts and administration to create a single degree structure and administrative home. They also recommend removal of the current language requirement, which is unusual in current programs and potentially discouraging to applicants.

The School of Art supports the reviewer's recommendation to remove the language requirement, but raises concerns about sponsorship of the Art History degree. Notwithstanding, this recommendation warrants discussion and I am forwarding copy of this response to the Dean of the Faculty of Arts for consideration.

- **RECOMMENDATION:** *Rename 3 yr. BFAs as BA.*

The reviewers suggest that the School of Art differs from most other art and design programs in Canada by offering both 3-year and 4-year degrees as a B.F.A. They note that 'in the Canadian context, a B.F.A. usually designates a specialization in Fine Arts acquired in a 4-year honours degree' and argue that the rationale for maintaining multiple degree and diploma options should be examined. They suggest that renaming the 3-year program as a B.A. would better align the School with other Canadian institutions.

The School of Art does not support this recommendation, arguing that the B.A. is an Art's degree and that B.F.A. degrees are the province of schools of Art. However, the School notes that discussions will continue with the Faculty of Arts and administration to better understand the roles of the two degree paths.

- **RECOMMENDATION:** *Student Advising- clarify pathways to graduate and grandfathering. Examine how grandfathered requirements can be reflected in the online worksheets. Ensure special topics can be tracked administratively without manual entering.*
- **RECOMMENDATION:** *At least one additional full-time student advisor is needed; regular advising meetings with students are needed; and much more care needs to be exercised in ameliorating the negative impacts of course and program changes on students currently in the program.*

The reviewers observed that 'student advising has suffered in the last year due to staff departures' and that, in addition to replacing the vacant position, that sufficient complexity warrants one additional full-time student advisor.

The School of Art does not support this recommendation, stating that adequate advising capacity exists within the current 1.8 FTE appointments.

- **RECOMMENDATION:** *Dedicate a faculty retreat to a discussion on course structure. Engage in a comprehensive review of the nature of programming within the reality of 3 credit hour courses, thinking about skills needed, staffing constraints (assuming worst case scenarios for staffing), and scheduling constraints. Compare and discuss strengths and weakness in relation to other programs in Canada. Explore option of adding time to studio classes within existing loading. Open a frank dialogue about student preparation levels, what differences can and should be accommodated – and what cannot be accommodated.*

Reviewers observed that while full time faculty workload is appropriate, sessional appointments reported working voluntary overtime to deliver their course material. As well, studio faculty reported that 3 credit hours was not sufficient for some classes; however, they offered no alternatives beyond moving to 6 credit courses, although there was little support for reducing course offerings to accommodate this change. The reviewers note that some art and design programs in Canada make a distinction between studio and lecture teaching loads and assign more contact time to studio teaching, and suggest that the School examine options for increasing contact time within current studio teaching loads to recognize the experiential nature of studio learning and teaching.

The School of Art agrees with that the delivery of curriculum and achievable outcomes needs to be reviewed, noting that a retreat was held in 2016, and more retreats are planned on a regular basis moving forward to address overall program objectives. The School also recognizes the need for further discussion and debate on student preparedness.

- **RECOMMENDATION:** *Establish e-learning initiatives as a faculty goal. Encourage faculty to add e-learning resources to their courses.*

The reviewers were surprised to hear little mention of on-line learning as part of the review. They further observed that eLearning at the School seems limited to distance learning, and that 'few faculty make use of the university's online teaching tools (UMLearn).' They recommend further discussion by faculty about leveraging blended learning and online approaches for program delivery, noting their particular utility to facilitate 'curriculum delivery when contact hours are tight.'

The School of Art supports this recommendation, with reservations, and will commence discussions later in 2017. A copy of this response will be forwarded to the Executive Director of CATL to follow up on this issue.

- RECOMMENDATION: *reintroduce mandatory, non-credit, online safety course.*

The School of Art disagrees with the need to reintroduce the mandatory safety course, noting that students are now provided with discipline specific safety information by the respective technicians and faculty. They will ensure that commitment to providing students with appropriate information is renewed.

- RECOMMENDATION *review option of opening Fridays to course scheduling.*

The School of Art notes that course sections are already being taught on Fridays, as in previous years.

- RECOMMENDATION: *complete renovations to basement.*

The School of Art has indicated that any outstanding renovations or remaining capital projects will be addressed over the 2017/18 academic year.

- RECOMMENDATION: *pursue an articulation agreement with Red River College for Design Diploma students to achieve a BFA or BA.*
- RECOMMENDATION: *discuss and clarify the mandate of design curriculum- Design for artists or design for designers.*

Given the School's recent new hires in design, the reviewers recommend continued discussions about the design curriculum and potentially a degree program. They note that the latter might require collaboration with other design related programs within and external to the university and suggest exploring an articulation agreement with the design diploma offered through Red River College.

The School of Art supports this suggestion and has established a Design Curriculum Working Group to explore possible revisions.

### **5.3 Community Connections and Outreach**

- RECOMMENDATION: *Hire Gallery Curator, activate gallery.*

The reviewers believe that the School of Art Gallery lacks a clear vision and the necessary funding to meet its full potential. They suggest the hiring of a gallery curator to guide programming and promote activities, internal and external to the university.

While the School of Art did not support this recommendation and felt it was outside the scope of the current review, they do acknowledge the advice and will consider it independent of the program review process.

- **RECOMMENDATION:** *Formalize Field trip as on-load teaching in the form of a 3-credit, required course. Create links to Winnipeg Galleries within the course. Use Field Trip Course to enhance local connections.*

The reviewer's note the School has recently eliminated a third-year field trip and has expressed concerns about administrative coordination and difficulties of the first-year trip. The reviewers remark that these field trips to Minneapolis can provide an important foundational experience for the program's students and suggest revisions in support of continuing the first year experience, including visits to local galleries and museums in preparation of the trips. This would also benefit community outreach and linkages between downtown and the ARTlab.

This recommendation will be considered as part of ongoing discussions on course structure.

- **RECOMMENDATION:** *Workshop with faculty, methods to enhance the profile of the school locally.*
- **RECOMMENDATION:** *Activate the visiting artist series as a Winnipeg event.*

The reviewers noted that the integration of Winnipeg's arts community into the School could be strengthened and provided several suggestions for addressing this deficit.

In their response, the School of Art acknowledges the need for, and opportunities arising from, greater community engagement and indicate that they have been increasing outreach activities in recent years. Given the breadth of talent that exists in the School, enhancing community outreach is certainly achievable. To facilitate further exploration of this initiative a copy of this response will be forwarded to the Associate Vice-President, Marketing Communications.

## **6. Perspective of the Office of the Provost**

As per the UM policy on Academic Program Reviews, regular program reviews are conducted 'to maintain the academic integrity of academic programs at the University of Manitoba' and to ensure, through an exercise of self-reflection and external observation, that our 'academic programs maintain academic excellence.' In the current instance, the reviewers have undertaken a thoughtful and comprehensive evaluation of the School of Art that will certainly fuel productive and ongoing debate about programming, governance, community outreach, and other related activities. On behalf of the University I would like to thank the reviewers, and acknowledge their efforts on our behalf. I would also like to acknowledge the faculty, staff and students of the School of Art for their active engagement with this process. As noted in the School's response to the review, this exercise has come at a particularly appropriate time—now that the administrative demands associated with construction of the School's new facility are reduced, an opportunity exists to leverage this review to build on their success and commence planning for the future.

Key challenges facing the School of Art are the limitations inherent in the current governance structure and the effectiveness of general communications within the School. These limitations were made apparent during the review process and are associated with morale problems, as well as encumbering opportunities to leverage the benefits of the School's new facilities. Ameliorating these concerns needs to precede engagement with the other recommendations arising from the review process. It is encouraging to note in the School's response that 'proposals for revised committee structures and possible new committees will be initiated immediately' and that retreats will be held on a regular basis - engaging faculty and staff will be critical to the success of this exercise.

Once again would like to thank everyone who has participated in this review, and I look forward to receiving the follow-up outlined below.

## **7. Recommendation for Follow-up**

In response to the review, I would request that the School of Art follow-up on the following:

- A summary report of the outcomes and discussions from the summer 2017 retreat. This should include, but is not limited to, topics of governance structures, strategic planning, and review of course and curriculum structures.
- An update on discussions within the School related to the recommendations provided by the external review team.
- An update on any subsequent consultations, as recommended above with:
  - the Vice-Provost (Indigenous Engagement), addressing Indigenous faculty appointments;
  - the Dean of the Faculty of Arts addressing the Art History degree;
  - the Executive Director of CATL, addressing online teaching tools;
  - the Associate Vice-President, Marketing Communications, addressing engagement; and
  - the University Secretary, addressing School governance structures.
- As a result of the review of course and curriculum structures, please also provide additional comments and feedback on available advising tools and resources. While the School of Art may see no concerns, concerns around effective advising were raised as part of the findings of the reviewers and should be considered appropriately. Further, it is recommended that the School work with the Registrar's Office to ensure that any advising tools and program worksheets accurately reflect academic and program requirements as outlined in the academic calendar and that these be presented to students with best practices in mind.

Please forward comments addressing these issues to my office, no later than **September 1, 2018**.

Cc: Janice Ristock, Provost and Vice-President (Academic)  
Paul Hess, Director, School of Art  
Lynn Lavallée, Vice-Provost (Indigenous Engagement)  
Lori Yarchuk, Associate Vice-President, Marketing Communications  
Robert Hoppa, Acting Dean, Faculty of Arts  
Mark Torchia, Director, CATL  
Jeff Leclerc, University Secretary  
Neil Marnoch, Registrar  
Cassandra Davidson, Academic Programs Specialist



## Graduate Studies

### Attachment II

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November 9, 2017

- To:** Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs), Office of the Vice President (Academic) & Provost
- From:** Dr. Hope Anderson, Associate Dean, and Faculty of Graduate Studies 
- Re:** Faculty of Graduate Studies Response to the Cycle #2 Graduate Program Review of the Department of Community Health Sciences
- Xc:** Dr. Todd Mondor, Vice-Provost (Graduate Education) & Dean, Faculty of Graduate Studies  
Dr. John (Jay) Doering, Associate Vice-President (Partnerships), Office of the Vice-President (Research & International)  
Dr. Brian Postl, Dean, College of Medicine and Rady Faculty of Health Sciences & Vice-Provost (Health Sciences)  
Dr. Stephen Moses, Head, Department of Community Health Sciences  
Dr. S. Michelle Driedger, Graduate Program Director, Department of Community Health Sciences

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### Preamble

In May 2000, the Senate of the University of Manitoba endorsed a process for the periodic review of graduate programs. The primary purpose of these comprehensive program-specific evaluations is to assess the overall quality of graduate education presently provided, and to stimulate strategic planning and actions for future enhancements. The first cycle reviews have concluded and the second cycle is presently underway.

On March 14-15, 2017, the process was initiated in the Community Health Sciences (CHS) program with a site visit by the External Review Team, which was comprised of Drs. Anne Leis (University of Saskatchewan), Shree Mulay (Memorial University) and Louise Simard (University of Manitoba). Their assessment report was received by the Faculty of Graduate Studies (FGS) on May 4, 2017.

The unit level response to the reviewers' report from Dr. Michelle Driedger (Graduate Program Director) was received on June 26, 2017, and the home unit Dean's comments from Dr. Brian Postl on August 21, 2017. I met with Dr. Driedger and Dr. Stephen Moses (Department Head) to discuss the outcome of the review on October 17, 2017.

On behalf of FGS, I would like to express our gratitude to the reviewers for their comprehensive and insightful assessment of the Community Health Sciences program. We also extend our thanks to all members of the

program, including support staff, students, faculty, and administrators who diligently contributed to the review documentation and process.

The purpose of my report is to summarize highlights of the review team's report, responses to the report, recommendations, actions taken to date, a disposition of the process from the perspective of FGS, and a timeline for further actions.

## **Highlights of the Review and Responses**

The review team assigned the Community Health Sciences graduate program an overall rating of Category "II," indicating that the program *requires minor revision or restructuring to enhance effectiveness or appeal*.

There were many positive aspects to the review team's report. Importantly, the reviewers highlighted the rich learning environment for M.Sc. and Ph.D. students vis-à-vis well-structured programs, an impressive pool of faculty advisors, numerous partnerships with the health care system and research centres, a strong biostatistics group, the Centre for Healthcare Innovation Data Platform, and the recent strengthening of qualitative and mixed methods research expertise. The reviewers also noted significant growth since the first cycle review and the unit's successful track record in terms of research strength, productivity, and funding.

The review team also raised a number of challenges. Some of these concerns remain from the first-cycle review, including inconsistencies in terms of graduate program management, policies, and student supervision. With respect to the latter, the review team raised the perception of prolonged programs due to insufficient support from some advisors and lack of funding. Time-to-completion has improved, although the reviewers described this as misleading and suggested that the need to work due to insufficient financial support promotes the practice of taking required core courses as occasional students before entering the program.

The disconnect between the Master in Public Health (MPH) and the other programs, as well as from the Graduate Program Director, was also raised as a concern. In addition, the reviewers viewed the Diploma in Population Health (DipPH) program, intended for health care professionals, as undersubscribed and therefore queried its value.

Finally the reviewers alluded to a mismatch between the growth of faculty and static graduate student numbers due, at least in part, to recruitment difficulties.

## **Main Review Recommendations**

### **1. Building a sense of community and common vision**

The review team recommends a Departmental faculty retreat during which the vision, mission, values, and strategic priorities, including graduate training, would be discussed.

- *Response:* The Department acknowledges that it has been over 10 years since CHS had its last major strategic planning retreat, though a CHS Executive Committee mini-retreat and a pre-merger CHS/ Family Social Sciences faculty retreat occurred in 2009 and 2014, respectively. A department-wide strategic planning retreat is tentatively planned for the Winter 2018 term.

## 2. Graduate Program Quality

The department is encouraged to consider strategies that will improve graduate program quality. Specific recommendations include developing a handbook for graduate advisors, increased tracking of thesis-critical benchmarks, exit interviews, enhanced career development, and modifications to the structure of graduate program oversight.

- *Response:* CHS clearly delineates expectations of advisors (i.e. FGS Student/Advisor Guidelines, Responsibilities of Academic Staff with regard to Students (ROASS) policy) and tracks benchmarks according to the FGS regulation requiring a progress report at least once per year; the Graduate Program Director as required recommends additional committee meetings. The CHS Graduate Studies Committee will develop recommendations (i) to enhance the student-advisor experience and (ii) as to whether additional benchmarks are needed to keep students on track. The Graduate Program Director has already instituted exit surveys and will continue to do so, which should yield meaningful information on quality of the program. Career development opportunities (for example, GradSteps workshops, employment opportunities) will be highlighted on the CHS website, and perhaps within the departmental colloquium series. The term of the Graduate Program Director has been increased to 3 years and is renewable. Departmental committee structure will be reviewed and may include streamlining the membership of the Graduate Studies Committee and creation of new, standing committees (for example, an awards committee).

## 3. CHS Graduate Programs

The Department is encouraged to consider whether the DipPH program should be repurposed for added value or deleted. Likewise, an in-depth review of the MPH program should be conducted before the 2018 intake of students, and if maintained, competencies mapped against those developed by the Canadian Network of Schools and Programs of Population and Public Health.

Opportunities to improve the M.Sc. and Ph.D. program include more opportunities for communication and cross-pollination (i.e. departmental faculty retreat, weekly colloquium, and departmental research day), a review of current practices to support students financially, and enhanced opportunities to teach.

- *Response:* The Department agrees that there is merit to these recommendations. Therefore, the CHS Graduate Studies Committee will review the DipPH program. Dr. Moses has commissioned a review of the MPH program and, in addition to the aforementioned departmental retreat, will implement mechanisms to enhance intra-departmental interaction. Dr. Moses will also examine additional funding opportunities for students. Teaching opportunities are expected to improve, due to CHS teaching roles within the Family Social Sciences undergraduate program and Inter-disciplinary Health Program (IHP).

## 4. Recruitment and Communication

The reviewers suggested that highlighting the excellence of each graduate program and areas of research specialization might result in greater student interest and help with recruitment efforts. The Department is also encouraged to align the application for admission deadline with other graduate programs at the university.

- *Response:* The Department readily agreed that the CHS website would benefit from significant revision, and this will be initiated by Dr. Moses. Given the large number of applications received, the CHS

Graduate Studies Committee will propose a new January application deadline, in consultation with FGS, which allows sufficient time for GPA calculation and review of applications.

### Home Unit Dean's Response

Dr. Postl supports the CHS response to the review and indicates that resources are available within the department to execute the recommended actions. In particular, he acknowledged the need for review of the DipPH and MPH programs, further development of the CHS website, and accentuation of programs available to students. An interest in expanding intake into the graduate program and course offerings was also expressed.

### Faculty of Graduate Studies Perspective

The reviewers described the CHS graduate programs as strong in many important areas, including but not limited to the fertile learning environment. As intended by this review process, they also identified opportunities for improvement in the areas of program management, student supervision and funding. Also, the landscape has changed, necessitating a review of the MPH and DipPH programs. The following list of actions will further strengthen CHS graduate programs and enhance student experience:

### Timeline for Action on Relevant Issues

	Action	Timeline
1	Conduct a departmental retreat during which strategic priorities for CHS graduate training will be discussed.	Winter term, 2018
2	Submit a report to FGS on the following: <ul style="list-style-type: none"> <li>- mechanisms to enhance graduate program quality;</li> <li>- the DipPH program, moving forward;</li> <li>- in-depth review of the MPH;</li> </ul> as well as a plan for any changes to FGS for approval.	September, 2018
3	Submit revised supplemental regulations with the new admission application deadline and any other changes to FGS.	pending above
4	Strategic redesign of the CHS website.	in progress



## Graduate Studies

Attachment III

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September 28, 2017

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

**From:** Dr. Hope Anderson, Associate Dean, and Faculty of Graduate Studies

**Re:** Faculty of Graduate Studies Response to the Graduate Program Review of the Graduate Oral Maxillofacial Surgery Program

**Xc:** Dr. Todd Mondor, Vice Provost (Graduate Education) & Dean, Faculty of Graduate Studies  
Dr. John (Jay) Doering, Associate Vice President (Partnerships), Office of the Vice President (Research & International)  
Dr. Anthony Iacopino, Dean, College of Dentistry  
Dr. Adnan Shah, Head, Department of Dental Diagnostic and Surgical Sciences

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### Preamble

In May 2000, the Senate of the University of Manitoba endorsed a process for the periodic review of graduate programs. The primary purpose of these comprehensive program-specific evaluations is to assess the overall quality of graduate education presently provided, and to stimulate strategic planning and actions for future enhancements. The first cycle reviews have concluded and the second cycle is presently underway.

On September 26-27, 2016, the process was initiated in the Graduate Oral Maxillofacial Surgery program with a site visit by the external Review Team, which was comprised of Drs. Leon Assael (University of Minnesota), Reginald Godday (Dalhousie University) and Richard Nason (University of Manitoba). Their assessment report was received by the Faculty of Graduate Studies (FGS) on November 1, 2016.

The unit level response to the reviewers' report from Dr. Shah was received on April 27, 2017, and the home unit Dean's comments from Dr. Anthony Iacopino on October 28, 2016. I met with Dr. Shah to discuss the outcome of the review on September 28, 2017.

### Important Considerations

My appointment as [Acting] Associate Dean, Faculty of Graduate Studies, began on February 1, 2017. At this point, the review process for the Oral and Maxillofacial Surgery program was well underway; in fact, a number of milestones outlined within the review process timeline

[http://umanitoba.ca/faculties/graduate\\_studies/admin/120.html](http://umanitoba.ca/faculties/graduate_studies/admin/120.html)) were realized under the guidance of Dr. Archie McNicol. These include, but are not limited to, the following:

- review team site visit (including meetings with Dr. McNicol);
- receipt and consideration of reports from the review team;
- receipt of home unit dean's response to the review.

I stepped into the process on April 27, 2017 when I received the response from the unit (i.e. Oral and Maxillofacial Surgery). I subsequently met with Dr. Shah (i.e. a meeting with the unit head subsequent to the receipt of the unit's response and home unit dean's response to the review, and prior to the FGS commentary on the report and the response).

On behalf of FGS, I would like to express our gratitude to the reviewers for their proficient, comprehensive, and insightful assessment of the Graduate Oral and Maxillofacial Surgery program. We also extend our thanks to all members of the program, including support staff, students, faculty, and administrators who diligently contributed to the review documentation and process.

The purpose of my report is to summarize highlights of the review team's report, responses to the report, recommendations, actions taken to date, a disposition of the process from the perspective of FGS, and a timeline for further actions.

### **Highlights of the Review and Responses**

The review team assigned the graduate Oral and Maxillofacial Surgery program an overall rating of Category "2.5," indicating a need for major changes but not to the degree of questioning the need to continue the program.

There were many positive aspects to the review team's report. Importantly, the reviewers described the program as exceptional, thereby producing high quality candidates from Canadian dental schools. Several areas of profound strategic importance were recognized including regional impact (the only such program west of urban Ontario), safety net oral health care, trauma care, and essential liaisons with other departments throughout the health sciences. In fact, over the last 7 years, with Dr. Shah as department head, an expansion of scope beyond mandible to include trauma occurred, and this led to rotations involving residents from the Departments of Plastic Surgery and Otolaryngology. Importantly, this is the only program in North America that provides substantial support to the Indigenous population, whom Dr. Shah estimates constitutes ~65% of craniofacial trauma and deep neck, life-threatening infection patients. Other areas of strength include the broad clinical expertise of full and part-time faculty, robust admission process and high quality of students/residents, exceptional clinical experience in the areas of trauma and orthognathic surgery, as well as the program serving as part of a full service academic health center.

The review team also raised a number of challenges. Some of these concerns remain from the first-cycle review, including faculty size (which diminished by 2 FTEs in 2015 due to retirement), curriculum issues, and sustainability of the program. Further challenges include weak research productivity and impact, a need to improve academic programming, limited experience in oncology, uncertain student/resident supervision in clinic and also particularly pertaining to research, critical mass of students, lack of a basic science faculty liaison, a need for enhanced clinical experience in dentoalveolar surgery and implants, and improved administrative structure and support.

The reviewers also alluded to inadequate space and staffing in the hospital clinic.

### **Main Review Recommendations**

### 1. Faculty position replacements, administrative support

The reviewers expressed concerns that the current faculty size does not appear adequate to deliver the program, and in fact is low compared to comparable institutions with a residency program in oral and maxillofacial surgery. Furthermore, it seems that much of the burden, pertaining to logistical, clinical, and educational leadership, rests on the senior resident. As such, reviewer recommendations are to enhance administrative support and increase faculty by two FTEs, one with a focus on research capability and one to support the academic program.

- *Response:* The unit agrees with the assessment and has brought this issue to the attention of the dean of the College of Dentistry previously.

### 2. Curriculum concerns

Reviewers noted that a reduction in the basic science faculty may have compromised the teaching of anatomy and pathology, and therefore recommended the anatomy and pathology course(s) be customized in structure towards the need of OMFS residents.

- *Response:* The unit is confident that the current mechanism of delivery of anatomy and pathology content ensures adequate knowledge, as measured by Royal College of Dentists of Canada examinations. Also, accreditation was approved in 2015 for 7 years without any reporting requirements. Nonetheless, the unit has been pro-active in evaluating and strengthening the curriculum. Dr. Shah approached the Department of Community Health Sciences with the need for a biostatistics course for clinicians (i.e. CHSC 6810 Biostatistics for Clinicians). ANAT 7060 – Advanced Human Macroscopic (Gross) Anatomy Head and Neck was also revamped this year with a new course coordinator and more structured course syllabus.

### 3. Research

Research and scholarship is lacking compared to other institutions. To this end, reviewers recommend protected time to support research and addition of an FTE with a focus on research mentorship, with peer-reviewed presentation and scientific papers as the desired deliverable.

- *Response:* The unit agrees that peer-reviewed presentations/publications have been a weak link and will seek to improve this. Notably, a senior resident presented a paper at an international conference in May, 2017. Since this program review was initiated, three new research projects have been launched on the use of Botox for temporomandibular joint disorders, 3D modeling for facial restructuring (in collaboration with CancerCare Manitoba), and intraoperative navigation. Strengths of these new research directions include increased complexity compared to prior research endeavors within the program, collaboration with external departments, and the leveraging of Dr. Elgazzar's research experience vis-à-vis collaboration (co-supervising of residents, etc.).

### 4. Enrolment numbers

Reviewers recommended an increase in the complement of residents to eight (currently four), to first and foremost, support their didactic education and clinical progress, in part by enabling vertical interchange among students, and second, to decrease the resident on call time.

- *Response:* The unit discussed the notion of increasing number of resident intake with stakeholders and is committed to increasing the intake by 1 resident per year pending support and available resources.

## Home Unit Dean's Response

Dr. Iacopino acknowledged existing weaknesses in the areas of research, inadequate numbers of academics and students, clinical experience in dentoalveolar surgery and implants, and administrative structure and support. For research, he suggests that the expectation of quality research might be clarified by the program director, and that the recent recruitment of Dr. Elgazzar will help to address this. Dr. Iacopino agrees that increasing to a complement of residents of eight is desirable, but asserts that this would only be possible with a concomitant increase in academic positions and new facility. Discussions regarding a new facility in the old Women's Hospital building are ongoing with the Health Sciences Centre and Winnipeg Regional Health Authority; however, recruitment of full-time academics is problematic given the non-competitive salaries the College of Dentistry currently offers. Increased experience pertaining to dentoalveolar surgery and implants is determined, at least in part, by the patient pool, but also the ability to support this clinical discipline in other clinics. Perhaps the pending graduate program in Prosthodontics might serve as a necessary supportive component. Finally, with respect to administrative structure and support, Dr. Iacopino urges the program director to seek mechanisms to improve organization and efficiency, though Dr. Iacopino clearly states that budget cuts and resulting issues impose significant constraints.

## Faculty of Graduate Studies Perspective

The reviewers classified the Oral and Maxillofacial Surgery program as Category II.5, in an attempt to communicate that major changes are needed to enhance the program's effectiveness and appeal, but not to the degree of questioning the need to continue the program. The issues raised by the cycle one reviewers have not been addressed, and include an inadequate number of FTEs, curriculum issues, and sustainability of the program; resolution of the issues regarding FTEs and sustainability has been hindered by budgetary constraints described by Dr. Iacopino as a combination of chronic underfunding of the college and low salaries. Dr. Shah is acting appropriately on the curriculum issues. Other concerns raised by the reviewers represent viable opportunities for improvement, specifically strengthening the research and scholarship output of the program in terms of productivity, impact, and visibility; Dr. Reda Elgazzar, a more recently appointed faculty member, is already contributing to increasing research rigor and expectations. Finally, the notion of increasing resident intake warrants discussion, as the gains extend beyond enrolment to improved delivery of the program.

## Timeline for Action on Relevant Issues

	Action	Timeline
1	Submit to FGS a 5-year research plan, including discussion on the areas of mentorship, impact, and visibility.	December, 2017
2	Submit to FGS a report on the plan to increase intake to achieve a cohort of 8 residents.	February, 2018

April 16, 2018

**Report of the Senate Committee on Academic Review RE: Annual Report on the Status of Academic Program Reviews and Accredited Programs, May 15, 2017 – April 5, 2018**

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**Preamble:**

1. The Terms of Reference for the Senate Committee on Academic Review are found on the web at:  
[http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/489.htm](http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/489.htm)
2. At its meeting on April 16, 2018, the Committee received the *Annual Report on the Status of Academic Program Reviews and Accredited Programs, May 15, 2017 – April 5, 2018*, for information.

**Observations:**

1. The Committee received the *Annual Report on the Status of Academic Program Reviews and Accredited Programs, May 15, 2017 – April 5, 2018*, for information. The *Annual Report* (attached) will also be provided to Senate and to the Board of Governors, in June 2018, for information.
2. Production of the *Annual Report* responds to a request from the Board, which had asked to receive information on the outcomes of the academic program review process.

Respectfully submitted,

David Collins, Chair  
Senate Committee on Academic Review



Date: April 6, 2018  
To: Members of the Senate Committee on Academic Review (SCAR)  
From: Cassandra Davidson, Academic Program Specialist  
Subject: **Annual Report on the Status of Academic Program Reviews and Accredited Programs:  
May 15, 2017 – April 5, 2018**

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In May 2000, the Senate of the University of Manitoba endorsed a process for the periodic review of academic programs to assess the quality of undergraduate and graduate programming presently provided at the University, and to stimulate strategic planning and actions for future enhancements. The purpose of this report is to summarize the current status of program reviews at the university. Details around individual reviews can be found in the reports to Senate by the Senate Committee on Academic Reviews (SCAR).

#### 1. Status of Undergraduate Program Reviews

The second-cycle of reviews, originally scheduled to begin in the 2017-2018 academic year, has been delayed to the 2019-2020 academic year to accommodate the completion of some remaining first-cycle reviews and to facilitate a review of the current Academic Program Reviews policy and procedures ([http://umanitoba.ca/admin/governance/governing\\_documents/academic/364.html](http://umanitoba.ca/admin/governance/governing_documents/academic/364.html)). The consultation process for this review is scheduled for the summer and fall of 2018 with a goal to have revised documents to Senate for consideration in the spring of 2019.

For 2017-2018, three site visits took place (with two more scheduled for early fall), and one review was presented to SCAR. Seven reviews are in the follow-up period, during which any changes resulting from the review begin moving through the approval and implementation processes.

Feedback from reviewers continues to touch upon similar themes including, complexity of programming and the need for clear pathways to completion, and student access to advising resources required to navigate through degree requirements. Concerns also continue to be raised about the availability of teaching resources to deliver core programming on a regular schedule, as well as a number of questions about the role of 3-year general degrees versus 4-year degrees at UM. In more recent years, there has been an increase in recommendations addressing the need to include (more) indigenous content and perspectives in academic programs. This has resulted in recommendations for new indigenous faculty in a number of units. Finally, as seen in past years, the time and resources needed to complete the reviews continues to be raised as an issue.

Effective Fall 2017, the course forms for the Senate Committee on Curriculum and Course Changes (SCCCC) were modified to include notification of proposed changes resulting from an academic program review. It is anticipated that this will enable better tracking of curriculum changes resulting from the review process going

forward. Over the past year, Senate has considered curriculum changes resulting from reviews in such undergraduate programs as Physics & Astronomy, Political Studies, and the full suite of undergraduate programs in Kinesiology and Recreation Management.

## **2. Status of Graduate Program Reviews**

Graduate program reviews are at the end of the second cycle of reviews. Plans to commence the third-cycle have been postponed to accommodate the remaining second-cycle reviews and to allow for the formal review of current policy and procedures. Over the past year, one graduate review was initiated, two site visits took place, and two reviews were presented to SCAR. Twelve reviews are currently in the follow-up stage, during which changes resulting from the review begin moving through the approval and implementation processes. Three programs have submitted final follow-up reports to SCAR, completing the review process.

As with undergraduate programs, the Provost's Office has observed ongoing trends in reviewer recommendations. Review teams continue to raise concerns over levels of graduate student funding, time-to-completion, and in some units, the practice of cross-listing graduate courses with undergraduate courses. Recommendations to review the number of required courses within degree programs have led to Senate considering a number of proposals to reduce course requirements at both the masters and doctoral levels. Recommendations on recruitment strategies and increasing enrolment are also frequent, often accompanied with the advice to redevelop program websites and associated marketing materials. Finally, similar to the undergraduate reviews, the time and resources required to complete the reviews continues to be raised.

The FGS course change forms have also been modified to include notification of changes resulting from program reviews. As examples, in this past year, Senate has considered proposed changes in graduate programs in Sociology, Community Health Sciences, and Human Anatomy and Cell Sciences in response to reviews.

## **3. Pilot Project: Combined Program Reviews and Policy Review**

In 2015, in response to observations raised by academic units and external review teams about the lack of integration between undergraduate and graduate program reviews, SCAR authorized the Provost's Office to commence a pilot project combining undergraduate and graduate reviews into a single review process. The intent of the project is to determine whether combined reviews provide a more comprehensive, integrated evaluation of the University's programs, while at the same time saving on the time and resources required to complete reviews at the unit level.

To date, three units – History, Biological Sciences, and Statistics – have participated in the pilot reviews. The review in History is in the last stages of responding to the external review and the associated recommendations. This review has been complicated by the inclusion of the joint-masters program with the University of Winnipeg, and on-going participation of joint programs in future combined reviews will need to be considered carefully. It is expected that a final report will be presented to SCAR in Fall 2018. All reports and responses to the review in Biological Sciences have been submitted to the Vice-Provost (Integrated Planning and Academic Programs) for his consideration and final response. It is expected that this will be communicated to the unit shortly and will be formally presented to SCAR in the fall term. The review of Statistics was initiated most recently; the department has completed the self-evaluation report and potential reviewers have been identified. To avoid the necessity of a review over the summer months when reviewers would not necessarily have full access to faculty, staff and students, the formal sit visit is to be scheduled for September 2018.

Throughout the pilot exercise, the Departments concerned, their respective Dean’s Offices, and other units involved in the pilot are being encouraged to provide feedback on all stages of the review process—including self-evaluation, external review and site visit, responses, and follow-up with SCAR. The outcomes and feedback garnered will be used to inform the review of the existing policies and procedures pertaining to academic program review.

As the first two pilot reviews are coming to an end, the Provost’s Office will be initiating a formal review of the existing policy and procedures. Preliminary conversations with Deans have started and the consultation process is expected to continue over the summer and fall months with a goal to present a revised policy and procedures for Senate to review in the spring of 2019. In the meantime, the Provost’s Office will continue to provide status updates and inform SCAR of any concerns arising from the pilot reviews or the policy review.

#### 4. Current Status of Academic Program Reviews

The following is a list of programs currently undergoing an academic program review; the list has been sorted by where in the process the review stands as of April 5, 2018.

##### STAGE 1: SELF-EVALUATION

Program	Level	Round	Self-Evaluation Report Due
1. Agriculture (Diploma)	Undergrad.	1	Postponed (revisit in Fall 2018)
2. Asian Studies	Undergrad.	1	SER due Fall 2018
3. Canadian Studies	Undergrad.	1	SER due Winter 2018
4. Design and Planning	Graduate	2	Postpone until 3 <sup>rd</sup> cycle
5. Environment & Geography	Graduate	2	SER due Winter 2018
6. Genetics	Undergrad.	1	SER due Winter 2018
7. Icelandic	Undergrad.	1	SER due Winter 2017 (overdue)
8. Ind. Interdisciplinary Studies (IIS)	Graduate	1	TBD
9. Philosophy	Undergrad.	1	SER due Fall 2018
10. Public Administration (MPA)	Graduate	2	SER due Fall 2018
11. Ukrainian Canadian Heritage Studies	Undergrad.	1	SER due Fall 2018

##### STAGE 2: EXTERNAL REVIEW

Program	Level	Round	Date of Site Visit
1. Art (M.F.A.)	Graduate	2	October 2017
2. Global Political Economy	Undergrad.	1	TBD (Fall 2018)
3. General Science (B.Sc.)	Undergrad.	1	TBD (Fall 2018)
4. Integrated Studies (B.A.I.S.)	Undergrad.	1	March 2018
5. Interdisc. Health (BHSc/BHSt)	Undergrad.	1	April 2018
6. Linguistics	Undergrad.	1	April 2018
7. Mgmt. Info. Systems (MIS) (B.Comm.Hons.)	Undergrad	1	TBD
8. Natural Resources (MNRM, PhD)	Graduate	2	April 2018
9. Statistics	Combined	2	TBD (Fall 2018)

### STAGE 3: PROGRAM AND DEAN/DIRECTOR RESPONSES

Program	Level	Round	Program Category <sup>1</sup>
1. Agribusiness & Agricultural Econ.	Undergrad.	1	Not provided
2. Agriculture	Undergrad.	1	Minor revisions (2)
3. Agroecology	Undergrad.	1	Minor revisions (2)
4. Applied Health Sciences	Graduate	1	Major revisions (3)
5. Canadian Studies	Graduate	2	Minor revisions (2)
6. Food Science	Undergrad.	1	Minor revisions (2)
7. History	Combined	1-2	Minor revisions (2)
8. Linguistics	Graduate	2	Minor revisions (2)
9. Native Studies	Graduate	2	Minor revisions (2)
10. Political Studies	Graduate	2	Minor revisions (2)

### STAGE 4: PROVOST OR FGS RESPONSE

Program	Level	Round	Program Category
1. Anthropology	Undergrad.	1	Minor revisions (2)
2. Biological Sciences	Combined	1-2	Minor revisions (2)
3. Native Studies	Undergrad.	1	Major revisions (3)

### STAGE 5: REVIEW BY SCAR (MEETING OF APRIL 16, 2018)

Program	Level	Round	Program Category
1. Art (B.F.A.)	Undergrad.	1	Minor revisions (2)
2. Community Health Sciences	Graduate	2	Not provided
3. Oral & Maxillofacial Surgery (DDSS)	Graduate	2	Minor revisions (2)

### STAGE 6: REVIEW FOLLOW-UP

Program	Level	Round	Category	Follow-up
1. Environmental Design	Undergrad.	1	Major revisions (3)	Final report due Fall 2018
2. Civil Engineering	Graduate	2	Minor revisions (2)	Due Fall 2017
3. Periodontics (DDSS)	Graduate	2	Continue as is (1)	Due Fall 2017
4. Environment & Geography	Undergrad.	1	Not provided	Due Summer 2018
5. French, Spanish, and Italian	Undergrad.	1	Not provided	Due Winter 2018
6. Geological Sciences	Graduate	2	Not provided	Due Winter 2018
7. German & Slavic Studies	Graduate	2	Continue as is (1)	Due Fall 2017
8. Human Nutritional Sciences	Graduate	2	Minor revisions (2)	Due Winter 2018
9. Interior Design	Graduate	2	Continue as is (1)	Due Summer 2017
10. Labour Studies	Undergrad.	1	Minor revisions (2)	Due Fall 2017
11. Law	Undergrad.	1	Continue as is (1)	Due Summer 2017
12. Mechanical Engineering	Graduate	2	Minor revisions (2)	Due Fall 2017

<sup>1</sup> As per the Senate-approved procedures on Academic Program Reviews, review teams are asked to categorize programs into the following:

- (a) "Adequate" and should continue as is (1);
- (b) "Adequate" but requiring minor revision or restructuring (2); or
- (c) "Inadequate" and requiring major revision or restructuring (3).

13. Music	Undergrad.	1	Not provided	Due Fall 2017
14. Orthodontics (PDS)	Graduate	2	Continue as is (1)	Due Fall 2017
15. Peace & Conflict Studies (Ph.D.)	Graduate	1	Minor revisions (2)	Due Winter 2018
16. Pediatric Dentistry (PDS)	Graduate	2	Continue as is (1)	Due Fall 2017
17. Political Studies	Undergrad.	1	Major revisions (3)	Due Summer 2018
18. Psychology	Graduate	2	Continue as is (1)	Due Fall 2017
19. Sociology	Graduate	2	Minor revisions (2)	Due Fall 2017

#### STAGE 7: COMPLETED (FOLLOW-UP PRESENTED TO SCAR, APRIL 16, 2018)

Program	Level	Round	Program Category
1. Economics	Undergrad	1	Minor revisions (2)
2. Education (USB)	Graduate	2	Minor revisions (2)
3. Electrical & Computer Engineering	Graduate	2	Minor revisions (2)
4. German & Slavic Studies	Graduate	2	Continue as is (1)

### 5. Accredited Programs

The current Senate policy on academic program reviews, allows for academic programs that are required to undergo external accreditation to use the process in lieu of a formal program review, unless otherwise determined by the Provost. In considering whether an accreditation review will be considered equivalent to an academic program review, the Provost considers all elements of the accreditation process, including the mandatory nature of the accreditation, and the appropriateness of the information provided to, and commented on, by an external review team.

Currently, there are 35 external bodies accrediting and/or certifying over 45 academic programs at the university. Two programs were reviewed and renewed in the 2017-2018 academic year and one program, the Master of Science in Genetic Counselling, was newly accredited. Thirty (30) programs – fifteen in 2018 and fifteen in 2019 - are scheduled for accreditation review over the next year. A list of all accredited programs can be found below. Those programs where an accreditation review has been used in lieu of an academic program review are marked with an asterisk (\*).

### List of Accredited Programs, 2017-2018

#### Faculty of Agricultural and Food Sciences

##### **B.Sc. (Food Science), Science Option**

Institute for Food Technologists (IFT) 2014-2019

##### **B.Sc. (Human Nutritional Sciences) \***

Partnership for Dietetic Education and Practice (PDEP) 2010-2018

#### Faculty of Architecture

##### **Master of Architecture (M.Arch.)**

Canadian Architectural Certification Board (CACB) 2015-2018

##### **Master of City Planning (M.C.P.)\***

Canadian Institute of Planners (CIP) 2015-2020

##### **Master of Interior Design (M.I.D.)**

Council for Interior Design Accreditation (CIDA) 2012-2018

**Master of Landscape Architecture (M.L.A.)\***  
Canadian Society of Landscape Architects (CSLA) 2015-2021

## Faculty of Arts

**Ph.D., Psychology (Clinical Stream)**  
Canadian Psychological Association (CPA) 2014-2018

## I.H. Asper School of Business, Faculty of Management

**B. Comm. (Hons.)\***  
Association to Advance Collegiate Schools of Business (AACSB) 2014-2019  
Canadian Association of Co-operative Education (CAFCE) 2012-2018  
*Co-operative Option*  
Chartered Professional in Human Resources (CPHR) 2017-2019  
*Major in Human Resources*

**M.B.A.**  
Association to Advance Collegiate Schools of Business (AACSB) 2014-2019

**M.Sc., Ph.D., Management**  
Association to Advance Collegiate Schools of Business (AACSB) 2014-2019

**B.Sc. (Hons.), Actuarial Mathematics (joint program with Faculty of Science)**  
Canadian Institute of Actuaries (CIA) 2015-2020  
Centre of Excellence (CEA), Society of Actuaries (SOA) 2014-2019

## Faculty of Engineering

**B.Sc. (Biosystems Engineering)\***  
Canadian Engineering Accreditation Board (CEAB) 2013-2019

**B.Sc. (Civil Engineering)\***  
Canadian Engineering Accreditation Board (CEAB) 2013-2019

**B.Sc. (Computer Engineering)\***  
Canadian Engineering Accreditation Board (CEAB) 2013-2019

**B.Sc. (Electrical Engineering)\***  
Canadian Engineering Accreditation Board (CEAB) 2013-2019

**B.Sc. (Manufacturing Engineering)\***  
Canadian Engineering Accreditation Board (CEAB) 2013-2019

## Clayton H. Riddell Faculty of Environment, Earth, and Resources

**Bachelor of Environmental Science (B.Env.Sc.)**  
Canadian Environmental Accreditation Commission and ECO Canada 2011-2018

## Rady Faculty of Health Sciences

### COLLEGE OF DENTISTRY

**Doctor of Dental Medicine (D.M.D.)\***  
Commission on Dental Accreditation of Canada (CDAC) 2015-2022

**M.Dent., Dental Diagnostic & Surgical Sciences (Oral & Maxillofacial Surgery)**  
Commission on Dental Accreditation of Canada (CDAC) 2015-2022

<b>M.Dent., Dental Diagnostic &amp; Surgical Sciences (Periodontics)</b>	Commission on Dental Accreditation of Canada (CDAC)	2015-2022
<b>M.Dent., Preventive Dental Science (Pediatric Dentistry)</b>	Commission on Dental Accreditation of Canada (CDAC)	2017-2024
<b>M.Sc., Preventive Dental Science (Orthodontics)</b>	Commission on Dental Accreditation of Canada (CDAC)	2015-2022
<b>Diploma, Dental Hygiene*</b>	Commission on Dental Accreditation of Canada (CDAC)	2015-2022
<b>B.Sc., Dental Hygiene*</b>	Commission on Dental Accreditation of Canada (CDAC)	2015-2022

### **MAX RADY COLLEGE OF MEDICINE**

<b>Undergraduate Medical Education – UGME (M.D.)*</b>	Committee on Accreditation of Canadian Medical Schools (CACMS)	2016-2024
<b>Post-graduate Medical Education - PGME*</b>	Canadian Residency Accreditation Consortium (CanRAC)	2014-2021
	Canadian College of Medical Geneticists <i>Molecular Genetics &amp; Cytogenetics</i>	2013-2018
	Canadian College of Microbiologists (FCCM) <i>NEW</i> <i>Clinical Microbiology Training Program</i>	T.B.D.
	Canadian Psychological Association (CPA) <i>Clinical Psychology Training Program</i>	2011-2018
<b>Physician Assistant Studies (M.P.A.S.)*</b>	Canadian Medical Association (CMA)	2016-2022
<b>M.Sc., Genetic Counselling</b>	Accreditation Council for Genetic Counseling (ACGC)	2017-2020
<b>Continuing Professional Development (C.P.D.)*</b>	Committee on Accreditation of Continuing Medical Education (CACME)	2016-2024

### **COLLEGE OF NURSING**

<b>Bachelor of Nursing (B.N.)*</b>	College of Registered Nurses of Manitoba (CRNM)	2014-2018
<b>Master of Nursing (M.N.) – Nurse Practitioner Stream*</b>	College of Registered Nurses of Manitoba (CRNM)	2015-2018

### **COLLEGE OF PHARMACY**

<b>B.Sc., Pharmacy*</b>	Canadian Council for Accreditation of Pharmacy Programs (CCAPP)	2013-2019
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### **COLLEGE OF REHABILITATION SCIENCES**

<b>Bachelor of Respiratory Therapy (B.R.T.)*</b>	Council on Accreditation for Respiratory Therapy Education (CoARTE)	2013-2019
<b>Master of Occupational Therapy (M.O.T.)*</b>	Canadian Association of Occupational Therapists (CAOT)	2012-2019
<b>Master of Physical Therapy (M.P.T.)*</b>	Physiotherapy Education Accreditation Canada (PEAC)	2014-2020

## Faculty of Kinesiology and Recreation Management

### **Bachelor of Kinesiology (B.Kin.)**

Canadian Council of Physical Education & Kinesiology  
Administrators (CCUPEKA) 2011-2018

### **Bachelor of Kinesiology (B.Kin.), Athletic Therapy**

Canadian Athletic Therapists Association (CATA) 2016-2020

### **Bachelor of Physical Education (B.P.E.)**

Canadian Council of Physical Education & Kinesiology  
Administrators (CCUPEKA) 2011-2018

## Faculty of Law

### **Juris Doctor (J.D.), Common Law**

Federation of Canadian Law Societies 2017-2018  
*Note that programs are reviewed on an annual basis.*

## Faculty of Science

### **B.Sc. (Hons.), Actuarial Mathematics** (*joint program with Faculty of Management*)

Canadian Institute of Actuaries (CIA) 2015-2020  
Centre of Excellence (CEA), Society of Actuaries (SOA) 2014-2019

### **B.Sc. (Maj.), B.Sc. (Hons.), Biochemistry**

Canadian Society for Chemistry (CSC) 2015-2020

### **B.Sc. (Maj.), B.Sc. (Hons.), Chemistry\***

Canadian Society for Chemistry (CSC) 2015-2020

### **B.C.Sc.(Hons), B.Sc.(Maj.), Computer Science\***

Canadian Information Processing Society (CIPS) 2012-2018  
*With additional accreditation for Software Engineering Specialization*

### **B.Sc. (Maj.), B.Sc. (Hons.), Statistics – 3000 and 4000 level courses**

Statistical Society of Canada *Renewal in progress*

### **M.Sc., Ph.D. – Physics (Medical Physics)**

Commission on Accreditation of Medical Physics Education  
Programs, Inc. (CAMPEP) 2018-2022

## Faculty of Social Work

### **Bachelor of Social Work (B.S.W.)\***

Canadian Association for Social Work Education (CASWE) 2014-2022

### **Master of Social Work (M.S.W.)**

Canadian Association for Social Work Education (CASWE) 2014-2022

Cc: David Collins, Vice-Provost (Integrated Planning and Academic Programs) and Chair, Senate Committee on Academic Review  
Jeff Leclerc, University Secretary



UNIVERSITY  
OF MANITOBA

Office of the President

202 Administration Building  
Winnipeg, MB  
Canada R3T 2N2  
Telephone: 204-474-9345  
Fax: 204-261-1318

**Date:** May 23, 2018

**To:** Jeff Leclerc  
University Secretary

**From:** Dr. David T. Barnard  
President and Vice-Chancellor

**Re:** Request to Suspend Admissions to the Family Social Science Programs.

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I attach a recommendation from Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs) to suspend admissions to the Family Social Sciences undergraduate programs until May 2020.

Under the Admission Targets Policy, it is the President who approved changes to, or the introduction of, enrolment limits following consultation and discussion with the dean or director and with Senate and the Board.

Accordingly, please place this item on the agenda for the June 5, 2018 Senate Executive meeting and the June 20, 2018 Senate meeting.

**Cc:** Dr. Janice Ristock, Provost and Vice-President (Academic)  
Dr. Brian Postl, Vice-Provost (Health Sciences) and Dean, Rady Faculty of Health Sciences  
Dr. Sharon Bruce, Acting Head, Community Health Sciences  
Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)  
Mr. Jeff Adams, Director, Enrolment Services  
Mr. Neil Marnoch, Registrar  
Mr. Randy Roller, Executive Director, OIA  
Ms. Cassandra Davidson, Academic Programs Specialist



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Office of the Provost & Vice-President (Academic)

208 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
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**Date:** May 22, 2018

**To:** Dr. David Barnard, President and Vice-Chancellor

**From:** Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)

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

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Under the Admissions Targets Policy and at the request of the Max Rady College of Medicine, please find attached a proposal to temporarily suspend admissions to the Bachelor of Human Ecology (Family Social Sciences) and the Family Social Sciences, After-Degree Program.

In June of 2014, as part of the Academic Initiative Structure, Senate and the Board approved the merger of the Department of Family Social Science and the Department of Community Health Sciences, bringing together an interdisciplinary group with significant expertise in family health. The merger proposal at that time indicated that the Family Social Science undergraduate courses might be used to establish a Family Health Sciences stream within the Bachelor of Health Studies (BHSt) program and, accordingly, Senate approved a Family Health concentration in the BHSt in December 2017. The Max Rady College of Medicine and the Rady Faculty of Health Sciences hope to benefit from this new program, leveraging expertise in family theory and practice, to strengthen efforts to improve students understanding of health outcomes.

Given the above circumstances, I would endorse this request with the recommendation that, consistent with the policy, the duration of the suspension to admissions be for a period of two-years, with subsequent review. It should be noted that historically the BHSt program has been undersubscribed in comparison to the FSS programs. During the time of suspension it would be prudent for the Faculty to analyze student movement (new and transfer students) into the BHSt to determine the viability of the program in handling increased resources and increased demand. Student feedback should be used to identify any gaps in the new concentration and to strengthen the program accordingly.

If considered favorably, the proposal will be forwarded to the province for their review and approval under the provincial Program of Study Regulations.

**Cc.:** Dr. Janice Ristock, Provost and Vice-President (Academic)  
Dr. Brian Postl, Vice-Provost (Health Sciences) and Dean, Rady Faculty of Health Sciences  
Dr. Sharon Bruce, Acting Head, Community Health Sciences  
Mr. Jeff Leclerc, University Secretary  
Mr. Jeff Adams, Director, Enrolment Services  
Mr. Neil Marnoch, Registrar  
Mr. Randy Roller, Executive Director, OIA  
Ms. Cassandra Davidson, Academic Programs Specialist



UNIVERSITY OF MANITOBA | Rady Faculty of Health Sciences

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May 18, 2018

Dr. David Collins  
Vice-Provost (Integrated Planning and Academic Programs)  
208 Administration Building  
University of Manitoba  
Winnipeg, MB R3T 2N2

Dear Dr. Collins:

I am writing to request consideration of the temporary cessation of Family Social Sciences program. Attached please find: (1) the Application for Temporary Cessation of a Program of Study, and (2) letters of support from Dr. David Mandzuk, Dean, Faculty of Education; Dr. Mark Nachtigal, Director, Interdisciplinary Health Program (IHP); and myself as Dean, Rady Faculty of Health Sciences, supporting continued resources for the expansion of IHP.

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

Yours sincerely,

Brian Postl, MD, FRCPC  
Dean, Rady Faculty of Health Sciences & Vice-Provost (Health Sciences)

# TEMPORARY CESSATION OF A PROGRAM OF STUDY

Under *The Advanced Education Administration Act*

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

### UM INTERNAL REQUIREMENTS



UNIVERSITY  
OF MANITOBA

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

## SECTION A – PROPOSAL DETAILS

Institution: **UNIVERSITY OF MANITOBA**

Applicable faculties/department with responsibility for the program:

**Rady Faculty of Health Sciences, Max Rady College of Medicine, Department of Community Health Sciences**

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

n/a

Program name: **Family Social Sciences**

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

Proposed start date for temporary cessation: **2019-08-31**. The proposed last intake for the program is September 2018.

*Office Use Only*

One-time funding: _____
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On-going funding: \_\_\_\_\_

## SECTION B – PROGRAM DESCRIPTION AND DELIVERY

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

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

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**B-2 Length of Program:** *(Define the length of the proposed program using measures appropriate to the schedule and delivery format. This will include total course credits and weeks/months, and, where relevant, hours and semesters of instruction)*

The Bachelor of Human Ecology in Family Social Sciences is a four year, 120 credit hour degree program. A full course load is 30 credit hours per term.

The After Degree in the BHEC in Family Social Sciences is a two year, 60 credit hour degree program. A full course load is 30 credit hours per term.

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

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

The BHEC degree programs are delivered in classroom and online (distance education) settings.

## SECTION C – INFORMATION REGARDING TEMPORARY CESSATION DEVELOPMENT PHASE

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

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

The main rationale for the temporary cessation of the BHEC degree programs is the closure of the Faculty of Human Ecology, effective July 1, 2015, as part of the University of Manitoba's Academic Structure Initiative. The Department of Family Social Sciences was one department within the Faculty of Human Ecology and with the closure of the Faculty, this department merged with the Department of Community Health Sciences (CHS) in the Rady Faculty of Health Sciences. The merger of the two departments allows for an innovative and unique integrated emphasis on family and population health, has led to the review of the current Family Social Sciences programs.

The merger of the Department of Family Social Sciences and CHS aligned well with emerging knowledge, research and practice on health, health promotion, and disease prevention. The complexity of health and disease patterns have become better understood especially since the latter part of the 20<sup>th</sup> century and CHS is recognized nationally and internationally for addressing this complexity, advancing knowledge and intervening on structural and social determinants of health. The role of the family is integral to health and well-being and is part of the social determinants of health conceptual framework. Faculty from the former Department of Family Social Sciences brought expertise in family theory and practice to CHS, thus strengthening efforts to investigate, act upon and improve health.

The merger of the two departments is particularly advantageous for students because it allows for an integrated program of study that adds depth and breadth concomitant to the realities of contemporary patterns of health and disease. The current BHEC degree programs offer strong preparation in understanding how family and community impact human health and well-being. However, while the focus on the family is important to understanding human health and well-being, it is not sufficient. We know that health and well-being are best considered in relation to broader structures and processes operating at the local, national and international levels. In addition to *conceptualizing* health and wellness more broadly the merger of Family Social Sciences with CHS offers students the opportunity for broader preparation in *measuring* health and wellness through their access to the Rady Faculty of Health Science's B.H.St program; through this program students will be exposed to and learn different and more complex methods for

analysis and interpretation than could be achieved in the BHEC degree programs alone. A broader educational base with training in applied methods will result in better employment opportunities.

The benefits of the merger to students are already being realized at the level of graduate studies. As a result of the merger, graduate students have the advantage of an increased number of social science-based courses that offer theory and critical perspectives on health, in addition to courses on applied public and community health and advanced analytical methods. This integration provides a stronger preparation to students as they pursue further education or work in applied health settings.

The goal of the Rady Faculty of Health Sciences is to realize this same level of integration at the undergraduate level through the Bachelor of Health Studies (B.H.St) degree offered through their Interdisciplinary Health Program (IHP). Modifications to the B.H.St were approved by University of Manitoba Senate in December 2017, and the focus of the B.H.St. is on the determinants of health and how these determinants influence the health of individuals, families, and communities, as well as health services. The B.H.St. program includes core and elective courses, via three program concentrations, one of which is a Family Health concentration. Students interested in pursuing family social sciences will receive broader conceptualization and methodological training as part of the B.H.St. program than could be achieved as part of the current BHEC program. It is anticipated that the broader academic preparation will better prepare students for careers in health care teams, community health management, and agencies and businesses that plan or deliver health related service and products.

The temporary cessation period will facilitate redirecting new students into the B.H.St. program and, where appropriate, the transfer of remaining BHEC students into the B.H.St. Students may elect to remain with the BHEC degree programs. A request to formally close the BHEC degree programs once all remaining students have completed their programs will follow. The preliminary timeline around a proposed closure of the program would be for 2028 with the 10 year allowance for current students to complete their programs.

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

The University of Manitoba policy on Admission Targets allows for admissions to be temporarily suspended for up to 24 months, at which time the status would undergo review ([http://umanitoba.ca/admin/governance/media/Admission\\_Targets\\_Policy\\_-\\_2015\\_11\\_24\\_RF.pdf](http://umanitoba.ca/admin/governance/media/Admission_Targets_Policy_-_2015_11_24_RF.pdf)). In the meantime we will refer students interested in a focus on “the family” to pursue this interest as part of the B.H.St. program, beginning in 2018, in the knowledge that their educational experience will be enriched by exposure to courses from multiple disciplines. If the request for temporary cessation is approved, we anticipate that the last intake into the BHEC (Family Social Sciences) will be September 2018. Interested students in 2019 and beyond will be directed to the B.H.St. program. Students currently in the BHEC (Family Social Sciences) programs will meet with student advisors and the option of transferring to the B.H.St. program will be made available to them. Students who are not interested in transferring to the B.H.St. will remain in the BHEC (Family Social Sciences) programs.

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

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

**UNIVERSITY OF MANITOBA:**

**Approval by President** \_\_\_\_\_ **Date** \_\_\_\_\_

Consultation with Senate: \_\_\_\_\_

Consultation with Board of Governors: \_\_\_\_\_

Additional Consultation (*as needed*): \_\_\_\_\_

Details:

Final Decision: Y  N  \_\_\_\_\_

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#### **C-4 Responsibility to consult**

**C-3.1** What agencies, groups, or institutions have been consulted regarding the temporary cessation of this program?

The Dean, Faculty of Education was consulted on these proposed changes in the context of the academic re-structuring at the University of Manitoba. Students applying to the Early or Middle Years streams of the Bachelor of Education Program can declare a Teachable Minor in Developmental Studies that consists of courses offered in Family Social Sciences and Developmental Psychology. The plan is to continue to offer Family Social Sciences courses during the period of temporary cessation as well as in the IHP through the Rady Faculty of Health Sciences, and these courses will continue to be accepted by the Faculty of Education for those applicants declaring a Teachable Minor in Developmental Studies in the Bachelor of Education Program. Similarly, new students interested in pursuing a career as a Home Economics teacher could obtain teachable subjects through the B.H.St. A letter of support has been received from Dr. David Mandzuk, Dean of Education.

The IHP Council members representing the Faculties of Health Sciences, Arts and Science have been aware of the plan to apply for cessation of Family Social Sciences admissions, and were involved in the planning around the proposal for the restructuring of the Bachelor of Health Studies Program. A letter of support has been received.

**C-3.3** How have students and faculty been informed of the intent to temporarily cease this program?

With regards to faculty members, notification of the closure of the Faculty of Human Ecology and temporary cessation of the BHEC (Family Social Sciences) programs occurred through Department and Faculty Council meetings, a Department of Family Social Sciences retreat and planning sessions, special Faculty of Human Ecology meetings, Faculty of Health Sciences meetings, the President's Office restructuring communications, University Town Hall meetings, a CHS retreat and planning session, one-on-one meetings between faculty members and department heads, and a forum with the Dean of the College of Medicine. At the present time former Family Social Sciences faculty members are fully integrated into CHS. Note that the proposal to merge the Departments of Family Social Sciences and CHS approved by the UM Senate and the Board of Governors in June 2014 included the explicit intent to review undergraduate program alternatives in the B.H.St.

With regards to students, notification of and consultation about the closure of Human Ecology and temporary cessation of BHEC (Family Social Sciences) first began in 2013 and over time has included Open Forums, focus group sessions, surveys (graduate and undergraduate), classroom presentations, inclusion of undergraduate and graduate student representatives on merger committees, FAQ documents and website information. Since the closure of Human Ecology in 2015, students applying to the BHEc (Family Social Sciences) programs have been informed by student advisors of the upcoming request for temporary cessation of the program. Students already enrolled in the BHEC (Family Social Sciences) program meet annually with a student advisor and are being and will continue to be provided with the option to transfer to the B.H.St. program.

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

We anticipate the cessation of the BHEC (Family Social Sciences) programs will ultimately have a positive impact on the labour market in Manitoba. Graduates of the current program find employment in a variety of social service agencies that focus on health promotion and education. The BHEC (Family Social Sciences) degree is a general degree that does not lead to a professional designation, nor does it offer discipline-specific preparation. Graduates of the BHEC (Family Social Sciences) programs seeking a professional designation typically enroll in training in programs such as Education and Social Work. We anticipate that the type of student who is interested in studying family health and well-being will find an enhanced experience in the B.H.St. program and will

have more career and advanced training options than is available with the BHEC degree. For example the B.H.St. degree prepares students to work in a large variety of agencies and businesses that plan or deliver-health related service and products, and provides a foundation for additional study that prepare for careers in health care and in community health management in addition to previous options of Education and Social Work.

## SECTION D – SYSTEM IMPACTS

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

Transfer credit options will remain the same. Historically there has been an agreement with Red River College for block transfer credit (60 hours) in the BHEC (Family Social Sciences) programs; a review will be undertaken to determine whether a new articulation agreement with the IHP's B.H.St program is warranted.

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

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

## SECTION E – STUDENT IMPACTS

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

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

Year 2

Year 3

Year 4

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

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

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

The BHEC (Family Social Sciences) program currently accepts (up to) 80 students per year.

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

Year	Enrolments	Graduation
2011-2012	160	34
2012-2013	153	31
2013-2014	192	38
2014-2015	200	53
2015-2016	215	54
2016-2017	175	39

(The above table reflects Family Social Sciences degree program and after-degree program enrolments and graduation only.)

**SECTION F – FINANCIAL REALLOCATION****F-1 What portion of ongoing funding is allocated to this program?**

Funding for this program is provided through the general operating budget of the Max Rady College of Medicine, Rady Faculty of Health Sciences (RFHS). The RFHS will continue to support the BHEC (Family Social Sciences) degree programs until all current students have transferred to the B.H.St. degree program or have completed their current degree.

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

Funds will continue to be used to support the delivery of the courses required by current BHEC (Family Social Sciences) students to complete their degree programs, as well as the courses which will be taken by new students entering the B.H.St. program. The funds will therefore continue to support course delivery for current and future students.

**SECTION G – FINANCIAL REALLOCATION**

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

**SUBMITTED BY:****President:**

Name:

Signature:

Date: Click here to enter a date.

**Vice-President/Academic:**

Name:

Signature:

Date: Click here to enter a date.

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*For use by joint programs only:*

**President:****Vice-President/Academic:**

Name:

Name:

Signature:

Signature:

Date: Click here to enter a date.

Date: Click here to enter a date.

**SUBMIT COMPLETED FORM**

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

<input checked="" type="checkbox"/>	Cover letter
<input checked="" type="checkbox"/>	Any supporting documentation <i>(reviews, letters of support, etc.)</i>

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

Advanced Learning Division  
Manitoba Education and Advanced Learning  
608-330 Portage Avenue Winnipeg MB R3C 0C4  
(204) 945-1833  
[ald@gov.mb.ca](mailto:ald@gov.mb.ca)



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Rady Faculty of  
Health Sciences

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April 12, 2018

Dr. David Collins  
Provost and Vice-President (Academic)  
208 Admin Building  
University of Manitoba  
Winnipeg, Manitoba  
R3T 2N2

**RE: Application for Temporary Cessation of the BHEc (Family Social Sciences)**

Dear Dr. Collins:

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

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

Yours sincerely,

Brian Postl, MD, FRCPC  
Dean, Rady Faculty of Health Sciences & Vice-Provost (Health Sciences)



UNIVERSITY  
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Interdisciplinary Health Program  
Rady Faculty of Health Sciences

Dr. Mark W. Nachtigal  
Director  
Email: mark.nachtigal@umanitoba.ca

March 22, 2018

Dr. Sharon Bruce  
Acting Head  
Department of Community Health Sciences

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

Dear Dr. Bruce,

In anticipation of the application for temporary cessation of the BHEc Family Social Science (FSS) program enrolment, the Interdisciplinary Health Program (IHP) revised our Bachelor of Health Studies (BHSt) degree to include a new concentration, *Family Health*, that encompassed the curriculum provided by the FSS program. The BHSt *Family Health* concentration was approved by Senate on December 6, 2017, and the first offering will be delivered starting September 1, 2018. Also in anticipation of enrolment of students that would previously have applied to the BHEc FSS program, the IHP has hired a new Student Advisor in addition to our current full time Student Advisor, Ms. Alisa Claman. As you are aware, Ms. Claman has been serving as the BHEc FSS student advisor, and will continue to do so. As such, she has all of the skills and experience required to advise IHP students applying to the BHSt *Family Health* concentration, and will transfer this skill set to our new IHP Student Advisor. Thus, the IHP has the capacity to administer and advise new students applying to the BHSt *Family Health* concentration, and the capacity to absorb any current BHSc FSS students wishing to transfer into the BHSt *Family Health* concentration. With respect to course delivery, this responsibility will remain with the Faculties/Departments/Programs currently delivering courses contributing to the BHEc FSS and BHSt degree programs.

Sincerely,

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



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Faculty of Education

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May 15, 2018

To Whom It May Concern:

The Faculty of Education supports the temporary cessation of Family Social Sciences, within the Department of Community Health Sciences. With admission for the Bachelor of Human Ecology (General) degree ceasing in 2014 and with all students nearing completion or fully completed their degree requirements, there is no need for the program to continue in its current capacity.

Interested students may still work toward a teachable major (Senior Years only) or minor in Human Ecology through the Bachelor of Health Studies (BHSt) program, as part of the Rady Faculty of Health Sciences. Courses under the FMLY umbrella are now offered through this program. Students applying to the Early or Middle Years streams of the Bachelor of Education program are able to declare a teachable minor in Developmental Studies (as outlined in provincial legislation). These courses, historically offered in the Departments of Family Social Sciences and Developmental Psychology, will continue to be offered during the period of temporary cessation, as well as in the Integrated Health Program through the Rady Faculty of Health Sciences.

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

In conclusion, it is the opinion of the Faculty of Education, as an internal stakeholder, that the temporary cessation of Family Social Sciences will not be detrimental to prospective B.Ed. students who wish to have a teachable major or minor in Human Ecology.

If you require any further information, please do not hesitate to contact me at (204) 474-9001 or [david.mandzuk@umanitoba.ca](mailto:david.mandzuk@umanitoba.ca) and I would be happy to elaborate or answer any questions you may have.

Sincerely,

David Mandzuk, Ph.D.  
Dean  
Faculty of Education



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Office of the President

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**Date:** May 17, 2018

**To:** Jeff Leclerc  
University Secretary

**From:** Dr. David Barnard  
President and Vice-Chancellor

**Re:** Suspension of Admissions to the Post-Baccalaureate Certificate in Applied Leadership (PBCAL)

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I attach a recommendation from Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs) to suspend admissions to the Post-Baccalaureate Certificate in Applied Leadership (PBCAL) until May 2020.

Under the Admission Targets Policy, it is the President who approved changes to, or the introduction of, enrolment limits following consultation and discussion with the dean or director and with Senate and the Board.

Accordingly, please place this item on the agenda for the June 5, 2018 Senate Executive meeting and the June 20, 2018 Senate meeting.

**Cc:** Dr. Janice Ristock, Provost and Vice-President (Academic)  
Dr. Gary Hepburn, Dean, Extended Education  
Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)  
Mr. Jeff Adams, Director, Enrolment Services  
Mr. Neil Marnoch, Registrar  
Mr. Randy Roller, Executive Director, OIA  
Ms. Cassandra Davidson, Academic Programs Specialist



**UNIVERSITY  
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Fax (204) 275-1160

**Date:** May 9, 2018

**To:** Dr. David Barnard, President and Vice-Chancellor

**From:** Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)

**Re:** Suspension of Admissions to the Post-Baccalaureate Certificate in Applied Leadership (PBCAL)

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Under the Admissions Targets Policy and at the request of the Division of Extended Education, please find attached a proposal to temporarily suspend admissions to the Post-Baccalaureate Certificate in Applied Leadership (PBCAL).

As noted in the attached correspondence, this program was approved by Senate in June 2015 to provide training support to professionals who are in positions of responsibility or are preparing for leadership roles. Despite an extensive marketing campaign, there has been low interest and enrolment. Extended Education is requesting that admissions be suspended to assess the viability of the offering moving forward. Extended Education has included a transition plan to allow for any current students to complete their program during this review period.

Given the above circumstances, I would endorse this request with the recommendation that as per the policy, the duration of the suspension be for two years, with subsequent review after that time.

Note that this program falls outside the provincial program of study regulations, and as such, requires only UM approval to proceed.

**Cc.:** Dr. Janice Ristock, Vice-President (Academic) and Provost  
Dr. Gary Hepburn, Dean, Extended Education  
Mr. Jeff Leclerc, University Secretary  
Mr. Jeff Adams, Director, Enrolment Services  
Mr. Neil Marnoch, Registrar  
Mr. Randy Roller, Executive Director, OIA  
Ms. Cassandra Davidson, Academic Programs Specialist



UNIVERSITY  
OF MANITOBA

Extended Education

Office of the Dean  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone: 204-474-8010  
Fax 204-474-7660  
dean\_extended@umanitoba.ca

## Memo

Date: April 13, 2018

To: Cassandra Davidson, Academic Program Specialist

cc: Shannon Coyston, Associate University Secretary (Senate)

From: Gary Hepburn, Dean, Extended Education

Re: Suspension of Admission to the Post-Baccalaureate Certificate in Applied Leadership

---

Please be advised that on April 9, 2018 Extended Education's Council considered and passed a motion to suspend admission to the Extended Education program, Post Baccalaureate Certificate in Applied Leadership, effective March 1, 2018.

This information and attached documentation, is being provided to you so that it may be reviewed, and in turn, be presented to the appropriate individual/body for consideration and approval.

Attachment (2 pages)

## **Request to Suspend Program Admission into the Post-Baccalaureate Certificate in Applied Leadership**

### **Rationale for Request:**

The Post-Baccalaureate Certificate in Applied Leadership (PBCAL) was formally approved by the University's Senate in June 2015 as per Appendix B to the Non-Degree Programs Taxonomy. It was designed for individuals who have undergraduate degrees. The program aims to target professionals who are in positions of responsibility or are preparing for leadership roles within their organizations. While the program was open to any individual who met the admission requirements, the primary target group was employed individuals who were between 30 and 45 years of age, who had been working for eight to 20 years, and were striving to hold positions of increased responsibility within their organizations.

The program consists of five required courses (200 contact hours). Despite an extensive marketing campaign, there has been low interest and enrolment in the program. Therefore, it is requested that admission into the program be formally suspended and the program be assessed for viability.

#### **1) Current trends in the industry:**

During the development phase of the programs, internal and external consultations showed an interest in a post-baccalaureate credential in leadership. When this program was introduced, it was primarily designed for both current and emerging leaders. It was designed to help professionals become more efficient organizational leaders by examining the key skills, approaches and patterns of thinking that can transform organizations and create opportunities for future success and growth. However, applications and course enrolments have been low.

After a thorough market analysis of post-baccalaureate-level credentials in leadership, the findings were as follows for the Post-Baccalaureate Certificate in Applied Leadership:

1. Post-baccalaureate certificate designation is not in high demand.
2. The admission criteria was too high. As a result, it excluded the traditional Extended Education adult learner.
3. There was no clear unique selling point or target audience to differentiate the program from existing leadership programs.
4. An investment in additional business development and creative marketing is required.

#### **2) Enrollment Trends:**

**Post-Baccalaureate Certificate in Applied Leadership [PBCAL] (E26-CAL)**  
 Beginning 3 years prior to 201810 - by academic calendar

	2015/16	2016/17	2017/18
<b>Admissions</b>	10	4	0
<b>Completions</b>	0	0	0
<b>Rates</b>	0%	0%	0%
<b>Graduations</b>	0	0	0
<b>Enrolments</b>	8	8	1
<b>Students</b>	8	5	1

**3) Transition Plan:**

As of February 8, 2018, there are 14 students enrolled in the program. Below is a breakdown of courses completed:

	# of courses completed
7/14 students	0
4/7 students	1
2/7 students	2
1/7 students	3

As part of the suspension process, the impact of this decision will need to be carefully assessed and a transition plan will need to be developed. This transition plan will include the following components:

- A communication plan to students who are currently enrolled in the program:  
 All current students in the program will be sent a letter informing them of the changes, and the possible effect on their program, including planned course offerings over the next year, and alternative pathways for program completion. The letter will encourage these students to discuss their program completion plans with the Program Coordinator at their earliest convenience. Students will also be expected to return a "sign-off portion" of the letter that will be kept on file for a period of ten years and will indicate that they received information about the changes.
- A communication plan to inform the general public e.g. via website announcements.
- Identification of any partners and/or laddering opportunities that will be impacted by these changes.
- An analysis of the financial impact on Extended Education.

In addition, a go-forward recommendation will be made. This document will provide recommendation as to whether the program is to be phased out or redeveloped. The recommendations will be based on market analysis, consultations with external groups, relevant faculties, current students, and other important stakeholders.



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Office of the President

202 Administration Building  
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**Date:** May 22, 2018

**To:** Jeff Leclerc  
University Secretary

**From:** Dr. David T. Barnard  
President and Vice-Chancellor

**Re:** Extension of Suspension of Admissions, Integrated Bachelor of Music/Bachelor of Education Program

---

I attach a recommendation from Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs) to suspend admissions to the Integrated Bachelor of Music/Bachelor of Education until May 2020.

Under the Admission Targets Policy, it is the President who approved changes to, or the introduction of, enrolment limits following consultation and discussion with the dean or director and with Senate and the Board.

Accordingly, please place this item on the agenda for the June 5, 2018 Senate Executive meeting and the June 20, 2018 Senate meeting.

**Cc:** Dr. Janice Ristock, Provost and Vice-President (Academic)  
Dr. Edmund Dawe, Dean, Desautels Faculty of Music  
Dr. David Mandzuk, Dean, Faculty of Education  
Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)  
Mr. Jeff Adams, Director, Enrolment Services  
Mr. Neil Marnoch, Registrar  
Mr. Randy Roller, Executive Director, OIA  
Ms. Cassandra Davidson, Academic Programs Specialist



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Telephone (204) 480-1408  
Fax (204) 275-1160

**Date:** May 17, 2018

**To:** Dr. David Barnard, President and Vice-Chancellor

**From:** Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)

**Re:** Extension of Suspension of Admissions to the Integrated Bachelor of Music/Bachelor of Education Program

---

Under the Admissions Targets Policy, at the request of the Desautels Faculty of Music and the Faculty of Education (the Faculties), please find attached a proposal to extend the suspension of admissions to the Integrated Bachelor of Music/Bachelor of Education Program for a further two years.

Temporary cessation of the Integrated program was originally approved by the province in July 2017, for a period of one year, to facilitate the development of a proposal for a new Music Education program structure. A proposal for a new Music Education major was subsequently recommended by Senate and approved by the Board of Governors in March 2018 and is being considered by Manitoba Education and Training (MET). We anticipate a response from MET in this regard by the end of June.

Assuming the new major is approved by MET the Faculties will request formal closure of the Integrated program, following completion by existing students. Students currently enrolled in the Integrated program will be given the option of completing that program, or transferring to the new major.

In the unlikely event that the province should decline the new major, the Faculties will review re-opening admissions to the Integrated program.

Given the above circumstances, I would endorse this request and recommend that, consistent with policy, a two year extension of the suspension of admissions be granted, with subsequent review after that time.

Cc.: Dr. Janice Ristock, Provost and Vice-President (Academic)  
Dr. Edmund Dawe, Dean, Desautels Faculty of Music  
Dr. David Mandzuk, Dean, Faculty of Education  
Mr. Jeff Leclerc, University Secretary  
Mr. Jeff Adams, Director, Enrolment Services  
Mr. Neil Marnoch, Registrar  
Mr. Randy Roller, Executive Director, OIA  
Ms. Cassandra Davidson, Academic Programs Specialist



**Desautels**  
FACULTY of MUSIC

T319-136 Dafoe Road  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone: 204-474-9310  
Facsimile: 204-474-7546  
music@umanitoba.ca

May 16, 2018

To: Dr. David Collins, Vice-Provost (Integrated Planning/Academic Programs)

From: Dr. Edmund Dawe, Dean, Desautels Faculty of Music  
Dr. David Mandzuk, Dean, Faculty of Education

Subject: Suspension of the Integrated Bachelor of Music/Bachelor of Education program

We are writing to request that the suspension of the Integrated Bachelor of Music/Bachelor of Education program be given a two-year extension. The University of Manitoba has approved the new Bachelor of Music (Music Education) program as a replacement for the Integrated program and we are waiting on final approval from the province for implementation effective September 2018. Given the tight timeline, we feel it would be prudent to extend the suspension of the Integrated program. In the meantime, current Integrated students will be given the opportunity to complete their program or transfer to the new Bachelor of Music (Music Education) program.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Ed Dawe", written over a horizontal line.

Dr. Edmund Dawe, Dean, Desautels Faculty of Music

A handwritten signature in black ink, appearing to read "D Mandzuk", written over a horizontal line.

Dr. David Mandzuk, Dean, Faculty of Education



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## **Report of the Senate Committee on Admissions concerning a proposal from Enrolment Services and the Faculty of Graduate Studies to modify the gender identity options listed on the University of Manitoba application (for information) (2018.04.11)**

### **Preamble:**

1. The terms of reference for this committee can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/490.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm).
2. Enrolment Services and the Faculty of Graduate Studies are proposing that the gender identity options that appear on the University of Manitoba application be modified so that the following options will be listed:
  - Female
  - Male
  - Two-Spirit
  - Non-binary
  - Another gender identity (an optional fillable field will be provided)
3. The proposal is being presented for information and was reviewed by SCADM on April 11<sup>th</sup>, 2018.

### **Observations:**

1. Currently male and female are the only two gender identity options listed on the application form.
2. Making this change contributes to the institution's commitment to inclusivity.
3. Extensive consultations were held to in an effort to make an informed decision regarding appropriate terminology. Consultations were held with students, faculty members, and community groups.
4. Current system limitations will require some roll-up in the student information system for internal and external reporting purposes. It is the hope that over time the roll up requirement will decrease; however, the working group felt it was appropriate to be as inclusive as possible for those seeking admission to the institution.

### **Recommendation:**

The Senate Committee on Admissions reviewed this proposal as an item for information and the committee is very supportive of the changes and looks forward to the changes being implemented.

Respectfully submitted  
Susan Gottheil, Chair, Senate Committee on Admissions



UNIVERSITY  
OF MANITOBA

Enrolment Services

421 University Centre  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 474-8820  
Fax (204) 474-7554

TO: Dr. Janice Ristock, Provost and Vice-President (Academic)

FROM: Jeff Adams, Executive Director, Enrolment Services *JA*  
Dr. Todd Mondor, Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies *TM*

DATE: March 14, 2018

**SUBJECT: Gender identity on the University of Manitoba application for admission**

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**Introduction**

Currently the University of Manitoba offers two gender identity options on the undergraduate and graduate application, male and female. Requiring applicants to choose from one of these two options is clearly not an inclusive approach. The University of Manitoba is committed to taking the necessary steps to ensure that our application provides students with the opportunity to declare their gender identity in a respectful manner.

Below is an excerpt from a guideline document developed by the Manitoba Human Rights Commission:  
*The Commission interprets gender identity broadly, to include the concept of gender expression. Gender identity is a person's deeply felt internal and individual experience of gender. Gender refers to a system of classifying people, often based on their assigned sex. Gender identity is not restricted to classifying a person as "man" or "woman" and can include a broader spectrum of identities.*

*Gender expression is the way a person presents and communicates gender. Gender can be expressed through clothing, speech, body language, hairstyle, or voice. It is also expressed by emphasizing or de-emphasizing bodily characteristics or behaviours that are associated with masculinity and femininity. The ways in which gender is expressed are culturally specific and may change over time.<sup>1</sup>*

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<sup>1</sup> [http://www.manitobahumanrights.ca/publications/guidelines/gender\\_identity.html](http://www.manitobahumanrights.ca/publications/guidelines/gender_identity.html)

## Observations

1. The Manitoba Human Rights Commission has created a list of definitions in an effort to support those seeking to develop policies such as this.

- *Cisgender* refers to a person whose gender identity aligns with conventional social expectations for the sex assigned to them at birth. For example, a cisgender man is someone who identifies as a man and who was assigned male sex at birth.
- *Sex / Assigned Sex* is the classification of a person as male, female or intersex based on biological attributes, such as external genitalia, reproductive organs, chromosomes and hormones. Generally, individuals are assigned a sex at birth by a medical professional, often on the basis of their external genitalia.
- *Sex / Gender Binary* is the notion that there are only two possible sexes (male/female) and genders (man/woman), that they are opposite, distinct and uniform categories, and that they naturally align as male/man and female/woman (in other words, that gender is determined by sex).
- *Transgender or Trans* refers to a person who does not identify either fully or in part with the gender conventionally associated with the sex assigned to them at birth. Transgender (or trans) is often used as an umbrella term to represent a wide range of gender identities and expressions (e.g., a person assigned male at birth who expresses femininity and identifies as a woman, a person who identifies as gender queer or gender fluid).
- *Transsexual* refers to a person who does not identify with the gender conventionally associated with the sex assigned to them at birth. Many transsexual people feel a strong need to access medical transition to physically alter their bodies (e.g., hormone therapies and/or gender affirming surgeries).
- *Two Spirit* is an umbrella term that reflects the many words used in different Indigenous languages to affirm the interrelatedness of multiple aspects of identity, including gender, sexuality, community, culture and spirituality. Prior to the imposition of the sex/gender binary by European colonizers, many Indigenous cultures recognized Two Spirit people as respected members of their communities and accorded them special status as visionaries, healers and medicine people based upon their unique abilities to understand and move between masculine and feminine perspectives. Some Indigenous people identify as Two Spirit rather than, or in addition to, identifying as LGBTQ.<sup>2</sup>

This list is certainly not exhaustive as there are numerous other terms that could be included. It is important to note that it is not possible to offer an extensively long list as there are limitations with our systems that would make this impossible.

2. Information is collected about gender because of provincial and federal reporting requirements so this practice must continue

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<sup>2</sup> [http://www.manitobahumanrights.ca/publications/guidelines/gender\\_identity.html](http://www.manitobahumanrights.ca/publications/guidelines/gender_identity.html)

3. The student information system currently provides three options; male, female, and not available.

4. A number of institutions across the country have expanded the number of gender identity options listed on their applications, and ultimately in their student information systems. The Ontario University Council on Admissions (OUCA) and Red River College have done extensive work over the past couple of years in an effort to determine which options should appear on an application form. One of the goals of this initiative is to make the application more inclusive. The recommendations from Red River College and OUCA were as follows.

- *Red River College*
  - Female
  - Male
  - Another gender identity (This may include Aboriginal Two-Spirit, Transgender, and other)
  - Decline to answer
- *OUAC*
  - Female
  - Male
  - Another gender identity option

5. An informal national survey was conducted by the Association of Registrars of the Universities and Colleges of Canada in March, 2015 in an effort to determine whether there is an agreed upon best practice on gender identity options listed on applications. Forty institutions from across the country responded to the survey; the findings were:

- Of the 40 respondents, 8 institutions list gender identity options other than male or female.
- The remaining respondents indicated that male or female were the only options listed
- Of the eight institutions, there was some variability in the other gender identity options that are listed e.g. 'Other', 'Another Gender Identity Option', etc.

**Note:** This survey took place prior to the OUAC recommendations taking effect.

6. Over the course of the first two months of 2018 a working group held consultations with a variety of stakeholders in order to explore the options in additional detail.

*Working group*

- Jeff Adams, Executive Director, Enrolment Services
- Neil Marnoch, Registrar
- Erin Stone, Director, Admissions
- Brandy Usick, Director, Student Advocacy and Accessibility Services
- Jackie Gruber, Human Rights and Conflict Management Officer

### *Consultations*

- Meeting #1: Muhammad Ahsan, Education Program Coordinator, Rainbow Resource Centre
- Meeting #2:
  - Christine Cyr, Director, Indigenous Student Centre,
  - Valerie Williams, Diversity Consultant
  - Dr. Joannie Halas, Professor, Faculty of Kinesiology and Recreation Management
- Meeting #3:
  - Dr. Robert Mizzi, Assistant Professor, Faculty of Education
  - Dr. Clea Schmidt, Associate Professor, Faculty of Education
  - Dr. Sandra Kouritzin, Professor, Faculty of Education
- Meeting #4: Carl Neumann, President, Graduate Students Association
- Meeting #5:
  - Allison Kilgour, Vice-President Advocacy, UMSU
  - Becca Watt, UMSU

### *Observations from the consultations*

- All those who participated in the consultations was very supportive of the direction in which we are moving.
- Including a fillable field as one of the options ensures inclusivity.
- It was agreed that the list of options should be kept to a reasonable length while also doing our best to be inclusive. Limiting the options to female, male, and another gender identity was seen as too narrow and could be interpreted as marginalizing all those individuals who do not identify as male or female.
- Terminology is changing rapidly and it is important that we review our list regularly.
- Some of the discussions were quite narrow in focus; in the end, most involved acknowledged that no perfect list existed and that the list being recommended is inclusive and is a material improvement over the current options.
- The Rainbow Resource Centre was extremely helpful and they indicated that the terminology they use on their intake forms was considered and reviewed by multiple individuals within their communities.
- There was some discussion as to whether transgender should be included as one of the listed options. On the advice of the Rainbow Resource Centre, the decision was made to not include transgender as one of the listed options; individuals would be welcome to select the “another gender identity” option and write in transgender if that was appropriate. Rainbow suggested that unless we are required to report on the number of transgender applicants, we should not ask for this information.

## **Recommendation**

It is recommended that the University of Manitoba proceed with modifying its undergraduate and graduate application to include the following gender identity options:

- Female
- Male
- Two-Spirit
- Non-binary
- Another gender identity option (an optional fillable field will be provided)

## **Notes:**

1. When reporting to the province we must use one of four categories (Male, Female, Another, N/A).
2. When reporting to Stats Canada (PSIS) reporting we also must use one of four categories (Male, Female, Another Gender, Unknown).
3. For OIA reporting, the only option is to consolidate all the response into one of our three existing categories into Male, Female & Another (or Another Gender).
4. Banner currently offers three options: Male, Female and Not Available. Ideally, we would consolidate all responses that are not male or female into one category. The field is currently labelled Not Available, but we may be able change that to Other or Another Gender Identity. We would also explore adding fields, but as we are heading into the Banner 9 upgrade this is not something we would be able to address in the short term. We will need to explore the impact of making such a customization.
5. Initially, if a student wants to change their gender identity choice post admission, they will be able to submit a change to the Registrar's Office. The student would complete a form that includes the same options listed on the application form; if they select a gender identity other than male or female it would be entered into Banner as another gender identity. We will be exploring expanding the list in Banner but this will take some time.

Cc: Susan Gottheil, Vice-Provost (Students)



UNIVERSITY  
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Provost & Vice-President (Academic)

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

DATE: March 23, 2018

TO: Jeff Leclerc, University Secretary

FROM: Dr. Janice Ristock, Provost and Vice-President (Academic)

SUBJECT: Gender identity on the University of Manitoba application for admission

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I strongly support the recommendations contained in the attached report to modify the gender identity options that are listed on the undergraduate and graduate application. This work aligns with our commitment as stated in our strategic plan: “to increase diversity that reflects society, especially with respect to the inclusion of women, Indigenous peoples, people with disabilities, gender and sexual minorities, and racialized minorities”.

Please share this report for information with the Senate Committee on Admissions and the Faculty of Graduate Studies Council. Once these bodies have reviewed the report please forward the document to Senate for information.

cc: Dr. Todd Mondor, Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies  
Susan Gottheil, Vice-Provost (Students)  
Jeff Adams, Executive Director, Enrolment Services

## **Report of the Senate Executive Committee**

### **Preamble**

The Executive Committee of Senate held its regular monthly meeting on the above date.

### **Observations**

#### **1. Speaker for the Executive Committee of Senate**

Dean Jeff Taylor will be the Speaker for the Executive Committee for the June meeting of Senate.

#### **2. Vacancies on the Senate Committee on Nominations**

The report of the University Secretary on the Senate Committee on Nominations is attached (Appendix A). Members of the Senate Committee of Nominations are nominated by the Senate Executive Committee and elected by Senate (see recommendation below). Senate Executive has made recommendations on nominations for two vacancies for academic staff and for two vacancies for student members. Two vacancies for academic staff remain.

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

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

### **Recommendation**

The Senate Executive Committee recommends:

**THAT the following nominations to the Senate Committee on Nominations be approved by Senate for three-year terms beginning June 1, 2018, and ending May 31, 2021:**

- a) Professor Bonnie Hallman (new appointment, Senator), representing Agricultural and Food Sciences and Environment, Earth, and Resources;**
- b) Professor Helen Cameron (re-appointment), representing Science;**
- c) Professor Steven Passmore (new appointment, Senator), representing Education, Kinesiology and Recreation Management, and Extended Education; and**

**THAT the following nominations to the Senate Committee on Nominations be approved by Senate for one-year terms beginning June 1, 2018, and ending May 31, 2019:**

- a) Ms. Nina Lam (Arts);**
- b) Mr. Cody Ross (Graduate Studies).**

Respectfully submitted,

Dr. David Barnard, Chair, Senate Executive Committee

Terms of Reference:

[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/477.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/477.htm)

### Vacancies on the Senate Committee on Nominations

At the July 1977 meeting of Senate, Senate approved, without debate, area representations for the Senate Committee on Nominations. The representation was amended in July 1991 to include the Libraries, in June 2005 to include the Clayton H. Riddell Faculty of Environment, Earth and Resources, and in October 2014 to take into account the Faculty of Health Sciences.

Members of the Senate Committee on Nominations are nominated by the Senate Executive Committee, and are elected by Senate.

The current membership is as follows:

Agricultural and Food Sciences & Environment, Earth and Resources	Dean Karin Wittenberg*	2018
Architecture & Engineering	Prof. Witold Kinsner*	2019
Arts	Prof. Pam Perkins	2020
Education, Kinesiology and Recreation Management & Extended Education	Prof. Sandra Kouritzin*	2018
Health Sciences (2)	Prof. Marie Edwards Prof. Barbara Shay*	2019 2020
Libraries & Student Affairs	Ms Vera Keown	2019
Management, Law & Social Work	Prof. Robert Biscontri*	2020
Music & School of Art	Prof. Paul Hess*	2018
Science	Prof. Helen Cameron	2018
Students (2)	Ms Sarah Blanchard Mr. Shahriar Bagheri	2018 2018

\* denotes member of Senate presently or at time of appointment

The terms for Professor Helen Cameron, Professor Paul Hess, Professor Sandra Kouritzin and Dean Wittenberg will end on May 31, 2018. Consequently, replacements are required for the following areas for the term of June 1, 2018 to May 31, 2021:

Agricultural and Food Sciences & Environment, Earth, and Resources  
Education, Kinesiology and Recreation Management & Extended Education  
Music & School of Art  
Science

The composition of the Senate Committee on Nominations calls for ten members of the academic staff, the majority of whom are to be members of Senate. Since three of the remaining academic members currently on the Committee are Senators, or were Senators at the time of appointment,

at least three of the replacements must be a member of Senate at the time of election to the Senate Committee on Nominations.

The terms of Ms Sarah Blanchard and Mr. Shahriar Bagheri as student members will end on May 31, 2018. Consequently, student replacements are required for the term June 1, 2018 to May 31, 2019.

## **REPORT OF THE SENATE COMMITTEE ON AWARDS – Part B**

### **Preamble**

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and revised offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter revised by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and revised offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

### **Observations**

At its meeting of May 10, 2018, the Senate Committee on Awards reviewed 2 new offer that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated February 20, 2018).

### **Recommendations**

The Senate Committee on Awards recommends that Senate and the Board of Governors approve 2 new offer, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated May 10, 2018).

Respectfully submitted,

Dr. Phil Hultin

Chair, Senate Committee on Awards

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

## SENATE COMMITTEE ON AWARDS

### Appendix A

May 10, 2018

#### 1. NEW OFFER

##### **Accutech Engineering ENGAP Entrance Award**

Accutech Engineering will make an annual contribution valued at \$3,000 to the University of Manitoba to offer the Accutech Engineering ENGAP Entrance Award. The purpose of the award is to provide support for students from Nunavut who have been admitted into the Engineering Access Program (ENGAP) in the Faculty of Engineering. Each year, beginning in the 2017-2018 academic year, one scholarship of \$3,000 will be offered to an undergraduate student who:

- (1) is a resident of Nunavut;
- (2) has been admitted to the Engineering Access Program;
- (3) will be enrolled full-time (as defined by the ENGAP program), in the first year of study in Engineering.

If there are no eligible students, the funds will be offered to a student who received the award in a previous year, provided they are registered in full-time studies in ENGAP, and have a minimum degree grade point average of 2.0. If there is more than one student who qualifies under this clause, the award will be offered to the student with the higher degree GPA. If there are still no eligible students, an award will not be offered in that academic year.

For the purposes of this scholarship, a resident of Nunavut will be defined as a Canadian citizen or Permanent Resident who meets either of the following descriptions: (i) has graduated from a high school in Nunavut, or (ii) has resided in Nunavut for at least 12 consecutive months prior to completing the application to the ENGAP program.

The donor will contact the Financial Aid and Awards office by no later than March 31 in any year this award is not to be offered.

The Director of the Engineering Access Program (or designate) will name the selection committee for this award.

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

(Attachment I)

##### **Ken and Peggy French Bursary for Indigenous Students**

Ken and Peggy French have established an annually funded bursary through the Winnipeg Foundation to support Canadian Indigenous students. Each year, The Winnipeg Foundation will report the available annual earnings from the fund to Financial Aid and Awards at the University of Manitoba. Beginning in the 2018-2019 academic year, bursaries valued at \$2,000 each will be offered to one or more undergraduate students who:

- (4) are Canadian Indigenous (First Nations, Métis, Inuit)

- (5) are enrolled full-time (minimum 60% course load) in any faculty, college or school at the University of Manitoba;
- (6) have achieved a minimum degree grade point average of 2.0;
- (7) have demonstrated financial need on the standard University of Manitoba bursary application form.

The Director of Financial Aid and Awards (or designate) will name the selection committee for this award.

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

(Attachment II)



UNIVERSITY  
OF MANITOBA

Faculty of Engineering

May 24, 2018

Dr. Philip Hultin  
Chair, Senate Committee on Awards  
c/o Regan Sarmatiuk,  
Awards Establishment Coordinator  
424E University Centre  
University of Manitoba

**RE: Accutech Engineering ENGAP Entrance Award**

Dear Dr. Hultin,

The Faculty of Engineering supports the establishment of the Accutech Engineering ENGAP Entrance Award. In the Fall Term of 2017, the Faculty of Engineering's self-declared Canadian Indigenous student population was 6.1% of total enrolment, compared to Manitoba's Indigenous population of 16.7%<sup>1</sup>. The Indigenous student enrolment data for the past five years in Engineering is provided for context in the table below.

Year (Fall Term)	Number of Indigenous students in Engineering	Total Number of Engineering Students	% Indigenous students
2017	109	1,777	6.1
2016	109	1,785	6.1
2015	98	1,722	5.7
2014	92	1,653	5.6
2013	84	1,644	5.1

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of scholarships, bursaries, and awards for Indigenous students contributes to this commitment. This scholarship will provide the Faculty of Engineering with the opportunity to recruit, recognize and retain Indigenous students at the University of Manitoba, and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

Randy Herrmann, P.Eng, FEC  
Director, Engineering Access Program (ENGAP)

<sup>1</sup> Statistics Canada. *Number and distribution of the population reporting an Aboriginal identity and percentage of Aboriginal people in the population, Canada, provinces and territories, 2011*, Catalogue no. 99-011-X2011001 [cited November 18, 2016 on Statistics Canada website: <https://www12.statcan.gc.ca/nhs-enm/2011/as-sa/99-011-x/2011001/tbl/tbl02-eng.cfm>].

**Engineering Access Program**  
Room E2-442  
Engineering & Information  
Technology Complex  
Winnipeg, Manitoba  
Canada R3T 5V6  
Telephone: 204-474-9872  
1-800-432-1960 ext. 9872  
Fax 204-474-7518



**Scholarships and Bursary  
Funding Provided By:**

Engineering Endowment Fund

Engineers  
Geoscientists  
Manitoba

HATCH Ltd.

LAFARGE

Manitoba Hydro

Petro Canada

Price Industries Ltd.

Manitoba Aerospace Human  
Resources Council:

- StandardAero
- Magellan Aerospace Corp/  
Bristol Aerospace Limited
- Boeing Canada Technology

Shell Canada

Vale

Vector Construction Ltd.



UNIVERSITY  
OF MANITOBA  
May 8, 2018

## Enrolment Services

Financial Aid & Awards  
422 University Centre  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 474-9531  
Fax (204) 474-7543  
awards@umanitoba.ca

Dr. Philip Hultin  
Chair, Senate Committee on Awards  
c/o Pamela Gareau, Awards Establishment Coordinator  
420 University Centre  
University of Manitoba

### RE: Ken and Peggy French Bursary for Indigenous Students

Dear Dr. Hultin,

Financial Aid and Awards supports the amendments to the **Ken and Peggy French Bursary for Indigenous Students**.

In the Fall Term of 2017, the University of Manitoba's Indigenous undergraduate student population was 8.3% of total enrolment, compared to Manitoba's Indigenous population of 16.7%<sup>1</sup>. Indigenous student enrolment data for the past five years at the University of Manitoba is provided for context in the table below.

Year (Fall Term)	Number of Indigenous Students	Total Students	% Indigenous Students
2017	2,455	29,498	8.3
2016	2,400	29,987	8.0
2015	2,180	29,929	7.3
2014	2,168	29,657	7.3
2013	2,140	29,759	7.2

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships and awards for Indigenous students contributes to this commitment. This scholarship will provide the opportunity to recruit, support and retain Indigenous students at the University of Manitoba and, in doing so; will also contribute to the success of individual Indigenous students.

Sincerely,

Ms. Jane Lastra  
Director, Financial Aid and Awards  
University of Manitoba

<sup>1</sup> Statistics Canada. *Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011*, Catalogue no. 99-011-X2011001, <http://www12.statcan.gc.ca/nhs-enm/2011/as-sa/99-011-x/2011001/tbl/tbl02-eng.cfm>.



UNIVERSITY  
OF MANITOBA

School of Art

313 ARTlab  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 474-9367  
Fax (204) 474-7605

**To:** Shannon Coyston  
**From:** The School of Art  
**Date:** February 15, 2018  
**Subject:** Course Introduction and Program Modifications

**Purpose:**

Please find enclosed the proposed course/program changes from the School of Art. Listed below are the Course Introductions and Program Modifications and the corresponding dates for their approval by council.

The addition of these course offerings serve two purposes. Firstly, in the case of STDO 1480, Digital Essentials, to adapt the first-year curriculum to the evolving needs of students to have facility with digital platforms. While this course replaces a traditional studio-centric course with one focusing on digital media, it requires no new teaching resources, as it can be taught by existing faculty and sessional instructors. Indeed, two recent Instructor I hires in the foundations area have anticipated the addition of this course. The School of Art's existing media lab can support the equipment needs of the course. Secondly, the introduction of new ceramics (STDO 2310, 2320, 3380, and 3390) and design courses (STDO 4710, 4720, 4730) serve to provide dedicated and more visible course offerings in these areas. Each of these courses offerings replace existing courses, -- in the case of the ceramics courses providing distinct course numbers for courses that have been offered as special topics, and separating specified design courses out of the honours fourth-year offerings. These courses will not require additional resources, as they primarily house existing offerings under distinct course numbers and names.

**Course Introductions:**

- STDO 1480 Digital Essentials (January 26/2018)
- STDO 2310 Beginning Wheel Throwing with Clay (December 9/2016)
- STDO 2320 Beginning Hand Building with Clay (December 9/2016)
- STDO 3380 Advanced Wheel Throwing with Clay (December 9/2016)
- STDO 3390 Advanced Hand Building with Clay (December 9/2016)
- STDO 4710 Design Senior Studio 1 (February 9/2018)
- STDO 4720 Design Senior Studio 2 (February 9/2018)
- STDO 4730 Design Honours Seminar 1 (February 9/2018)

**Program Modifications:**

- Diploma in Art
  - The replacement of STDO 1450 with STDO 1480 as a program requirement (January 26/2018)
- Bachelor of Fine Art (Art History) General and Honours
  - Removal of 6 credit hours of language courses as a requirement (General and Honours)
  - The specification of a 3 credit hour elective in Art History as a 4000 level Honours course
- Bachelor of Fine Art (Studio) General
  - The replacement of STDO 1450 with STDO 1480 as a program requirement (January 26/2018)
- Bachelor of Fine Art (Studio) Honours
  - The replacement of STDO 1450 with STDO 1480 as a program requirement (January 26/2018)
  - The establishment of STDO 4710 and STDO 4720 as choices for 4000 level Honours requirements
  - The establishment of STDO 4730 as an Honours Seminar for students focusing on design

Thank you, we look forward to your review of this proposal

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

## **SUMMARY SHEET**

### **SCHOOL OF ART**

#### Course Introductions:

- |                                                          |      |
|----------------------------------------------------------|------|
| • STDO 1480 Digital Essentials Cr.Hrs. 3                 | +3.0 |
| • STDO 2310 Beginning Wheel Throwing with Clay Cr.Hrs. 3 | +3.0 |
| • STDO 2320 Beginning Hand Building with Clay Cr.Hrs. 3  | +3.0 |
| • STDO 3380 Advanced Wheel Throwing with Clay Cr.Hrs. 3  | +3.0 |
| • STDO 3390 Advanced Hand Building with Clay Cr.Hrs. 3   | +3.0 |
| • STDO 4710 Design Senior Studio 1 Cr.Hrs. 6             | +6.0 |
| • STDO 4720 Design Senior Studio 2 Cr.Hrs. 6             | +6.0 |
| • STDO 4730 Design Honours Seminar 1 Cr.Hrs. 3           | +3.0 |

**NET CHANGE IN CREDIT HOURS: +30**

The School of Art is proposing the following modifications:

- Diploma in Art
  - The replacement of STDO 1450 with STDO 1480 as a program requirement
- Bachelor of Fine Art (Art History) General and Honours
  - Removal of 6 credit hours of language courses as a requirement (General and Honours)
  - Inclusion of 3 credit hours of 4000 level Art History electives (Honours only)
- Bachelor of Fine Art (Studio) General
  - The replacement of STDO 1450 with STDO 1480 as a program requirement
- Bachelor of Fine Art (Studio) Honours
  - The replacement of STDO 1450 with STDO 1480 as a program requirement
  - The establishment of STDO 4710 and STDO 4720 as 4000 level Honours requirements
  - The establishment of STDO 4730 as an Honours Seminar for students focusing on design

## **School of Art**

### Introductions:

STDO 1480 Digital Essentials Cr.Hrs. 3 +3.0

An introduction to the core software skills and digital methods that may be applied to art, design and research practices. Topics will provide students a basic understanding of digital platforms within a creative environment.

STDO 2310 Beginning Wheel Throwing Cr.Hrs. 3 +3.0

This course will cover the basics of wheel throwing and gas kiln firing. Technical and conceptual content will be provided through a series of assigned projects. May not be held with STDO 2230. Prerequisite: Successful completion of 21 credit hours of 1000 level studio courses.

STDO 2320 Beginning Hand Building with Clay Cr.Hrs. 3 +3.0

This course will cover the basics of hand building with clay and electric kiln firing. Technical and conceptual content will be provided through a series of assigned projects. May not be held with STDO 2230. Prerequisite: Successful completion of 21 credits hours of 1000 level studio courses.

STDO 3380 Advanced Wheel Throwing with Clay Cr.Hrs. +3.0

A continuation of STDO 2310 Beginning Wheel Throwing with Clay. This course will focus on advanced techniques in wheel throwing and the firing of gas and atmospheric kilns. Technical and conceptual content will be provided through a series of assigned projects. May not be held with STDO 3370. Prerequisite: STDO 2310 or permission of the School of Art.

STDO 3390 Advanced Hand Building with Clay Cr.Hrs. 3 +3.0

A continuation of STDO 2320 Beginning Hand Building with Clay with a focus on experimental and innovative practices. Technical and conceptual content will be provided through a series of assigned projects. May not be held with STDO 3370. Prerequisite: STDO 2320.

STDO 4710 Design Senior Studio 1 Cr.Hrs. 6 +6.0

(Lab required) This course provides an opportunity for students to propose and develop a self-directed term-long design project. Peer learning and collaboration will be encouraged using a yearly thematic focus to frame the class research. May not be held with STDO 4810 or STDO 4820. Prerequisite: STDO 3910.

STDO 4720 Design Senior Studio 2 Cr.Hrs. 6 +6.0

(Lab required) This course provides an opportunity for students to propose and develop a self-directed term-long design project. Peer learning and collaboration will be encouraged using a yearly thematic focus to frame the class research. May not be held with STDO 4810 or STDO 4820. Prerequisite: STDO 4710.

STDO 4730 Design Honours Seminar 1 Cr.Hrs. 3 +3.0

Design Honours Seminar will complement the work and research in Design Honours Studio 1 and 2 and provide critical conversations around contemporary design. The course emphasizes writing about design as well as covering issues related to the documentation and dissemination of design thinking, design process and designed outcomes. May not be held with STDO 4910. Prerequisite: Successful completion of 15 credit hours of 3000 level studio courses. Corequisite: STDO 4710.

**Net change in credit hours: +30.0**

#### 4.1 Bachelor of Fine Arts Studio Programs

The School of Art offers degrees that cover the history, theory, and techniques of art. Students may also take elective courses outside the School of Art. These programs provide a general cultural background as well as the technical education necessary to become an educator, or a professional creative artist in fine art or applied fields. The programs reflect the assumption that in a time of fluctuating cultural values, technical training alone is not sufficient for significant work in any branch of the arts.

The first two years offer basic instruction in the fundamental principles of drawing, design and representation. In the fine arts studio electives in second year, the student selects courses that provide specialization in one or more of the following: ceramics, drawing, graphic design, painting, photography, print media, sculpture and video.

The School of Art offers a General and an Honours Degree Program in Studio. In order to be transferred from the General Degree to the Honours Degree Programs, a student must have completed 63 credit hours and have a minimum grade point average of 2.5 (C). The Student Advisor will be able to transfer the student from General to Honours.

In order to be eligible to do the final fourth year Honours year (the Senior Studio and Honours Seminar courses), students in the Honours Degree must have completed 15 credit hours of Studio courses at the 3000 level and have successfully passed a minimum of 94 credit hours.

The school reserves the right to retain temporarily or permanently any work done by students in fulfilment of course requirements.

<b>BFA General Degree (93 credit hours)</b>			
YEAR 1 (33 credit hours)	YEAR 2 (30 credit hours)	YEAR 3 (30 credit hours)	
<a href="#">STDO 1210</a> , <a href="#">STDO 1240</a> , <a href="#">STDO 1410</a> , <a href="#">STDO 1510</a> , <a href="#">FA 1990</a> , <a href="#">FAAH 1030</a> , <a href="#">STDO 1250</a> , <a href="#">STDO 1450</a> , <a href="#">STDO 1480</a> , <a href="#">STDO 1470</a> , <a href="#">FAAH 1040</a>  3 credit hours - Written English Requirement <sup>1,2</sup>  3 credit hours - Mathematics Requirement <sup>1,3</sup>	<a href="#">FAAH 2080</a>  15 credit hours in Fine Arts Studio Electives  6 credit hours in Art History Electives  6 credit hours in Academic Electives <sup>5</sup>	<a href="#">FA 3440</a> , <a href="#">FAAH 3202</a> , <a href="#">FAAH 3212</a>  15 credit hours in Fine Arts Studio Electives <sup>4</sup>  3 credit hours in Art History Electives  6 credit hours in Academic Electives <sup>5</sup>	

<b>BFA Honours Degree ( 123 credit hours)</b>			
YEAR 1 (33 credit hours)	YEAR 2 (30 credit hours)	YEAR 3 (30 credit hours)	YEAR 4 (30 credit hours)
<a href="#">STDO 1210</a> , <a href="#">STDO 1240</a> , <a href="#">STDO 1410</a> , <a href="#">STDO 1510</a> , <a href="#">FA 1990</a> , <a href="#">FAAH 1030</a> , <a href="#">STDO 1250</a> , <a href="#">STDO 1450</a> , <a href="#">STDO 1480</a> , <a href="#">STDO 1470</a> , <a href="#">FAAH 1040</a>  3 credit hours - Written English Requirement <sup>1,2</sup>	<a href="#">FAAH 2080</a>  15 credit hours in Fine Arts Studio Electives  6 credit hours in Art History Electives  6 credit hours in Academic Electives <sup>5</sup>	<a href="#">FA 3440</a> , <a href="#">FAAH 3202</a> , <a href="#">FAAH 3212</a>  15 credit hours in Fine Arts Studio Electives  3 credit hours in Art History Electives  6 credit hours in Academic Electives <sup>5</sup>	<a href="#">STDO 4810</a> , <a href="#">STDO 4820</a> , <a href="#">STDO 4910</a> , <a href="#">STDO 4920</a>  <b>(STDO 4710 or STDO 4810 and STDO 4920)</b> <b>(STDO 4720 or STDO 4820)</b> <b>(STDO 4730 or STDO 4910)</b>

3 credit hours - Mathematics Requirement <sup>1,3</sup>			6 credit hours of Fine Arts Studio Electives  6 credit hours of Academic Electives

**Notes:**

1. Students are recommended to complete these requirements in the first 60 credit hours of their program.
2. The School of Art offers [FAAH 2930](#) - Writing About Art, to fulfil this requirement. See the General Academic Regulations section of the Undergraduate Calendar for a full list of courses that meet this requirement.
3. The School of Art offers [FA 1020](#) - Mathematics in Art, to fulfil this requirement. See the General Academic Regulations section of the Undergraduate Calendar for a full list of courses that meet this requirement.
4. Students wishing to pursue the BFA Honours program should be advised that a minimum of 15 credit hours of 3000 level studio courses must be taken to be eligible to register for [STDO 4810](#) and [STDO 4910](#)
5. Students are permitted to take any courses to fulfill the Academic Elective requirement. This includes courses taught by the School of Art such as Studio or Art History courses or courses taught by other faculties.

### 4.3 Bachelor of Fine Arts - Art History Programs

The Art History program at the School of Art offers students an opportunity to consider, in a cultural context, both Western and non-Western artistic traditions with an emphasis on the former from the Renaissance to the present. While all courses acknowledge methodological issues, the program also offers courses in art theory and criticism at the second- and third-year levels. Students enrolled in this program broaden their knowledge of art production with studio electives.

#### Program Requirements:

<b>BFA Art History General Degree (90 credit hours)</b>			
YEAR 1 (30 credit hours) University 1	YEAR 2 (30 credit hours)	YEAR 3 (30 credit hours)	
<a href="#">FAAH 1030</a> , <a href="#">FAAH 1040</a>  3 credit hours - English Literature Requirement <sup>1,2</sup>  3 credit hours - Mathematics Requirement <sup>1,3</sup>  6 credit hours – Language Requirement (French, German, or Italian recommended)  6 credit hours – Academic electives <sup>5</sup>  6 credit hours – Social Science or Science Elective <sup>7</sup>  Choose 6 credit hours from the following courses: <a href="#">HIST 1200</a> , <a href="#">PHIL 1200</a> , <a href="#">ASIA 1420</a> and <a href="#">ASIA 1430</a>	<a href="#">FA 1990</a>  9 credit hours of 1000 level studio courses <sup>4</sup>  6 credit hours in Academic or Studio Electives <sup>4,5</sup>  15 credit hours from the following courses: <a href="#">CLAS 2670</a> , <a href="#">CLAS 2680</a> , <a href="#">FAAH 1100</a> , <a href="#">FAAH 2060</a> , <a href="#">FAAH 2070</a> , <a href="#">FAAH 2080</a> , <a href="#">FAAH 2090</a> , <a href="#">FAAH 2110</a>	<a href="#">FAAH 3212</a>  Studio Electives (9 credit hours at the 1000 level or 6 credit hours at the 2000 level) <sup>4,6</sup>  Art History Electives 15 or 18 credit hours (dependent on the whether 100 level or 200 level studio electives have been chosen.)  One of the following courses: <a href="#">FAAH 3260</a> or <a href="#">FAAH 3270</a>	

<b>BFA Art History Honours Degree (120 credit hours)</b>			
YEAR 1 (30 credit hours) University 1	YEAR 2 (30 credit hours)	YEAR 3 (30 credit hours)	YEAR 4 (30 credit hours)
<a href="#">FAAH 1030</a> , <a href="#">FAAH 1040</a>  3 credit hours - English Literature Requirement <sup>1,2</sup>  3 credit hours - Mathematics Requirement <sup>1,3</sup>  6 credit hours – Language Requirement (French,	<a href="#">FA 1990</a>  9 credit hours of 1000 level studio courses <sup>4</sup>  6 credit hours in Academic or Studio Electives <sup>4,5</sup>  15 credit hours from the following courses: <a href="#">CLAS 2670</a> , <a href="#">CLAS 2680</a> , <a href="#">FAAH 1100</a> , <a href="#">FAAH 2060</a> , <a href="#">FAAH 2070</a> , <a href="#">FAAH         </a>	<a href="#">FAAH 3212</a>  Studio Electives (9 credit hours at the 1000 level or 6 credit hours at the 2000 level) <sup>4,6</sup>  Art History Electives 15 or 18 credit hours (dependent on the whether 1000 level or 2000 level studio electives have been chosen.)	<del>18 credit hours of Art History Electives</del>  <b>15 credit hours of Art History Electives</b>  <b>3 credits of 4000 level Art History elective</b>  12 Other Academic or Studio Electives (Honours Students wishing to take more than the 18 credit

<p>German, or Italian recommended)</p> <p><b>6 credit hours – Academic electives</b></p> <p>6 credit hours – Social Science or Science Elective<sup>7</sup></p> <p>Choose 6 credit hours from the following courses: <a href="#">HIST 1200</a>, <a href="#">PHIL 1200</a>, <a href="#">ASIA 1420</a> and <a href="#">ASIA 1430</a></p>	<p><a href="#">2080</a>, <a href="#">FAAH 2090</a>, <a href="#">FAAH 2110</a></p>	<p>One of the following courses: <a href="#">FAAH 3260</a> or <a href="#">FAAH 3270</a></p>	<p>hours of Art History courses listed above may use their Academic Electives to do so.)<sup>4</sup></p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------

**NOTES:**

1. Students are recommended to complete these requirements in the first 60 credit hours of their program.
2. The English Literature Requirement can be fulfilled by any course taught by the English Department under the course code ENGL.
3. The School of Art offers [FA 1020](#) - Mathematics in Art, to fulfil this requirement. See the General Academic Regulations section of the Undergraduate Calendar for a full list of courses that meet this requirement.
4. Studio Electives can be fulfilled by any course taught by the School of Art under the course code STDO except [STDO 1510](#) – Art Now which is not considered a Studio Elective course for the purposes of this program.
5. Academic Electives can be fulfilled by courses from departments outside of the School of Art.
6. Most 2000 level studio courses will require completion of a minimum 21 credit hours of 1000 level studio courses therefore students should be advised that this component is normally fulfilled by 9 credit hours of 1000 level courses.
7. **The following course subjects can be used towards the Social Science or Science elective requirement. Social science: ANTH, ECON, GPE, LABR, LING, POLS, PSYC, SOC, WOMN. Science: AGRI, BIOL, CHEM, COMP, ENTM, ENVR, FORS, GEOG, MBIO, PHYS, SOIL, STAT.**

**4.4 Elective Subjects and Academic Requirements**

In addition to the Art History courses in the School of Art, the following courses from other faculties fulfil the Art History elective requirement. Not all courses are offered every year.

CLAS 2670 Greek Art and Archaeology	3
CLAS 2680 Roman Art and Archaeology	3
RLGN 2570 Indian Religious Art and Architecture	3
TXSC 2420 History of Textiles	3

#### 4.2 Diploma in Art Program

The Diploma in Art is a four-year program, essentially technical in nature, which prepares students for careers as practising artists in either the fine or applied fields. Beginning in Fall 2014 a minimum of 93 credit hours are required for the Diploma in Art. Students admitted to Diploma Program in the School of Art prior to September 2014 should contact the School of Art Office for more information.

<b>Diploma In Art (93 credit hours)</b>			
<b>YEAR 1 (27 credit hours)</b>	<b>YEAR 2 (27 credit hours)</b>	<b>YEAR 3 (27 credit hours)</b>	<b>Year 4 (12)</b>
<u>STDO 1210, STDO 1240, STDO 1410, STDO 1510,</u> <u>FA 1990, FAAH 1030, STDO 1250, STDO 1450, STDO 1480, STDO 1470, FAAH 1040</u>	Choose 24 credit hours from the following courses: <u>STDO 2210, STDO 2220, STDO 2230 STDO 2250, STDO 2400, STDO 2500, STDO 2502, STDO 2510, STDO 2512, STDO 2520, STDO 2522, STDO 2610, STDO 2630, STDO 2640</u>  3 credit hours in Fine Arts Studio Electives	FA 3440 (0 credit hours),  Choose 24 credit hours from the following courses: <u>STDO 3330, STDO 3370, STDO 3420, STDO 3460, STDO 3480, STDO 3830, STDO 3840</u>  3 credit hours in Fine Arts Studio Electives	Choose 12 credit hours from the following courses: <u>STDO 4450, STDO 4520, STDO 4530, STDO 4550, STDO 4700</u>

**Report of the Senate Committee on Curriculum and Course Changes, Part B – Submitted to Senate for Ordinary Debate RE: School of Art**

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**Preamble:**

1. The Senate Committee on Curriculum and Course Changes (SCCCC) is “to recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses”. Terms of reference for the SCCC are found on the website at: [http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/497.htm](http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.htm).
2. At its meeting on March 16, 2018, the SCCC considered curriculum and course changes proposed by the School of Art.
3. The Senate Planning and Priorities Committee (SPPC) also considered the proposal at its meeting on April 30, 2018.

**Observations**

1. The School of Art is proposing to introduce eight (8) courses, as set out in the proposal. The overall number of credit hours offered by the School would increase by thirty (30) credit hours.
2. The School is proposing program modifications to the following programs, as detailed in the proposal:
  - Bachelor of Fine Arts (Honours)
    - In Year 1, STDO 1480 would replace STDO 1450.
    - Year 4 would be modified to require [(STDO 4710 or STDO 4810) and STDO 4920], (STDO 4720 or STDO 4820), and (STDO 4730 or STDO 4910).
  - Bachelor of Fine Arts (General)
    - In Year 1, STDO 1480 would replace STDO 1450.
  - Bachelor of Fine Arts (Honours) in Art History
    - In Year 1, a 6 credit hour language requirement would be removed.
    - In Year 4, a requirement for 18 credit hours of Art History Electives would be reduced to 15 credit hours, and a requirement for 3 credit hours of 4000-level Art History electives would be added.
    - Program Note 7 would be added to define the course subjects that can be used toward the Social Science or Science elective requirement.
  - Bachelor of Fine Arts (General) in Art History
    - In Year 1, a 6 credit hour language requirement would be removed.
    - Program Note 7 would be added to define the course subjects that can be used toward the Social Science or Science elective requirement.
  - Diploma in Art
    - In Year 1, STDO 1480 would replace STDO 1450.

3. Replacing STDO 1450 - Open Studio 1 with STDO 1480 – Digital Essentials, an introductory course focused on digital literacy and skills, in the curricula for the B.F.A.(Hons.), B.F.A.(Gen.), and Diploma in Art, would update these programs and align them with similar programs at other institutions.
4. The introduction of STDO 4710 - Design Senior Studio 1 and STDO 4720 - Design Studio 2 would give students in the B.F.A.(Hons.) the option to focus on design. It would also improve retention of students with an interest in design, in the Honours program.
5. The removal of the language requirement for the B.F.A.(Gen.) and B.F.A.(Hons.) in Art History degrees would align the curricula with Art History programs at other institutions and would eliminate a perceived impediment to enrolment in these programs. The addition of a requirement for 3 credit hours of 4000-level Art History electives, for the Honours program, would provide students with options for capstone courses in Art History, which is also in keeping with programs elsewhere.
6. In response to a concern raised by the Committee that the School had not proposed the deletion of existing ceramics courses, STDO 2230 – Ceramics 1 (6) and STDO 3370 – Advanced Ceramics (6), with the introduction of the mutually exclusive courses (STDO 2310 – Beginning Wheel Throwing with Clay (3) and STDO 2320 – Beginning Hand Building with Clay (3)) and (STDO 3380 – Advanced Wheel Throwing with Clay (3) and STDO 3390 – Advanced Hand Building with Clay (3)), the School confirmed that it would only offer the 3 credit hour courses. The School wants to confirm that the progression from STDO 2310 to STDO 3380 and from STDO 2320 to STDO 3390 will lead to the intended outcomes before proposing the deletion of the two 6 credit hour courses.

### **Recommendation**

The Senate Committee on Curriculum and Course Changes recommends:

**THAT Senate approve curriculum and course changes proposed by the School of Art, effective September 1, 2018.**

Respectfully submitted,

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

## **Report of the Senate Planning and Priorities Committee RE: Undergraduate Course Changes Beyond Nine Credit Hours, School of Art**

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### **Preamble:**

1. The Senate Planning and Priorities Committee (SPPC) has the responsibility to report to Senate on curriculum changes with significant resource implications, including additions to departmental curricula of more than nine (9) credit hours. Terms of reference for the SPPC are available at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/508.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/508.html).
2. At its meeting on April 30, 2018, the SPPC considered curriculum and course changes proposed by the School of Art.
3. The Senate Committee on Curriculum and Course Changes also considered the curriculum and course changes at its meeting on March 16, 2018.

### **Observations:**

1. The School of Art is proposing to introduce eight (8) courses, as set out in the proposal. The overall number of credit hours offered by the School would increase by thirty (30) credit hours.
2. A number of the course introductions would replace existing courses that would not continue to be offered, including STDO 1450 – Open Studio 1 (3), STDO 2230 – Ceramics 1 (6), and STDO 3370 – Advanced Ceramics (6). The School will submit proposals to delete these courses at some future point, when it is confident that these courses would no longer be required for use in any of its programs.
3. The School is also proposing program modifications to the programs listed below, as detailed in the proposal. Some of the proposed changes are intended to align the curricula with similar programs offered at other institutions, including (i) replacing STDO 1450 - Open Studio 1 with STDO 1480 – Digital Essentials in the B.F.A.(Hons.), B.F.A.(Gen.), and Diploma in Art and (ii) removing the language requirement for the B.F.A.(Gen.) and B.F.A.(Hons.) in Art History degrees.
  - Bachelor of Fine Arts (Honours)
  - Bachelor of Fine Arts (General)
  - Bachelor of Fine Arts (Honours) in Art History
  - Bachelor of Fine Arts (General) in Art History
  - Diploma in Art
4. The School of Art would not require additional teaching resources to offer the new courses. The rationales provided are as follows.
  - STDO 1480 would replace the existing STDO 1450, which would no longer be offered.
  - Similarly, the four courses, STDO 2310 – Beginning Wheel Throwing with Clay (3), STDO 2320 – Beginning Hand Building with Clay (3), STDO 3380 –

Advanced Wheel Throwing with Clay (3), and STDO 3390 – Advanced Hand Building with Clay (3), which were previously offered as special topics courses, would replace STDO 2230 – Ceramics 1 (6) and STDO 3370 – Advanced Ceramics (6). The School is proposing to split the two 6 credit hours into four 3 credit hour courses, as faculty who teach the courses are specialized either in wheel throwing or hand building.

- STDO 4710 – Design Senior Studio 1 and STDO 4720 – Design Senior Studio 2 would replace one section of the existing STDO 4810 – Senior Studio 1 and STDO 4820 – Senior Studio 2, respectively. The proposed courses would give students in the B.F.A.(Hons.) the option to focus on design in their fourth year and would increase retention of students in the program.
5. In response to a question concerning cost implications for students, the Committee was informed that students would not be required to purchase software for STDO 1480 – Digital Essentials. Students are assessed a lab fee that is used to cover the cost of software that is available to students in the School's labs. Otherwise, instructors might make use of software that is available as freeware.
  6. The School said the removal of the language requirement for the B.F.A.(Gen.) and B.F.A.(Hons.) in Art History degrees should not have a significant impact on registrations in language courses offered by other departments, given the small enrolments in the Art History programs.

**Recommendation:**

The Senate Planning and Priorities Committee recommends:

**THAT Senate approve the Report of the Senate Planning and Priorities Committee concerning undergraduate course changes beyond nine credit hours for the School of Art, effective September 1, 2018.**

Respectfully submitted,

Professor Kelley Main, Chair  
Senate Planning and Priorities Committee



UNIVERSITY  
OF MANITOBA

Faculty of Science

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February 8, 2018

Professor Dean McNeill  
Chair of SCCCC  
Attention: Shannon Coyston, Academic Specialist

**Re: Faculty of Science SCCCC submission, February 2018**

Dear Professor McNeill;

Please find attached the Faculty of Science's proposed course and program modifications to be considered at the Spring 2018 meetings of the SCCCC. The course introductions and modifications presented were approved at the Faculty of Science Executive meeting on January 31, 2018. The program modifications presented were approved at the Faculty of Science Council meeting on February 8, 2018.

Please contact me if you have any questions or concerns.

Sincerely,

Dr. Ben Pak Ching Li  
Associate Dean, Undergraduate Programs, Faculty of Science

## Science Topics courses (SCI 1000, SCI 2000, SCI 3000, SCI 4000)

### Summary

The Faculty of Science would like to introduce a *topics course* at each level of undergraduate studies. These courses will tentatively be titled *Topics in Science 1,2,3,4* with proposed course numbers SCI 1000, SCI 2000, SCI 3000, and SCI 4000, respectively.

The main purpose of these courses is to provide the Faculty of Science flexibility in offering interdisciplinary Science courses. This will allow the Faculty of Science to offer interdisciplinary courses that do not fit within a single department. These courses will be available to all students (not just Science students) and may be used to satisfy a Science requirement.

The Faculty of Science intends to offer a wide variety of interdisciplinary courses, based on the interests of faculty and students. To do this, we are not placing any strict academic restrictions on these courses. Instead, restrictions will be placed based on actual offerings (that is, consent of the instructor(s)).

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

## **Faculty of Science**

Introductions:

SCI 1000 Topics in Science 1 Cr.Hrs. 3 +3.0

Topics of current interest in the Faculty of Science. Offerings will be based on the interests and requirements of students and faculty and will include interdisciplinary topics not available in regular course offerings. This course may be used to satisfy a Science elective. Non-science students should check with their department. Prerequisite: consent of the instructor. This course is a Topics course and may be completed multiple times under different titles.

SCI 2000 Topics in Science 2 Cr.Hrs. 3 +3.0

Topics of current interest in the Faculty of Science. Offerings will be based on the interests and requirements of students and faculty and will include interdisciplinary topics not available in regular course offerings. This course may be used to satisfy a Science elective. Non-science students should check with their department. Prerequisite: consent of the instructor. This course is a Topics course and may be completed multiple times under different titles.

SCI 3000 Topics in Science 3 Cr.Hrs. 3 +3.0

Topics of current interest in the Faculty of Science. Offerings will be based on the interests and requirements of students and faculty and will include interdisciplinary topics not available in regular course offerings. This course may be used to satisfy a Science elective. Non-science students should check with their department. Prerequisite: consent of the instructor. This course is a Topics course and may be completed multiple times under different titles.

SCI 4000 Topics in Science 4 Cr.Hrs. 3 +3.0

Topics of current interest in the Faculty of Science. Offerings will be based on the interests and requirements of students and faculty and will include interdisciplinary topics not available in regular course offerings. This course may be used to satisfy a Science elective. Non-science students should check with their department. Prerequisite: consent of the instructor. This course is a Topics course and may be completed multiple times under different titles.

**Net change in credit hours: +12.0**



**University of Manitoba Libraries**

**Statement for Undergraduate Curriculum Change**

**Libraries**

<b>Faculty</b>	Science
<b>Department</b>	
<b>Course #</b>	1000, 2000, 3000, 4000
<b>Course Name</b>	Topics in Science 1, Topics in Science 2, Topics in Science 3, Topics in Science 4

**Statement**

It is expected that the Libraries' collection will be able to support these new topics courses.

Since the specific topics will depend on the faculty teaching the course, there is no guarantee that all topics selected will be adequately supported by the Libraries' collections. It is strongly recommended that the course instructors keep the Libraries informed of the topics being offered.

The Libraries' journal collection is sufficiently strong to support many science topics. The strength of the monograph collection will vary depending on the subject area. The monograph collection can support an upper undergraduate level in many areas of science. However, any courses in an area not previously offered may have few resources available. If resources are required for course assignments it is recommended that the instructors and faculty consult with the Libraries to ensure that adequate resources exist before offering the course; the Libraries may not have funding available to purchase specific resources. Instructors and faculty should also consult with their departmental liaison librarian to determine if electronic resources can be accessed by several simultaneous users as many resources, e-books in particular, are only accessible by one user at a time.

The Libraries can also provide support for the course by offering in-course instruction sessions, one-on-one consultations, customized subject guides or embedded resources into the course management system for any assignments that may require library or Internet resources.

Marie Speare  
Chemistry/Microbiology Liaison Librarian

Christine Shaw  
Acting Head, Sciences and Technology Library

Kristen Kruse  
Acting Coordinator, Collections Management

Mary-Jo Romaniuk  
University Librarian

May 31, 2017

Date



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OF MANITOBA

Faculty of Science

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March 5, 2018

Professor Kelley Main  
Chair, Senate Planning and Priorities Committee

To Professor Kelley Main,

Thank you for providing us the opportunity to address concerns of the Senate Planning and Priorities Committee in regards to the Science topics courses. Below, you will find our responses to the questions that the committee had posed.

1. How will instructors receive teaching credit for teaching a SCI course, including where a course would be taught by one instructor and where a course would be taught by two or more instructors?

*The Faculty of Science already offers courses that are taught by multiple instructors across different departments (including with faculty from outside the Faculty of Science). Departments are given flexibility in assignment of teaching credits for team-taught courses, which is a good approach and has proven to work effectively in the past. There are many factors that are considered when assigning teaching credit and this is just one of the circumstances requiring flexibility. Our Faculty of Science Teaching Guidelines covers team taught courses (<http://www.sci.umanitoba.ca/wp-content/uploads/2016/11/Teaching-Assignment-Guidelines-FINAL-Nov-03-2017.pdf>)*

2. Has the Faculty considered how the introduction and delivery of the SCI course(s) might impact the availability of resources for the delivery of service courses, particularly in the context of continuing enrolment pressures on some 1000- and 2000- level courses, and, if consideration had been given to this, what the results of that investigation were?

*Yes, we have considered this and the short answer is there will be only a positive impact, as these Interdisciplinary pilot classes are an important component of our overarching strategy to improve and facilitate Science education at the UM for all. I will answer further below because each year, as new improvements to Science classes are brought forward, this issue is raised and I believe it is important that I address it more fully therefore.*

*"Science is a place to experience, experiment, explore and learn as we discover the unknown and invent the future."*

*More specifically, the Faculty of Science offers hundreds of sections of courses each year of various capacities ranging from a small number of students to hundreds of students in a section and thousands in a course. Some of these are required for degree progression (either in Science or another faculty) and some are important electives that students choose from. Since the proposed topics courses will only be offered if there is sufficient faculty and student interest, these courses are not expected to impact existing programming, especially at the 1000 and 2000 level, but are a key tool we will have to improve the science education we provide at the University of Manitoba through the offering of differing interdisciplinary approaches and topics. Science as you know is increasingly an interdisciplinary enterprise and UM students require science training and education that matches how science is carried out in the year 2018 and beyond. Based on our conversations with students, they are keen for this kind of educational opportunity.*

*However, of particular importance to address your question, Science typically has sufficient scheduling flexibility particularly of elective courses and smaller upper level courses, to allow us to offer the limited number of interdisciplinary pilot courses we anticipate coming forward each year, as well as sufficient opportunity to redirect the necessary small amounts of funding if needed for instance to hire sessional instructors as needed from other activities, given the breadth of our mission. For example should we require to hire two additional sessional instructors to facilitate two interdisciplinary courses (which might or might not even be necessary), that would cost us ~\$12,000, or less that 0.03% of our operating budget (and note the limiting factor as described below for first and second year courses in Science is seldom actually sessional support).*

*As a note, The Faculty of Science regularly opens additional sections of courses (especially at the 1000 and 2000 level) to deal with student demand and we have and continue to work with other faculties and the registrar's office to ensure that we provide sufficient space for students taking required science courses, including service courses. Each year we go through a complex exercise to optimize Science education opportunities at the UM for all students (which includes assuring there is adequate space and opportunity for students not only in first and second year courses, but also in the third, fourth, and graduate courses students require to be able to successfully graduate the UM).*

*Furthermore, space limitations in first and second year courses have many causes, from the insufficiency of large lecture rooms, to limited appropriate laboratory and tutorial spaces, to scheduling difficulties, to the (in)adequacy of student preparation, to pedagogical approaches which can enhance student success in first year classes (and reduce the need for students to repeat courses). All of these impact students moving successfully through. Science is tackling all of these aspects one by one, with the intent on reducing the student backlog, facilitating progress through programs, and most importantly improving Science education for all students at the UM.*

*These interdisciplinary pilot courses are an important component of our strategy to deliver first-rate Science education to all of the UM. We take this mission extremely seriously and committees should not worry that we are going to sacrifice student science progression either within Science or for the Faculties who depend on science courses for their students. We are intent only on expanding Science learning for all at UM. The ability for students to move successfully through programs requiring science learning is a key focus of our work, and will require all of the tools we can employ, including these interdisciplinary pilot courses, hard work, creativity and a willingness to embrace new directions. Science faculty have shown their willingness, dedication and ability to make positive improvements at a very rapid pace and I hope they are encouraged to do so by the University at large. I believe the positive impacts of changes enacted in the past several years to science education are already palpable. We have much work left to do and we look forward to doing it with the support of and on behalf of the University community at large.*

3. Was it anticipated that any sections of the SCI courses would be lab-based courses or whether this would be possible under the proposal, and, if so, how would any additional costs associated with the labs be covered?

*The proposed courses are not intended to be lab-based courses. However, the Faculty of Science has been considering introducing a (separate) lab-based topics course. We may do this in the future.*

If you have any further question or concerns, feel free to contact me.



Stefi Baum,

Dean, Faculty of Science

## SCI Topics Courses Reply to SPPC

This document is an attempt to address the questions posed by the SPPC committee in a memo dated March 28, 2018.

### *Enrollment Statistics in 1000, 2000 Level Courses*

#### Fall 2017 Enrollment Data

In the fall 2017 term, the Faculty of Science offered 805 sections of lectures and labs<sup>1</sup>, including 14 distance education lecture sections. Out of these 805 sections, 365 of these were lecture sections and the remaining 440 sections were laboratory (or tutorial) sections. Some of the courses offered in the Faculty of Science are multi-sectioned courses. These 365 lecture sections represent a total of 275 distinct course offerings. There were 70 courses offered at the 1000 and 2000 levels in the fall 2017 term. Out of these 70 course offerings at the 1000 and 2000 levels, only 11 were fully-subscribed on the first day of classes (see Table 1), and only 8 (see comments regarding COMP 1020 and MBIO 2770 below) of these 70 courses were fully-subscribed at the end of the registration revision period (See Table 2). Table 2 also contains waitlist data that was provided by the RO. The spreadsheet *enrollment-data-1718-april18.xls* contains enrollment information (at the 1000,2000 level) for the 2017-2018 academic year.

Subject	Number	Course Title	capacity	Enrollment first day	Seats remaining on first day	Enrollment end of term
BIOL	2242	The Flowering Plants	117	117	0	111
BIOL	2520	Cell Biology	261	261	0	245
CHEM	1300	University 1 Chemistry: Structure and Modelling in Chemistry	1400	1400	0	1245
MATH	1520	Introductory Calculus for Management and Social Sciences	235	235	0	202
MATH	2720	Multivariable Calculus	100	100	0	60
MBIO	2420	Introductory Virology	100	100	0	96
MBIO	2770	Elements of Biochemistry 1	13	13	0	12
PHYS	1070	Physics 2: Waves and Modern Physics	38	38	0	38
PHYS	2260	Optics	30	30	0	26
PHYS	2600	Electromagnetic Field Theory	44	44	0	40
STAT	2400	Probability 1	105	105	0	101

*Table 1 – Fall 2017 Courses that were fully-subscribed on first day of classes.*

<sup>1</sup> Enrollment data was obtain through Aurora Student Reports. Waitlist data provided by the RO.

Subject	Number	Course Title	capacity	enrollment end of revision	seats remaining end of revision	enrollment end of term	Waitlist
BIOL	2200	The Invertebrates	109	109	0	105	91
CHEM	1310	University 1 Chemistry: An Introduction to Physical Chemistry	220	220	0	211	97
COMP	1020	Introductory Computer Science 2	108	108	0	101	43
COMP	2130	Discrete Mathematics for Computer Science	160	160	0	155	24
COMP	2160	Programming Practices	216	217	-1	206	57
MATH	2720	Multivariable Calculus	100	100	0	60	5
MBIO	2770	Elements of Biochemistry 1	13	13	0	12	0
PHYS	1070	Physics 2: Waves and Modern Physics	38	38	0	38	14
PHYS	2260	Optics	30	30	0	26	10
PHYS	2600	Electromagnetic Field Theory	44	44	0	40	7

*Table 2- Fall 2017 Courses that were fully-subscribed at end of revision period*

We now provide some commentary about these fully-subscribed courses.

- a. BIOL 2220 – This course was not fully-subscribed on the first day of classes, but was fully-subscribed at the end of the revision period. The limiting factor is the lab space. Talking to the head of the Department of Biological Sciences, he related that they are planning to expand the capacity of these courses for the 2018-2019 academic year. Over the summer, the department is planning to map out all of their courses and their enrollments, and to match these to faculty expertise. This exercise will hopefully reveal additional faculty who could step in to teach new sections for these and other so-called “bottleneck” 2<sup>nd</sup> year courses.
- b. BIOL 2242 – This course was fully-subscribed on the first day of classes but was not fully-subscribed at the end of the revision period. The comments for BIOL 2220 applies to this course.
- c. BIOL 2520 - This course was fully-subscribed on the first day of classes but was not fully-subscribed at the end of the revision period. The comments for BIOL 2220 applies to this course.
- d. CHEM 1300 – This course was fully-subscribed on the first day of classes, but was not fully subscribed at the end of the revision period.
- e. CHEM 1310 - This course was not fully-subscribed on the first day of classes, but was fully-subscribed at the end of the revision period. This fall offering is completely reserved for engineering students during the reserve period. There is enough space for all engineering students that need it. The rest is filled with non-engineering students, once the engineering reserves expire. It should be noted that most students take CHEM

1310 in the winter term, since most students take CHEM 1300 (the pre-req.) in the fall term. CHEM 1310 offered during the winter term is not one of the courses that is fully-subscribed. The students on the waitlists are typically students that took CHEM 1300 out of sequence or DFWed (got D,F or VWed) in the preceding winter offering of the course. Since the fall offering of CHEM 1310 is given as a service to Engineering students and there is sufficient space for engineering students, we have no plans to expand this course's capacity in the fall term.

- f. COMP 1020 – This course was not fully-subscribed on the first day of classes, but was fully-subscribed at the end of the revision period. This course is fully-subscribed if we look only in-class lecture sections, and not distance education sections. This course is offered in the fall term to students who are “out of sequence” or have taken CS in high school and therefore do not need to take COMP 1010. Most students take this COMP 1020 in the winter term. This course is offered in all three terms. Additionally, this course is also offered through distance education in the fall and summer terms with a total capacity of 700 seats. These distance education sections had an enrollment of only about 200, leaving 500 seats unfilled.
- g. COMP 2130 – This course is offered in all three terms and is only required for (and taken by) Computer Science (CS) major and honours students. We have regularly increased capacity in this course, which is not difficult to do as it doesn't contain a lab. The issue usually becomes finding a larger room to house the additional students.

Starting in the 2018-2019 academic year, the Department of Computer Science will no longer be offering COMP 2130. Computer Science students will instead be taking MATH 1240. This will be helpful to CS students because MATH 1240 can be taken in any year in their program, including the first year whereas COMP 2130 cannot be taken in the first year.

- h. STAT 2400 – This course was fully-subscribed on the first day of classes but was not fully-subscribed at the end of the revision period.
- i. COMP 2160 – This course is offered in all three terms and is only required for CS major and honours students (and is an elective for computer engineering students). The department has regularly added capacity to this course as needed. The department used to only offer two (2) sections of this course in an academic year, but now offers four (4) sections in total: 2 in the fall, 1 in the winter, and 1 in the summer to accommodate students.
- j. MATH 2720 – This is a course which we are actively discussing with the Department of Mathematics about increasing capacity. It should be noted that there is a similar (but more mathematically challenging) course MATH 2150 which students can also take.
- k. MBIO 2770 – Although this course is fully-subscribed, it is cross-listed with CHEM 2770, which is not fully-subscribed (14 seats available at end of revision period). Technically, there is space available in this course.
- l. PHYS 1070 – Although this course is offered in the fall term, it is a course is usually taken by students in the winter term, since the pre-requisite PHYS 1050 is normally taken in

the fall term. The limiting factor is the labs and the Department of Physics and Astronomy is currently looking into how to address this. However, the number of students of the waitlist is not large and therefore addressing this should not be an issue, as long as there is available lab space.

- m. PHYS 2260, PHYS 2600 – These courses are required by Physics majors, but some engineering students and science students sometimes take these as electives. The laboratories are the limiting factor here. We are currently in discussions with the Department of Physics & Astronomy to see if it is possible to open up some more lab space or an extra lab section. The current limiting factor is equipment used in the labs. Again, the number of students on waitlists is small.

## Winter 2018 Enrollment Data

In the winter 2018 term, the Faculty of Science offered 717 sections of lectures and labs. Out of these 717 sections, 335 of there were lecture sections and the remaining 382 were laboratory or tutorial sections. Some of the courses offered in the Faculty of Science are multi-sectioned courses. There were 277 distinct course offerings out of the 335 lecture sections, 79 of which were at the 1000 and 2000 levels. Out of these 79 course offerings at the 1000 and 2000 levels, 13 were fully-subscribed at the first day of classes (see Table 3), 6 of these courses (see Table 4) were fully-subscribed at the end of the registration revision period. Table 4 also contains waitlist data that was provided by the RO.

Subject	Number	Course Title	capacity	Enrollment first day	Seats remaining on first day	Enrollment end of term
BIOL	2262	Biology of Algae	40	40	0	42
BIOL	2300	Principles of Ecology	110	110	0	107
BIOL	2500	Genetics 1	199	199	0	178
BIOL	2520	Cell Biology	221	221	0	197
COMP	2080	Analysis of Algorithms	150	150	0	140
COMP	2280	Introduction to Computer Systems	140	140	0	125
MATH	1010	Applied Finite Mathematics	240	241	1	150
MATH	2020	Algebra 1	35	35	0	21
MATH	2150	Multivariable Calculus	35	35	0	24
MATH	2170	Number Theory 1	20	20	0	4
PHYS	1820	General Astronomy 2: Exotic Stars, Galaxies and Cosmology	70	70	0	58
PHYS	2270	Physical Topics for Biologists A	15	15	0	11
PHYS	2490	Theoretical Physics 2	45	45	0	39

*Table 3 – Winter 2018 Courses that were fully-subscribed on first day of classes.*

Subject	Number	Course Title	capacity	enrollment end of revision	seats remaining end of revision	enrollment end of term	Waitlist
BIOL	2262	Biology of Algae	40	41	-1	42	30
COMP	2080	Analysis of Algorithms	150	150	0	140	59
COMP	2130	Discrete Mathematics for Computer Science	100	100	0	90	37
COMP	2160	Programming Practices	100	100	0	80	42
COMP	2280	Introduction to Computer Systems	140	140	0	125	52
MATH	2130	Engineering Mathematical Analysis	100	100	0	94	6

*Table 4-Winter 2018 Courses that are fully-subscribed at end of revision period*

We now provide some commentary about these “high-demand” courses.

- a. BIOL 2262, 2300, 2500, 2520 – The limiting factor is the lab space. Talking to the head of the Department of Biological Sciences, they are planning to expand the capacity of these courses for the 2018-2019 academic year.
- b. COMP 2080 – This is a required course for students in a CS program and is reserved for CS students. It is very difficult for a non-CS student to take this course due to pre-requisite requirements and demand by CS students. This course is also offered in summer session. Due to more rigorous admission and program requirements into CS programs (approved by SCCCC for 2018-2019 year), we anticipate that enrollment in this course will stay flat or decline. Finally, we have on a regular basis expanded the capacity in this course, which is quite easy to do, since there are no labs. Again, finding a larger room is sometimes an issue.
- c. COMP 2130 – This course is offered in all three terms and only taken by CS major and honours students. We have regularly increased capacity in this course.

As of 2018-2019 academic year, the CS department will no longer be offering COMP 2130 and students will be taking MATH 1240 instead. This will be helpful to CS students because MATH 1240 can be taken in any year, including the first year, whereas COMP 2130 cannot be taken in the first year.

- d. COMP 2280 – Again, this is a course for CS students and is also offered during Summer Session. The comments for COMP 2080 apply here also.
- e. COMP 2160 – This course is offered in all three terms. The comments for COMP 2080 apply here also. In addition, see comments for COMP 2160 for the fall term.
- f. MATH 2130 – This is a course specifically for engineering students and can only be taken by Engineering students. This course is also offered during Summer Session.
- g. MATH 1010 - Although this was full on the first day of classes, by the end of the revision period, there were 4 seats available, and by the end of the term there were only 150 students in the class (capacity 240).

- h. MATH 2020, 2150, 2170 – Although these are fully-subscribed on first days, there is lots of room between the first day and the revision period. Take a look at MATH 2170 which was fully-subscribed (20 students) on the first day, but by the end of the revision period, there were only 6 students in the course and by the end of the course there were only 4 students in the course. Note that these are typically taken only by students with a strong mathematics background (Math Majors/Honours students) and hence you see that although these may be fully-subscribed on the first day of classes, students quickly realize that these courses not be suitable for them, especially if they are not intending on pursuing a degree in mathematics.
- i. PHYS 1820 – Although this was full on the first day of classes, by the end of the revision period, there were 3 seats available, and by the end of the term there were only 58 students in the class (capacity 70).
- j. PHYS 2270 - Although this was full on the first day of classes, by the end of the revision period, there were 3 seats available, and by the end of the term there were only 11 students in the class (capacity 15).
- k. PHYS 2490 - Although this was full on the first day of classes, by the end of the revision period, there were 6 seats available, and by the end of the term there were 39 students in the class (capacity 45).

## Discussion of Waitlists

Based on the data provided by the RO, we make the following observations about the data:

- The RO provided waitlist data for the end of the registration revision period. Waitlist data for other times was not available.
- There are relatively few courses that have high waitlists. The majority (but not all) of these courses are limited by laboratory space.
- Upon closer examination of the students on these waitlists, we had noticed that many of the students have very low ( $\leq 2.0$ ) GPAs. Since registration is based on GPA for the fall and winter terms, it is very likely that those on the waitlists are there because their registration date is later than most students.
- Some students are on multiple waitlists for the same course that have multiple sections. Therefore the waitlist numbers provide an upper bound on the size of waitlists. In reality, the actual waitlist numbers will be lower, if you eliminate duplicates.
- There are some courses that are not fully-subscribed but yet contain waitlists. These are multi-sectioned courses where some sections are more desirable than others. We did not list these courses since space is available in these courses.
- We feel that waitlists may be a useful tool for students, but they are too noisy to give an accurate picture of demand for fully-subscribed courses. Some of the reasons for the noise are:
  - Students being on multiple waitlists for the same course.

- Waitlists are placed on laboratory sections thus amplifying the issues of the previous point, since there are more lab sections than lecture sections for a given course.
- Waitlists for a course may exist even when the course is not fully-subscribed; causing the perception that there is higher demand for a course than in reality.
- Some students placed themselves on the waitlists for courses even though they may have registered for a full course load already. This is akin to a student applying for admission to multiple schools even though she has already been accepted to a school.
  - There are no restrictions on how many waitlists a student can be on.
- Additional commentary on waitlists is provided in the next section.

### ***Additional Comments Regarding Enrollment in 1000,2000 Level Courses***

There is a perception that there are long waitlists in many courses offered by the Faculty of Science. With respect to this, we provide the following comments.

1. As one can see from Tables 1 through 4, the fraction of courses that are actually fully-subscribed is quite low. Many of these are limited by available lab space or the size of the room that a course section is placed into. When there are no labs involved, it is relatively easy to increase the capacity of a course and we regularly do so. For example, increasing the capacity of a lecture section from 200 to 250 doesn't require a lot of extra work on the part of the instructor, other than marking exams. Departments in the Faculty of Science have the flexibility to provide additional resources (such as extra teaching assistants, markers, etc.) to instructors as needed or requested. The main issue with increasing capacity of a course is room capacity. The University currently does not have many "large" lecture halls. Even though we are often able to increase capacity in a section, we cannot always be assigned a larger room to accommodate the increased capacity, especially if we request a larger room close to the 1<sup>st</sup> day of classes.
2. The Faculty of Science provides course reserves for other Faculties that require Science courses in their programs. These reserves give the (false) perception that there is less space than there really is, because reserve space cannot be claimed by students except those who belong to the faculty that holds the reserves. For example, if a Faculty reserves 50 seats in at 200 seat course, those 50 are "blocked off" until the reserves expire (usually at the beginning of August), giving the impression that there are only 150 seats available to students that do not belong to the reserving faculty. When reserves expire, the unused reserve is reclaimed and this tends to lower or eliminate wait lists.

We are not proposing that we get rid of reserves since providing sufficient access to service courses for other Faculties is one of our important responsibilities. However, they are troublesome in terms of timely registration in courses for students (who do not belong to the Faculty holding the reserves). We do work closely with other Faculties to

ensure that they are allocated sufficient reserves for their students. However, it is difficult for us and them to get this right as enrollment fluctuates from year to year.

We do get a lot of enquiries from students asking why they cannot register in a course that is not completely filled and we have to tell them that the space is reserved for other Faculties until a certain date.

3. The Computer Science programs are overloaded (CS currently has ~ 750 Major/Honours students). We have dealt with this by expanding the capacity of courses by asking the RO for larger rooms or opening new sections of courses. Sometimes this is possible, other times not. However, the Computer Science programs have introduced some changes to their program to make their admission and program requirements more stringent. This will help with the capacity issues in CS courses. We are also looking to add additional programs such as Data Science in the future which should alleviate some of the stress.

In the 2017-2018 academic year, the Department of Computer Science had added an extra section of COMP 3430 (required in CS degree) and COMP 4380 (very popular elective database course) due to high demand from students. This basically doubled the capacity of these courses. The Department has done an excellent job of anticipating demand.

4. In regards to waitlists, students can put themselves onto waitlists for multiples sections of the same course. This has the potential to distort wait list data and make them less useful, unless they are pre-processed to remove duplications. Science also has many courses with labs. The RO, by default, puts the waitlists on the lab sections (and not the lecture section) of courses that contains labs. There are benefits for implementing waitlists this way, but there are also multiple issues with this approach such as:
  - a. A student can put themselves on the wait list of every lab that is fully-subscribed. So if there are 35 lab sections (yes we do have a course with that many lab sections), then a single student may appear 35 times in the waitlists (once in each lab section's waitlist). In order to get useful information out of the wait lists, the waitlists must be pre-processed to eliminate duplications.
  - b. Another issue is that once a student is registered in a course with a lab, which she was on the waitlist for, she has to manually (but no obligation to) go and remove herself from all the other lab sections she is waitlisted on. This is troublesome for the student (if she is waitlisted in lots of other lab sections) and for those in the waitlist. This can really distort the waitlist data.
  - c. Another issue with courses having labs is that even when a student on the waitlist is notified that a space in the lab section is available (which she has 24 hours to claim), there may not be a lecture section that fits her current schedule. A student cannot place themselves on the waitlist for a particular lecture section and lab section. For example, there is no way for a student to place themselves

on the waitlist for lecture section A01 and lab section B04 of CHEM 1300. It should be pointed out that the University of Winnipeg has the ability to do this.

5. There are courses in the Faculty of Science that could benefit from a large ( $\geq 400$  capacity) lecture theatre. However, the University currently has no such facility. If the University were to build a large lecture theatre, the Faculty of Science would be able to make use of it, especially at the 1000 level.
6. The introduction of limited access will, in our opinion, shorten waitlists, where waitlists exist. The reason for this is that, before the limited access term expiry date, a student on limited access cannot register or waitlist for a course she is on limited access for. Once the limited access term expiry date has passed, the student try to register. This may motivate these students to consider alternative options for courses, possibly lessening the demand for certain high-demand courses.

We feel that this is fair for students who are trying to take a course for the first time. However, we do see some issues (or unintended consequences) with the policy which could cause hardship for students and extend their time-to-graduation. Although this may not be part of the mandate of this committee, but we feel that it is important to point out these issues as they do affect a student's ability to progress in their University education.

- a. The implementation of the limited access policy has been left entirely to the individual Faculties and there is no automation of the policy. What we mean by this is that a student is not automatically removed from limited access (for a course) once three terms have passed since limited access was initiated. We feel that this is a huge problem. Currently, students must apply (we have a form on our web site) to be removed from limited access for a course so that can registered for that course at the usual time and have to do this for each course. This is tedious for the student and for our support staff who have to process hundreds of these a term. We have processed 184 requests since January 1, 2018. Of these 127 were eligible for override and the remaining 57 were either redundant or not eligible. For each request, a support staff member has to go into the student's record, and count backwards three terms to ensure student is eligible for limited access override. Assuming 5 minutes to process each request (a conservative estimate), processing these requests required over 15 hours of labor. The situation will be worst when students register for fall and winter term courses this year.
- b. We feel that the policy does not take into consideration courses that are only offered once a year and are required in some programs. For example, consider a course that is only offered in the fall term of each year and a student takes this course in fall 2017 and VWs from the course. Then she will be on limited access for this course for 3 terms and the earliest the student can registered normally for this course is winter 2019. But since the course is only offered in the fall term of each year, the earliest the student can registered normally for this course

again is Fall 2019, two years after voluntarily withdrawing from it. This is not an issue for courses that are not normally fully-subscribed, but can become an issue if the course is in high demand. We feel that this could really hold students back and extend the time-to-graduation for a student.

- c. The combination of the above means a first year student can have their academic pathway impeded right from the beginning in their first semester at the University. Since Science is a cumulative discipline (you build expertise in order to progress), the current implementation seems harsh, and may disproportionately negatively impact some groups of students.

## Sessional Instructors

There was a question about who will be teaching these topics courses. The answer is that we do not know in advance with 100% certainty. It is highly likely that topics courses will be taught by faculty members since there is already a lot of collaboration between different departments within the Faculty of Science. But we cannot say with certainty that this will be the case. In fact, most faculty members and instructors do not know what they will be teaching in the next academic year until, at the earliest, February. This is roughly 4-6 months before the start of the next academic year.

If we do have faculty members teaching a topics courses, the Faculty of Science and its departments have many tools at their disposal to deal with ensuring that when there is demand for 1000, 2000 level courses, they will be met. Our ability to adapt to the increasing enrollment in our courses has been demonstrated over and over again. In addition, under the new budget model, the Faculty of Science will have even more flexibility in terms of dealing with enrollment issues since every extra student we teach means extra money for the Faculty. If we do have to hire sessional instructors, which most faculties do already, then it is a simple calculation that we need a minimum of 30 new students to break-even. Since most of our courses have a capacity of at least 30, breaking even will not be an issue.

There were some concerns about sessional instructors teaching these topics courses, but we do not share these concerns as we have many high quality sessional instructors within Science, and although we don't know who will be teaching these topics courses, Tables 5 and 6<sup>2</sup> illustrates that we do not employ a lot of sessional instructors relative to some other faculties.

	Tenured/TT		
	Faculty	Instructors	Sessional
Science	42.0	35.4	22.0
Ag+Eng+Env	57.7	22.7	18.8
Arts	54.6	12.9	32.5

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<sup>2</sup> Tables 5 and 6 is from 2016 SRP.

UM Average	46.8	21.7	31.1
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*Table 5: Percentage of UGSCs taught by Faculty, Instructors and Sessions*

	Tenured/TT		
	Faculty	Instructors	Sessional
Science	55.6	27.3	16.4
Ag+Eng+Env	59.7	19.4	20.0
Arts	52.2	14.3	33.3
UM Average	49.6	17.1	32.6

*Table 6: Percentage of Sections taught by Faculty, Instructors and Sessions*

## **Summary**

The Faculty of Science has over 5000 students and offers over 1500 lecture and laboratory sections each year. We regularly introduce new courses (most of which do not have to appear before SPPC) and modify existing courses and programs. The introduction of the 4 Science topics courses would only be around 0.27% of the total offerings (assuming we actually offer all 4 courses in an academic year) of our lecture and lab sections. We do not foresee that offering these topics courses will lessen existing opportunities for students. In fact, offering these new topics courses may actually lessen the demand on existing courses. As pointed out earlier, we have very few 1000, 2000 level courses that are actually fully-subscribed at the start of class and/or at end of the registration revision period and for most of these fully-subscribed courses, there are other options for students. In addition, where we do detect issues, we have worked and will continue to work with the departments to try to solve them. Departments and individual instructors in the Faculty of Science are often quite willing to expand the capacity of the courses to meet student demand. However, there are many variables that affect the availability of seats for students in courses, not all of them within our control. For those that are within our control, we do and will continue to do our best to resolve them.

## Fall 2017

Subject	number	capacity	actual enrollment ( first day Enrollment	end revision period enrollment	
BIOL	1000	987	706	863	849
BIOL	1010	374	259	288	287
BIOL	1020	1386	1134	1257	1260
BIOL	1020	100	0	0	0
BIOL	1300	118	111	115	113
BIOL	1410	1401	1182	1388	1392
BIOL	2200	109	105	108	109
BIOL	2242	117	111	117	116
BIOL	2260	95	88	94	93
BIOL	2390	162	142	157	151
BIOL	2410	512	420	492	485
BIOL	2500	250	237	249	247
BIOL	2520	261	245	261	260
CHEM	900	250	99	146	133
CHEM	1300	1400	1245	1400	1377
CHEM	1310	220	211	219	220
CHEM	2210	502	338	386	360
CHEM	2260	80	46	52	52
CHEM	2360	338	270	305	288
CHEM	2470	113	89	96	94
CHEM	2770	135	116	115	121
COMP	1010	986	456	578	565
COMP	1012	252	214	250	242
COMP	1020	608	244	271	286
COMP	1500	200	111	124	121
COMP	2130	160	155	159	160
COMP	2140	192	182	190	191
COMP	2160	216	206	215	217
COMP	2190	70	35	50	49
COMP	2980	60	1	1	1
EXCH	1020	10	8	0	8
MATH	1010	360	259	358	338
MATH	1020	130	96	122	123
MATH	1210	360	263	323	311
MATH	1230	70	29	50	42
MATH	1240	260	174	244	244
MATH	1300	750	625	668	707
MATH	1500	1358	1002	1230	1217
MATH	1510	310	198	254	253
MATH	1520	235	202	235	234
MATH	1700	498	311	419	395
MATH	2030	44	33	41	36
MATH	2080	70	50	68	60
MATH	2090	120	67	119	117

MATH	2130	160	125	136	134
MATH	2130	140	85	83	90
MATH	2132	215	203	213	214
MATH	2140	106	74	94	94
MATH	2160	95	67	94	86
MATH	2720	100	60	100	100
MBIO	1010	312	243	256	261
MBIO	1220	461	409	458	451
MBIO	2230	82	38	48	44
MBIO	2360	100	92	98	94
MBIO	2420	100	96	100	98
MBIO	2770	13	12	13	13
PHYS	900	89	0	0	0
PHYS	1020	514	443	494	471
PHYS	1050	507	412	462	445
PHYS	1070	38	38	38	38
PHYS	1810	198	178	193	189
PHYS	2070	24	20	19	20
PHYS	2260	30	26	30	30
PHYS	2390	60	51	55	57
PHYS	2600	44	40	44	44
STAT	1000	2308	1725	1966	2004
STAT	1150	240	88	90	99
STAT	2000	413	374	410	407
STAT	2220	221	175	183	181
STAT	2400	105	101	105	104

## Report of the Senate Planning and Priorities Committee RE: Undergraduate Course Changes Beyond Nine Credit Hours, Faculty of Science

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### Preamble:

1. The Senate Planning and Priorities Committee (SPPC) has the responsibility to report to Senate on curriculum changes with significant resource implications, including additions to departmental curricula of more than nine (9) credit hours. Terms of reference for the SPPC are available at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/508.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/508.html).
2. At its meetings on February 26, March 26, and April 30, 2018, the SPPC considered a proposal from the Faculty of Science to introduce four interdisciplinary science topics courses at the faculty level.
3. The Senate Committee on Curriculum and Course Changes also considered the proposed course introductions at its meetings on October 26, 2017, and March 19, 2018.

### Observations:

1. The Faculty is proposing the introduction of four (4) interdisciplinary science courses, SCI 1000 - Topics in Science 1, SCI 2000 - Topics in Science 2, SCI 3000 - Topics in Science 3, and SCI 4000 - Topics in Science 4. The overall number of credit hours offered by the faculty would increase by twelve (12) credit hours.
2. The primary purpose of the courses would be to provide the Faculty with the flexibility to offer interdisciplinary science courses, including courses that do not fit within a single department. The courses would be available to students across faculties and schools at the University and might be used to satisfy a Science elective.  
  
Other objectives, particularly with respect to the proposal for SCI 1000 – Topics in Science 1, are to introduce first year students to interdisciplinary research in science, to engage their interest and to recruit them to the Faculty. The proposal is part of a broader initiative within the Faculty, to improve and facilitate science education at the University.
3. The Faculty indicated that no additional resources would be required to offer the courses beyond costs for instructors and graders/teaching assistants, as required. Any unforeseen costs would be addressed by the Faculty on a case-by-case basis. The Faculty anticipates that only one or a small number of sections would be offered in any given year, depending on the availability of resources and interested instructors. Given this, it would be feasible to hire one or two Sessional Instructors to teach the courses or to take over another course for a regular faculty member.
4. The University Library anticipates that it can support the course introductions.
5. The committee strongly supports the idea of offering interdisciplinary science courses that would introduce students to, and engage students' interest in, complex questions and problems addressed through scientific research that require an interdisciplinary approach.

6. The SPPC observed that, in recent years, the Faculty had raised concerns about capacity in, and significant waitlists for, 1000- and 2000- science courses that are required in programs across the University. Considering this, the committee was concerned that the introduction of the SCI Topics courses might lead to fewer teaching resources for, and fewer spaces in, other 1000- and 2000- level science courses.
7. The committee requested that the Faculty provide additional information on how (i) teaching credit would be allocated for SCI topics courses and (ii) the introduction of these courses would impact the availability of resources to deliver prerequisite courses required in Science programs and other programs across the University, particularly in the context of continuing enrolment pressures in 1000- and 2000- level science courses with high enrolments and/or waitlists. Responses received from the Faculty, dated March 5 and April 20, 2018, are attached to the proposal.
8. The Faculty indicated it would consider ways to improve access to courses with waitlists, to ensure students can complete their programs in a timely way. This might include, for courses with a lab, increasing the number of sections and/or adding spaces in the labs; for courses without a lab, offering the courses in larger classrooms; for courses currently offered in only one term, offering additional sections in another term(s), including the Summer Term. The committee is supportive of increasing access to Science courses. However, the alternatives suggested themselves have resource implications, as there are not enough Science lab spaces and larger lecture theatres for current offerings. The committee encourages the Faculty to ensure that the addition of new interdisciplinary courses will not further reduce access to key courses that currently experience lengthy waitlists.

**Recommendation:**

The Senate Planning and Priorities Committee recommends:

**THAT Senate approve the Report of the Senate Planning and Priorities Committee concerning undergraduate course changes beyond nine credit hours for the Faculty of Science, effective September 1, 2018.**

Respectfully submitted,

Professor Kelley Main, Chair  
Senate Planning and Priorities Committee

**Report of the Senate Committee on Curriculum and Course Changes, Part B – Submitted to Senate for Ordinary Debate RE: Faculty of Science**

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**Preamble:**

1. The Senate Committee on Curriculum and Course Changes (SCCCC) is “to recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses”. Terms of reference for the SCCC are found on the website at: [http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/497.htm](http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.htm).
2. At its meetings on October 26, 2017, and March 19, 2018, the SCCC considered a proposal from the Faculty of Science to introduce four (4) interdisciplinary science topics courses, at the faculty level.
3. The Senate Planning and Priorities Committee (SPPC) also considered the proposal at its meetings on February 26, March 26, and April 30, 2018.

**Observations**

1. The faculty is proposing the introduction of four (4) interdisciplinary science courses, SCI 1000 - Topics in Science 1, SCI 2000 - Topics in Science 2, SCI 3000 - Topics in Science 3, and SCI 4000 - Topics in Science 4. The overall number of credit hours offered by the faculty would increase by twelve (12) credit hours.
2. The purpose of the courses would be to provide the faculty flexibility in offering interdisciplinary science courses, including courses that do not fit within a single department. The courses would be available to students across faculties and schools at the University and might be used to satisfy a Science elective.
3. The Committee received course outlines for several courses, as examples of the sorts of topics that might be taught in sections of these interdisciplinary courses, such as, An Illustrated Introduction to the Interdisciplinary Science of Imaging (SCI 1000), The Science of Genome Sequencing (SCI 2000), Scientific Foundations for Computational Finance (SCI 3000), and Introduction to Approximation Algorithms (SCI 4000).

**Recommendation**

The Senate Committee on Curriculum and Course Changes recommends:

**THAT Senate approve a proposal from the Faculty of Science to introduce SCI 1000 - Topics in Science 1, SCI 2000 - Topics in Science 2, SCI 3000 - Topics in Science 3, and SCI 4000 - Topics in Science , effective September 1, 2018.**

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

## **Faculty of Science**

Introductions:

SCI 1000 Topics in Science 1 Cr.Hrs. 3 +3.0

Topics of current interest in the Faculty of Science. Offerings will be based on the interests and requirements of students and faculty and will include interdisciplinary topics not available in regular course offerings. This course may be used to satisfy a Science elective. Non-science students should check with their department. Prerequisite: consent of the instructor. This course is a Topics course and may be completed multiple times under different titles.

SCI 2000 Topics in Science 2 Cr.Hrs. 3 +3.0

Topics of current interest in the Faculty of Science. Offerings will be based on the interests and requirements of students and faculty and will include interdisciplinary topics not available in regular course offerings. This course may be used to satisfy a Science elective. Non-science students should check with their department. Prerequisite: consent of the instructor. This course is a Topics course and may be completed multiple times under different titles.

SCI 3000 Topics in Science 3 Cr.Hrs. 3 +3.0

Topics of current interest in the Faculty of Science. Offerings will be based on the interests and requirements of students and faculty and will include interdisciplinary topics not available in regular course offerings. This course may be used to satisfy a Science elective. Non-science students should check with their department. Prerequisite: consent of the instructor. This course is a Topics course and may be completed multiple times under different titles.

SCI 4000 Topics in Science 4 Cr.Hrs. 3 +3.0

Topics of current interest in the Faculty of Science. Offerings will be based on the interests and requirements of students and faculty and will include interdisciplinary topics not available in regular course offerings. This course may be used to satisfy a Science elective. Non-science students should check with their department. Prerequisite: consent of the instructor. This course is a Topics course and may be completed multiple times under different titles.

**Net change in credit hours: +12.0**

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to policy changes and the revising of the FGS Academic Guide. Recommendations for academic changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider the draft 2018/19 Academic Guide.

### Observations

The **Faculty of Graduate Studies** proposes changes to the Academic Guide for 2018/19.

The changes to the academic guide consist of housekeeping matters and clearly defining the language in sections. More substantive changes are as follows:

#### **Master's Section:**

- Section 1.1: Update of Application and Admission Procedures link. In addition, all references to department or unit changed to department/unit.
- Section 1.1.1: Wording changed to online application system instead of UMGradConnect.
- Section 1.1.2: Update of Application Deadline link.
- Section 1.2.1: New Registration Procedures outlined regarding Pre-Masters and Undergraduate students may be permitted to register in 7000-level courses or above on recommendation of the department/unit offering the graduate course. Update of Concurrent Curriculum Permission form link.
- Section 1.2.5: Update of Western Deans' Agreement link.
- Section 1.3.1: Clearly stating "required/recommended" instead of "required."
- Section 1.3.4: New wording added to outline the expectation of the use of Cross-Listed Courses.
- Section 1.4.4: Advance Credit – Transfer of Credit form link added. Clearly stating academic year dates.
- Section 1.4.5: Clearly stating academic year dates.
- Section 2.3: Clearly stated "every four months" instead of "per term" and removed the line "Two (2) consecutive "in need of improvements" normally requires the student to withdraw."

- Section 2.4: Clearly stating, “normally required to withdraw” instead of “required to withdraw.” The word “normally” removed and reads “Graduate Students are not permitted to repeat a previously passed course.”
- Section 2.5: Wording added to indicate that students do not have to repeat GRAD 7500 at the PhD. level, if already completed at the Master’s level.
- Section: 3.1: New Admission and Program Requirements are outlined regarding Pre-Masters students are not normally allowed to register in 7000-level courses or above, with the exception of GRAD 7500, unless prior permission is granted by the Dean of FGS or designate.
- Section 3.2: Clearly stated that the highest grade obtained instead of most recent grade will be used in the determination of the degree GPA.
- Section 4.4.4: Word “Reading” removed so now reads, Language Requirements instead of Language Reading Requirements.
- Section 4.5: Link added for Academic Membership. Wording was update regarding the role of advisor/co-advisor for staff members who are an Assistant Professor or above.
- Section 4.6.1: The word, “normally” removed regarding selection of advisor/co-advisor. Also, the word, “primary” was removed.
- Section 4.7.2: Clearly stating that a department/unit can request an expectation on the normal 7-year ruling for Lapse of Credit of Courses. Courses completed of more than 10 years and course-work is no longer considered current is outlined.
- Section 4.8.1.3: Wording changed to reflect the examining committee role and the word, “video conference” changed to, “electronically”.
- Section 4.11: Changed “Final Approval” to “Thesis/Practicum Final Report”.

#### **Ph.D Section:**

- Section 5.1.3: Wording added, “16 months” for better clarification. In addition, clearly stating, “Where a student holds a Master’s degree that would be sufficient for admission to the Ph.D. program, students must complete at least 12 credit hours of coursework, unless the individual department/unit’s approved supplemental regulations specify otherwise.”
- Section 5.2.1: Wording was update regarding the role of advisor/co-advisor for student members who are an Assistant Professor or above.
- Section 5.2.3: Word “normally” removed.
- Section 5.3: Word “foreign” removed, now reading “any language requirement;”
- Section 5.4.1: Word “Reading” removed, now reads, “Language Requirements” instead of “Language Reading Requirements.”

- Section 5.4.4: Clearly stating, “that a department/unit can request an expectation on the normal 7-year ruling for Lapse of Credit of Courses. Courses completed of more than 10 years and course-work is no longer considered current is outlined.”
- Section 5.6: Clearly stating “once every four months”, instead of “once per term”.
- Section 5.8: Wording changed from “Academic Guide Committee”, to “Programs and Guidelines Committee”. Clearly stated; In the case where there is a required oral component, the student must be physically present.
- Section 5.11.1: Removed: ~~The candidate’s advisor/co-advisor, in consultation with the Head of the , will recommend at least three internal thesis examiners, including the advisor/co-advisor, to the Dean of the Faculty of Graduate Studies for approval via the Thesis Submission Portal on JUMP. And Under normal circumstances these will be members of the candidate’s advisory committee, if not, approval must be obtained from the Dean of the Faculty of Graduate Studies.~~

It now reads: The candidate’s advisor (and, if appropriate, co-advisor) is considered to be a voting member of the examining committee. All voting members of the advisory committee are expected to serve on the examining committee; any exceptions must be approved in advance by the Dean of the Faculty of Graduate Studies. One (1) member must hold an appointment within the department/unit and one (1) member must hold no appointment within the department/unit. All Internal examiners must be members of the Faculty of Graduate Studies

([http://umanitoba.ca/faculties/graduate\\_studies/governance/academic\\_membership.html](http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)).

It is expected that examining committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Note that in the case of an advisor and co-advisor, both together have a single vote on the examining committee.

- Section 5.11.6: New Process for Examination of the Written Thesis. The Faculty of Graduate Studies brought in a unique Ph.D. evaluation process in which there is a two-cycle review, which Graduate Studies handles.

FGS is implementing a form that would be submitted to Graduate Studies at the same time of the thesis that the advisory committee would sign to indicate that they have seen the thesis, provides feedback, and are comfortable with it being distributed for review. It would then go out to the internal and external examiners at the same time. The dissenting voice option would still be available and we would like to give the external examiner the same evaluation criteria as the internal committee members. (See attach A)

- Section 5.12.1: Word “Internal and External” added for examiner clarification.
- Section 5.12.2: Word, “video conference” changed to, “electronically”.

- Section 5.12.4: Word, “study” changed to “work”.
- Section 5.12.5: Word, “to” added to clearly state “require revisions to be made to the written thesis”.
- Section 8.3: Added, “Supplemental documentation should support the requested dates of the leave.”
- Section 9.5.4.3: Updated link for Students: Policy: Appeals Procedures and Guidelines.
- Section 9.6.2: Updated link for Student Discipline.

**Appendix 1:**

- Section 1.5.2: Updated link for Copyright Office.

Please see version showing tracked changes and version with tracked changes accepted as follows.

**Recommendations**

**The Faculty Council of Graduate Studies recommends THAT the 2018/19 Faculty of Graduate Studies Academic Guide be approved by Senate.**

**Faculty of Graduate Studies**

Respectfully submitted,

Dr. Todd A. M. Mondor, Chair  
Faculty Council of Graduate Studies

/ch

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

## APPROVAL TO PROCEED TO EXAMINATION

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Program: \_\_\_\_\_

### Advisory Committee Declaration

Through signature below, each member of the advisory committee verifies that they

- have read and provided the candidate feedback on the written thesis
- have the read the complete version of the thesis that the candidate intends to submit for examination, and have provided the candidate with a detailed review and comments including any necessary revisions

	Name	Signature	Approve Submission?	
			Yes?	No?
<i>Advisor</i>				
<i>Co-Advisor (if any)</i>				
<i>Committee Member 1</i>				
<i>Committee Member 2</i>				
<i>Committee Member 3</i>				
<i>Comm. Member 4 (if any)</i>				
<i>Comm. Member 5 (if any)</i>				

### Student Declaration

I verify that I have received feedback from all members of my advisory committee, have taken this feedback into account in revising the thesis, and that I am ready and willing to have my thesis examined.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### Department / Unit Declaration

I verify that the student's thesis has been reviewed by all members of the advisory committee, and that the department/unit fully supports the thesis proceeding for examination.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

The thesis will be eligible for examination only if all of the following conditions are met:

- the advisor (and co-advisor, if any) provides support

- no more than one member of the advisory committee is not in support
- the department/unit is in support

## **PREFACE**

### **SECTION 1: Application, Admission, and Registration Policies**

- 1.1 Application and Admission Procedures
- 1.2 Registration Procedures
- 1.3 Course Classifications
- 1.4 Student Status/Categories of Students

### **SECTION 2: Academic Performance – General**

- 2.1 General Note
- 2.2 Academic Performance
- 2.3 Performance in Coursework

### **SECTION 3: General Regulations – Pre-Master's**

- 3.1 Admission and Program Requirements
- 3.2 Academic Performance

### **SECTION 4: Master's Degrees General Regulations**

- 4.1 General
- 4.2 Diploma Programs
- 4.3 Admission
- 4.4 Program Requirements
- 4.5 Student's Advisor/Co-Advisor
- 4.6 Advisory Committee
- 4.7 Courses and Performance
- 4.8 Requirements for Graduation
- 4.9 Style and Format
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The Faculty of Graduate Studies Academic Guide contains all the rules and policies pertaining to the Faculty of Graduate Studies. Adherence to these rules is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. The integrity of the process is at stake. The major goal of this guide is to prevent potential problems that may affect the completion of a student's program. It is the responsibility of students and the department/unit offering a graduate program to read and follow the policies contained herein.

All regulations as laid out in the Faculty of Graduate Studies Academic Guide are subject to revision by the appropriate bodies of the Faculty of Graduate Studies. This compendium is presented as the most recent set of regulations as a guideline for students and staff. Individual departments/units may have additional regulations that supplement these general regulations. All such supplementary procedures and regulations must be approved as specified by the By-Laws of the Faculty of Graduate Studies, be published and available to students, and kept on file in the Faculty of Graduate Studies Office.

For those programs that are administered through a Faculty (as opposed to a Department) the term "Department" should be substituted by "Unit" within this document (i.e. Department Head becomes Unit Head.)

## SECTION 1: Application, Admission, and Registration Policies

### 1.1 APPLICATION AND ADMISSION PROCEDURES

The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies.

**Applicants should contact the department/unit to which they are applying for the procedures and requirements of that departmental department/unit application deadlines. Contact information for each unit can be found at [http://umanitoba.ca/faculties/graduate\\_studies/admissions/programs/index.html](http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html).**

#### 1.1.1 Process:

1.1.1 (a) A completed official application for admission form must be submitted, together with the application fee and supporting documentation, to the Faculty of Graduate Studies, via the online [application](#) system, UManGradConnect.

**NOTE:** International students must pay special attention to the appropriate requirements with respect to transcripts (see application form for details).

1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit's criteria including, but not limited to, availability of advisors, space, and facilities

1.1.1 (c) Notification of recommended/rejected applications is sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies' eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.

#### 1.1.2 Deadlines for Recommended Applications (from Departments to the Faculty of Graduate Studies)

The following are the deadlines for receipt by the Faculty of Graduate Studies of recommendations from [departments/units](#).

Term	Start Date	Canadian/US	International
FALL	September	July 1	April 1
WINTER	January	November 1	August 1
SUMMER	May	March 1	December 1

**IMPORTANT:** These are not application deadlines. Applicants are **required** to submit the application and documentation to the Faculty of Graduate Studies to meet the application deadline in place for a particular [department/unit](#). Applicants are advised to confirm the deadline of the [department/unit](#) to which the application is being made: [Deadlines can be found on the applicable program page at http://umanitoba.ca/faculties/graduate\\_studies/admissions/programs/index.html](http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html). [Contact information for each unit can be found at](#) [http://umanitoba.ca/faculties/graduate\\_studies/admissions/index.html](http://umanitoba.ca/faculties/graduate_studies/admissions/index.html)

#### 1.1.3 Application Fee

A \$100.00 (CDN) fee must accompany admission applications from all Canadian, Permanent Resident, and International applicants. If submitting a paper application, a \$120.00 (CDN) fee must accompany the admission application.

#### 1.1.4 Transcripts

Unofficial copies of transcripts and final degree certificates are acceptable for initial assessment purposes. Upon admission to the Faculty of Graduate Studies, applicants **must** arrange for official transcripts from all post-secondary institutions attended to be sent to the Faculty of Graduate Studies, within one (1) month of date on the

admission letter. **All transcripts must arrive in sealed, university-stamped envelopes sent directly from the issuing institution(s) and be accompanied by official and literal English translations (where applicable).**

For international degrees or where the transcripts does not or will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required.

### 1.1.5 Transcripts: International

Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal English translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution.

### 1.1.6 Transcripts: University of Manitoba

University of Manitoba students are not required to submit University of Manitoba transcripts.

### 1.1.7 Proficiency in English

A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a high school diploma or university degree from Canada or one of the countries listed on the [English Language Proficiency Test Exemption List](#) (see next section). The Faculty of Graduate Studies requires a passing, acceptable English Language Test score in order to offer admission. **Please note:** In all cases, test scores older than two (2) years are invalid.

Thresholds required for successful completion are indicated in parentheses.

- University of Michigan English Language Examination Assessment Battery (MELAB) (80%)
- Test of English as a Foreign Language (TOEFL)– Paper-based test (567); Internet based -iBT (86; minimum score of 20 in each of reading, writing, listening and speaking categories)
- Canadian Test of English for Scholars and Teachers (CanTEST) (band 4.5 in listening and reading and band 4.0 in writing and oral interview)
- International English Language Testing System (IELTS) (6.5)
- Academic English Program for University and College Entrance (AEPUCE) (65%)
- Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset)
- PTE Academic (61% overall)

**Note:** In addition, foreign language students may be asked by the [department/unit](#) to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the [department/unit](#) may recommend remedial measures in language skills based on the results of the CanTEST. Some [departments/units](#) may require a specific test or test scores greater than those indicated above. Students should check ~~departmental~~ [department/unit](#) supplemental regulations for details.

### 1.1.8 English Language Proficiency Test Exemption List

Applicants holding secondary school diplomas and/or recognized university degrees from countries on the Faculty of Graduate Studies English Language exemption list are not required to submit an English Language Proficiency score. For more information please see our website at [http://umanitoba.ca/faculties/graduate\\_studies/admissions/english\\_exemption\\_list.htm](http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm)

### 1.1.9 Letters of Recommendation

Letters of Recommendation are to be completed via UMGradConnect, the online application. Applicants are required to add their 'Recommendation Provider(s)' contact information so that each recommender is sent an automated email notification.

Generally, two (2) Letters of Recommendation must be submitted to the Faculty of Graduate Studies. For the number of recommendation letters necessary, applicants should review our 'Additional Document Requirements' webpage, [http://umanitoba.ca/faculties/graduate\\_studies/admissions/additional\\_requirements.html](http://umanitoba.ca/faculties/graduate_studies/admissions/additional_requirements.html).

### 1.1.10 Admission Tests

Some departments/units require admissions tests, such as the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT). These requirements are listed in the supplemental regulations of the particular department/unit, and if required, the scores must be submitted at the time of application.

### 1.1.11 Entrance Requirements

The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a 3.0 Grade Point Average (GPA) or equivalent in the last two (2) previous years of full time university study (60 credit hours).

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

### 1.1.12 Eligibility of University of Manitoba Staff Members

A staff member at The University of Manitoba at the rank of Assistant Professor or above is not eligible to apply for admission to a graduate program in the department/unit in which the appointment is held.

## 1.2 REGISTRATION PROCEDURES

### 1.2.1 Registration

~~Undergraduate students are not allowed to register in graduate courses. Pre-Master's students are not allowed to register in 7000-level courses or above, with the exception of GRAD 7500.~~

Pre-Master's students are not normally allowed to register in 7000-level courses or above, with the exception of GRAD 7500, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate. Undergraduate students may be permitted to register in 7000-level courses or above on recommendation of the department/unit offering the graduate course, subject to the conditions listed below.

- Undergraduate students must obtain permission from the Department/Unit head and course instructor before registering for a graduate course.
- Only undergraduate students completing an undergraduate degree at the University of Manitoba are eligible to enroll in a graduate course.
- Undergraduate students are not eligible for admission to be admitted to any graduate course that is cross-listed with an undergraduate course, or that is scheduled to be taught at the same time and location as an undergraduate class.
- Undergraduate students will only be eligible to receive graduate-level credit for a course designated as 7000-level or above if at least 75% of the students registered in the course are graduate students.
- Undergraduate students who complete a graduate course are not guaranteed admission to a graduate program.

On admission to a graduate program at the University of Manitoba, application may be made to the Faculty of Graduate Studies to apply any previously completed graduate courses toward meeting program requirements, subject to the restrictions listed below.

- No more than 50% of the course-work required in a graduate program may be imported.
- Only courses for in which a C+ grade or higher, or the minimum grade required by the program to which the course would be applied, is achieved are eligible to be considered to be used toward meeting the requirements of any graduate program.

- Any graduate course completed by an undergraduate student may subsequently be applied to a graduate program only if it has not been used toward completion of any other degree program.
- Any graduate course completed by an undergraduate student for which a passing grade has been obtained (i.e., C+ or higher) may not be repeated should the student later gain admission to a graduate program.

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

**All programs must be approved by the Head of the major department/unit or designate.** Approval to take courses from departments/units outside the major department/unit must be obtained from the outside department/unit.

The approval or denial of admission and registration to two (2) programs rests with the Dean of the Faculty of Graduate Studies in consultation with the department/unit concerned. The approval/denial must be submitted to the Faculty of Graduate Studies prior to the student's admission/registration on the "Concurrent Curriculum Permission" form (<http://intranet.umanitoba.ca/student/records/2323.html>)

Where a student does register in two (2) programs, it is important to note that dual registration may affect funding, and that completing a graduate program as a part-time student will affect eligibility for The University of Manitoba Graduate Fellowship (UMGF) and may limit other funding possibilities.

### 1.2.2 Re-Registration

All students must re-register in all Fall, Winter and Summer terms of his/her program until a degree is obtained (with the exception of pre-Master's students). **Failure to re-register will result in the student being discontinued from his/her graduate program.** A student who has been discontinued and would like to be considered for continuation in a program must apply for re-admission, which is not guaranteed. The re-registration requirement does not apply to occasional students, visiting students, pre-Master's students, or students on an Exceptional or Parental Leave of Absence (please refer to "Leave of Absence", Section 8 of this Guide).

The notation 'Discontinued Graduate Program' will be placed on the academic record of any graduate student who has failed to maintain continuous registration.

### 1.2.3 Registration Revisions

For designated periods subsequent to registration, approved revisions may be made. It is required that students adhere to dates and deadlines as published in the Academic Schedule of the Graduate Academic Calendar.

**Note:** Graduate students are not permitted to withdraw from courses without written permission from their Department/unit Head on recommendation from their advisor/co-advisor (and/or advisory committee). The notation "Required to Withdraw" may be placed on the academic record of any graduate student who has withdrawn from courses without such approval.

### 1.2.4 Advisor Student Guidelines

All students in thesis/practicum programs, in consultation with their advisor/co-advisor, are required to complete the Advisor Student Guidelines as soon as possible after registration but no later than at the time of submission of the first Progress Report. The Advisor Student Guidelines form is available through JUMP.

### 1.2.5 Western Deans' Agreement

This agreement was established in 1974 as an expression of co-operation and mutual support among universities offering graduate programs in western Canada. Its primary purpose is the reciprocal enrichment of graduate programs throughout western Canada. This agreement is not intended to preclude other agreements between participating institutions. A list of the participating Universities can be found at <http://wcdgs.ca/>

- 1.2.5.1 The Western Deans' Agreement normally provides an automatic tuition fee waiver for visiting students. Graduate students paying normal required tuition fees to their home institution will not pay tuition fees to the host institution.
- 1.2.5.2 Only degree level courses from recognized post-secondary institutions will be considered; courses that are part of certificate or diploma programs will not be approved.
- 1.2.5.3 Program fees are always to be paid to the home institution, regardless of coursework taken at another institution. Students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. Wherever possible, these fees will also be waived.
- 1.2.5.4 Students will qualify for the fee waiver if they:
  - a) present the "Authorization Form: Western Deans' Agreement" signed by the Dean or designate and the [department/unit](#) Head or advisor/co-advisor of a participating Western institution at least one (1) month prior to the start of term, specifying the courses to be taken for credit toward a graduate degree program at their home institution;
  - b) are in good standing in a graduate program at the home institution;
  - c) do not owe tuition and/or fees at the home institution.
- 1.2.5.5 Students must meet all requirements as prescribed by the host university's regulations, deadlines, class capacities, and course prerequisites.
- 1.2.5.6 Registration is possible in courses at both the graduate and undergraduate levels, and in credit courses offered through distance education or other means. To be eligible, courses must be an integral part of the applicant's graduate degree program. Fee waiver is not permitted for audit or non-credit courses.
- 1.2.5.7 Students must have the Authorization Form approved by the relevant [department/unit](#) Head and the Faculty of Graduate Studies at the host institution at least one (1) month prior to the commencement of the course(s) requested. The fee waiver is not available retroactively.
- 1.2.5.8 Students are subject to regulations of the home institution governing credit for the courses to be undertaken. As a condition of registration at the host institution, students will arrange for official transcripts from the host institution to be sent to the home institution confirming successful completion of courses selected.
- 1.2.5.9 Students must send confirmation of registration and notice of any change to the Registrar's Office of the home institution at the time of registration or course change is completed.
- 1.2.5.10 Students may not claim fee waivers under the terms of this Agreement for a period of more than twelve (12) months in total.
- 1.2.5.11 Each institution has its own regulations regarding the maximum number of transfer credits permitted in a given degree program. A list of the participating Universities can be found at <http://wcdgs.ca/>

## 1.3 COURSE CLASSIFICATIONS

### 1.3.1 General Classifications

Students who register through Aurora Student Information System (Aurora Student) must also have prior approval of the [department/unit](#) Head or designate. Students registering through Aurora Student should add only those

courses that are a Major (Standard "S") course in their program. Courses with Auxiliary "X", Audit "A", or Occasional "O" status (see below) must be added by the [department/unit](#).

"X" Auxiliary course: Course is not a major requirement of the program but is required/[recommended](#) by the student's advisor/co-advisor.\*\* Extra courses that are not part of the Master's or Ph.D. program but which are specified and required/[recommended](#) by the student's advisor/co-advisor, may be classified as X (Auxiliary) and the grade will not be included in the degree GPA which appears on the transcript. However, X course grades may be used in the calculation of the GPA for continuation in the program and a minimum grade requirement may be required for X coursework by the [department/unit](#). (Please consult the individual [department/unit](#)'s supplemental regulations.) Additionally, X courses are used in the calculation of the GPA for the purposes of Admission and Awards. (The University of Manitoba Graduate Fellowship [UMGF] and International Graduate Student Scholarship [IGSS] use X courses in the calculation of the GPA.) The student's advisor/co-advisor and [department/unit](#) Head must determine if there is a valid need for the registration in courses under the X classification. A maximum of [twelve \(12\)](#) credit hours under the X course classification is permitted while registered in a given program.

"A" Audit course: Course is not taken for credit. No grade is recorded. Additional fees will be assessed.

"O" Occasional course: Course is not a requirement of the program. Additional fees will be assessed.

**\*\* Note:** Changes in course classifications are regarded as course/program changes and may not be made without approval (refer to the "Registration Revision" section [1.2.3](#) of this Guide) or after the deadline dates for course changes as indicated in the Academic Schedule of the *Calendar*.

### 1.3.2 Continuing Courses (CO)

For those graduate level courses (6000, 7000, and 8000) which are being taken by students enrolled in the Faculty of Graduate Studies and which continue beyond the normal academic term, the instructor shall recommend that a mark classification of "CO" be used until such time as a final grade can be established. If the course is not completed by August 31, the student must re-register for the course(s). In the absence of an assigned mark of "CO", the student may receive a mark of "F" in that term.

**Note:** A CO will normally not be permitted longer than [twelve \(12\)](#) months. In exceptional circumstances, where a CO grade is requested for a second [twelve \(12\)](#) months, at the time the CO grade is submitted, the instructor and department/unit Head must also submit the "Recommendation for Continuing Status of a Course" form stating the reason for the CO and the deadline by which the course must be completed.

### 1.3.3 Incomplete Courses

Students who are unable to complete the term work prescribed in a course may apply to the instructor prior to the end of term for consideration of a grade classification of "Incomplete". It is understood that the student is to write the final examination if one is scheduled for the course. Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade using a zero value for incomplete work.

Normally, the following maximum extensions are allowed:

- August 1<sup>st</sup> for courses terminated in April
- December 1<sup>st</sup> for courses terminated in August
- April 1<sup>st</sup> for courses terminated in December

If a final grade is not reported within one [\(1\)](#) month of the extension deadline, the Incomplete (I) classification will be dropped and the grade will remain as awarded. The student will no longer have an opportunity to improve the grade. In no case will the satisfaction of the incomplete requirements result in a lower grade being awarded.

### 1.3.4 Cross-Listed Courses

[Cross-listed courses are defined as courses taught at the same time and in the same location.](#)

[The regulations below place limits on the extent to which cross-listed courses may be used to meet graduate program requirements.](#)

1. In order to receive credit for any 7000-level course that is cross-listed with a 3000- or 4000-level undergraduate course, the 7000-level course it must have a distinct syllabus, and the course content and evaluation methods must be at the graduate-level. Significantly different readings and evaluation methods from the undergraduate course.
2. Graduate students will not receive credit toward meeting program requirements for any 7000-level course cross-listed with a 1000- or 2000-level undergraduate course unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate.
3. Graduate students will not receive credit toward meeting program requirements for any 7000-level course cross-listed with a previously completed course.

## 1.4 STUDENT STATUS/CATEGORIES OF STUDENTS

### 1.4.1 Full-Time and Part-Time Students

Graduate students are initially admitted with full time status unless a "Part-Time Status Form" ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)) has been received. Graduate student status is not determined by the number of credit hours taken per term. Therefore, students who spend much of the time in a laboratory or library engaged in research or writing a thesis/practicum, or who spend part of the academic year engaged in research elsewhere, are regarded as full-time students.

Student status should be determined by the student and advisor/co-advisor, and changes must be requested on the "Part-Time Status Form" ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). The form must be approved by the department/unit Head and submitted to the Faculty of Graduate Studies.

Declaration of full/part time status must be made prior to the end of the registration revision period in the Fall and/or Winter terms and within one (1) month of the start of the Summer term.

For every full year (12 months) a Master's student is declared as part time they will receive an additional four (4) months in time to complete their program. For every two (2) years (24 months) a Master's student is declared as part time they will receive an additional year (12 months) in time to complete their program. For every two (2) years (24 months) a Ph.D. student is declared as part time they will receive an additional four (4) months in time to complete their program. Retroactive status changes will not be made.

### 1.4.2 Pre-Master's Or Qualifying Students

In specific cases where the academic background of the student is judged to be insufficient for the given program in a department/unit, the department/unit may recommend that the student be admitted to a pre-Master's program of study. The pre-Master's program is intended to bring the student's standing to approximately the level of an Honours graduate in the major department/unit, and to provide any necessary prerequisites for courses.

### 1.4.3 Occasional Students

A student wishing to take graduate courses with no intention of applying them toward an advanced degree at The University of Manitoba is classified as an occasional student. Occasional students must meet the same degree and grade point average entrance requirements as regular graduate students and must write final examinations in the courses taken (unless audited), but will not receive credit toward a degree. In special circumstances, an occasional student may apply for permission to proceed to a degree program and also apply for transfer, for credit, of courses previously taken in the occasional category.

### **1.4.4 Undergraduate Students**

**Note:**

1. Transfer of courses from the “occasional” category to a degree program is not automatic: request for \_\_\_ advance credit must be made within the first year of a degree program on the “Advance Credit – Transfer of Credit” form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html))-
2. Fees paid by a student while registered as an occasional student are not transferable, at a later date, to a degree program.
3. Registration in the occasional student category can be for no more than one (1) academic year (September 1 – August 31) without reapplication.
4. At least 60% of coursework per academic year must be taken at the graduate level while registered as an occasional student.

### **1.4.4 Joint Masters (With the University of Winnipeg)**

The University of Manitoba and the University of Winnipeg offer four (4) joint Master's programs: History, Religion, Public Administration, and Peace and Conflict Studies. The University of Manitoba Faculty of Graduate Studies is responsible for the administration of the joint programs, and students must complete the regular University of Manitoba application and registration forms. Students taking pre-Master's qualifying work for these programs register at the university where the courses are being taken.

### **1.4.5 Visiting Students**

Visiting students are students who are registered at another institution who are taking one (1) or more courses at The University of Manitoba on a Letter of Permission from their home university. Visiting students must submit an online application, along with a \$100.00 (CDN) application fee, in addition to copies of transcripts from all institutions attended and a successfully completed English Language Proficiency Test from the approved list, if applicable. Applications must be submitted to the Faculty of Graduate Studies a minimum of one (1) month prior to the start of the intended term of study.

**Note:**

1. Fees paid by a student while registered as a visiting student are not transferable, at a later date, to a degree program.
2. Registration in the visiting student category can be for no more than one (1) academic year (September 1 – August 31) without reapplication.
3. At least 60% of coursework per academic year must be taken at the graduate level while registered as a visiting student.

### **1.5. Student Accessibility**

See Student Accessibility Procedure:

[http://umanitoba.ca/admin/governance/media/Student\\_Accessibility\\_Procedures\\_-\\_2015\\_01\\_01\\_RF.pdf](http://umanitoba.ca/admin/governance/media/Student_Accessibility_Procedures_-_2015_01_01_RF.pdf)

## **SECTION 2: Academic Performance – General**

### **2.1 GENERAL NOTE**

**Students are responsible for ensuring that they meet all degree and program requirements.** The advisor (and if appropriate co-advisor), advisory committee, and department/unit must ensure that each student follows Faculty of Graduate Studies FGS and department/unit guidelines and meets all program requirements. The Faculty of Graduate Studies performs a final check of Faculty of Graduate Studies minimum requirements for each student just

prior to graduation. Students are cautioned, therefore, to periodically check all regulations with respect to their degree requirements. Failure to meet all the requirements will render a student ineligible to graduate.

Departments/uUnits may make recommendations with respect to the regulations concerning minimum academic performance; however, enforcement of academic regulations rests with the Faculty of Graduate Studies. The following procedures apply to recommendations made by departments/units:

- The department/unit is responsible for informing the Faculty of Graduate Studies when a student's performance is unsatisfactory in research or coursework and the department/unit must outline any recommended remedial action(s);-
- The department/unit must notify the student of the deficiency and of its recommendation.

If the student fails to satisfy any remedial action recommended, the student may be required to withdraw from the Faculty of Graduate Studies.

**Note:** When a graduate student is required to withdraw from a program of study, the notation on the academic record will be: "Required to withdraw".

A student who has been required to withdraw from a graduate program may be permitted to apply for admission to another graduate program only if the application for admission is approved by the Dean of the Faculty of Graduate Studies.

Voluntary withdrawal from a program is only permitted if the student is in good academic standing.

Recommendations of departments/units will supersede student requests for voluntary withdrawal.

## 2.2 BONAFIDE ACADEMIC REQUIREMENTS (BFAR)

The following Bona Fide Academic Requirements (BFAR) represent the core academic requirements a graduate student must acquire in order to gain, and demonstrate acquisition of, essential knowledge and skills. Students must also meet additional requirements that may be specified for their program.

Students must meet requirements as outlined in both BFARs and Supplementary Regulation documents as approved by Senate.

Unless otherwise indicated, students may elect to complete any/all of the following requirements with or without appropriate and authorized assistive technology/aids. Students must consult Student Accessibility Services (SAS) regarding authorization for these procedures.

BFAR Statement	Taught	Assessed
Student must successfully complete a co-operative experience or practicum, if required by their program.	Master's GRAD 7030	GRAD 7030
Student must successfully complete a comprehensive exam, project, studio exhibition, or equivalent, as required by their program and determined by the assigned examining committee.	GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200	GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200 Examining/Adjudication Committee
Student must produce a recorded/published thesis commensurate with degree being sought.	Master's GRAD 7000 Doctoral GRAD 8000	GRAD 7000 GRAD 8000
Student must successfully defend their thesis (where required), as determined by the assigned examining committee, in real-time.	Master's GRAD 7000 Doctoral GRAD 8000	GRAD 7000 GRAD 8000
Student in doctoral program must complete a candidacy exam (or equivalent) as required by their program and determined by the assigned examining committee.	GRAD 8010	GRAD 8010
Student must demonstrate knowledge of the University of Manitoba's policy on academic integrity, plagiarism, and cheating.	GRAD 7500	GRAD 7500
Student must conduct research in a safe and ethical manner, referring to their respective ethics board and supervisor(s) to ensure respect is maintained for: human dignity and/or animal welfare; vulnerable persons; informed consent; justice and diversity; confidentiality and privacy; beneficence and non- maleficence in the work that they conduct.	GRAD 7300	GRAD 7300
Student must complete coursework as required by their program.		

## 2.3 ACADEMIC PERFORMANCE

Student progress shall be reported **at least** annually, (but not to exceed once every four months per term, to the Faculty of Graduate Studies on the "Progress Report" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)).

Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two (2) consecutive "in need of improvements" or an "unsatisfactory" rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.~~requires the student to withdraw.~~

## 2.4 PERFORMANCE IN COURSEWORK

A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Departments/uUnits may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be

required to withdraw unless a department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. Each failed course may be repeated or replaced only once, to a maximum of 6 credit hours of coursework. If a course is repeated or replaced, the highest grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of C or less in more than 6 credit hours of coursework are normally required to withdraw, unless otherwise stated in the department/unit's supplemental regulations.

Graduate students are not permitted to repeat a previously passed course.

**Note:** In exceptional circumstances, the department/unit may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.

Supplemental exams are not permitted to students in the Master's or Ph.D. program, unless otherwise stated in the department/unit's supplemental regulations.

A summary of all actions taken administratively are to be reported to the Faculty of Graduate Studies Executive Committee.

## 2.5 MANDATORY ACADEMIC INTEGRITY COURSE

All students, including those in a pre-Master's program, are required to successfully complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within their first term of initial registration.

**Notes:** Students who successfully complete GRAD 7500 Academic Integrity Tutorial at the Masters level are not normally required to repeat the course at the Ph.D. level so long as continuous registration as a graduate student is maintained--no more than one (1) term separates one graduate degree program from another graduate degree program.

Failure to complete this course will result in suspension of registration privileges and a grade of "F/NP" being assigned to the course which may lead to being "Required to withdraw" from the graduate program. Students on an exceptional/parental/regular leave of absence must register in GRAD 7500 upon return from leave if it has not already been completed.

Visiting and Occasional students are expected to complete GRAD 7500 prior to commencing a course at The University of Manitoba.

(see GRAD 7500 FAQ: [http://umanitoba.ca/faculties/graduate\\_studies/registration/grad7500FAQ.html](http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html))

## SECTION 3: General Regulations – Pre-Master’s

### 3.1 ADMISSION AND PROGRAM REQUIREMENTS

Graduates of bachelor degree programs with a minimum grade point average (GPA) of 3.0 in the last two (2) full years of university study will be considered for admission to a pre-Master’s program. These are the minimum requirements of the Faculty of Graduate Studies. Departments/units may specify higher or additional criteria. Admission to a pre-Master’s program does not guarantee future admission to a Master’s program. As the pre-Master’s program of study is intended to bring a student’s background up to the equivalent of the required four (4)- year degree, departments/units should assign to students, as part of their pre-Master’s program of study, an appropriate number of applicable upper level (3000 or 4000) undergraduate courses. ~~Graduate level courses (7000 level or above) cannot be taken in a pre-Master’s program. Courses taken as part of the pre-Master’s program may not be transferred to a Master’s program at a later date. Pre-Master’s students are not normally allowed to register in 7000-level courses above, with the exception of GRAD 7500, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate.~~

### 3.2 ACADEMIC PERFORMANCE

3.2.1. The department/unit Head is responsible for assigning the courses and monitoring the progress of each student.

3.2.2. A minimum degree grade point average of 3.0 with no grade below C+ must be maintained to continue in a pre-Master’s program. Students who fail to maintain this standing will be required to withdraw unless remedial action recommended by the department/unit (as described below) is approved by the Dean of the Faculty of Graduate Studies.

3.2.3. Students deficient in six (6) hours of credit or less may be permitted to write a supplemental examination (when offered in the department/unit’s supplemental regulations) in courses in which a grade of C or less was obtained.

3.2.4. Students deficient in 6 hours of credit or less with a grade of C, D, or F in a course or courses may be permitted, if the overall average is C or better, to write one (1) supplemental examination in each course (when permitted by the department/unit’s supplemental regulations), to repeat the courses, or to take equivalent substitute courses.

**Note:** In exceptional circumstances, when a student is deficient in more than six (6) credit hours, the student may be permitted to repeat the pre-Master’s year, or to write supplemental examinations (when offered), or to substitute equivalent coursework in order to make up the deficiencies.

A student may be permitted to repeat the pre-Master’s year only once, and to remove deficiencies in grades by writing a supplemental examination or repeating courses only a maximum of once for each course to a maximum of nine (9) credit hours of coursework.

If a course is repeated or a supplemental examination is written, the highestmost recent grade obtained in that course will be used in the determination of the degree GPA.

The degree GPA is cumulative in a pre-Master’s program if more than one (1) year is required to complete the course requirements.

A summary of all action taken administratively is to be reported to the Faculty of Graduate Studies Executive Committee.

## SECTION 4: Master's Degrees General Regulations

### 4.1 General

Although general regulations apply to all students, individual [departments/units](#) may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), published, available to students ([http://umanitoba.ca/faculties/graduate\\_studies/admin/supplemental\\_regulations.html](http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html)), and be kept on record in the Faculty of Graduate Studies. All students should consult [department/unit](#) supplemental regulations for specific details regarding admission, program requirements, progression, and completion. Individual [departments/units](#) may offer Master's programs by one or more of the following programs:

- Thesis/practicum-based;
- Course-based;
- Comprehensive Exam;
- Project;
- Accredited Professional.

### 4.2 Diploma Programs

The regulations for the Master's program shall also prevail for diploma programs. All students should consult the [department/unit](#) supplemental regulations regarding diploma programs.

### 4.3 Admission

#### 4.3.1 General Criteria

Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:

- Graduates of four [\(4\)](#) year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from:
  - Canadian institutions empowered by law to grant degrees; or
  - Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.
- Graduates from first-cycle Bologna compliant degrees.
- Students who have completed a pre-Master's program from:
  - The University of Manitoba; or
  - Canadian institutions empowered by law to grant degrees; or
  - Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies.

All students applying for a Master's degree program must have attained a minimum GPA of 3.0 in the last two [\(2\)](#) full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.

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

#### 4.3.2 Pre-Master's Programs

In specific cases where the academic background of the student is judged to be insufficient for the given program in a [department/unit](#), the [department/unit](#) may recommend that the student be admitted to a pre-Master's program of study (Section 3).

The pre-Master's program of study is intended to bring a student's background up to the equivalent of the required [four \(4\)](#)-year degree in the major [department/unit](#), and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.

#### 4.4 Program Requirements

In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the [department/unit](#) and may follow the [department/unit's](#) supplemental regulations. Any single course cannot be used for credit toward more than one program.

##### 4.4.1 Thesis/Practicum Route

A minimum of 12 credit hours of coursework, unless otherwise stated in the [department/unit's](#) supplemental regulations, plus a thesis or practicum is required. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the [department/unit's](#) supplemental regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.

##### 4.4.2 Course-based or Comprehensive Examination Route

A minimum of 24 credit hours of coursework and comprehensive examination(s) is required. The minimum must include at least 18 credit hours at the 7000 level or above with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed unless a [department/unit's](#) supplemental regulations indicate otherwise.

##### 4.4.3 Accredited Professional Route

The credit hours and course requirements shall reflect the requirements of the [department/unit's](#) external accrediting body.

##### 4.4.4 Language-Reading Requirements

Some [departments/units](#) specify a language requirement for the Master's degree. Students should check [department/unit](#) supplemental regulations regarding this requirement.

##### 4.4.5 Advanced Credit

Advance credit for courses completed prior to admission to a Master's program will be considered on an individual basis. The student's [department/unit](#) must make a request to the Faculty of Graduate Studies by completing the "Advance Credit -Transfer of Courses" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)).

- Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section for course currency).
- No more than half of the required coursework for the program can be given advance credit.
- A course may not be used for credit toward more than one (1) degree, diploma, or certificate.
- The student must register at The University of Manitoba for at least two (2) terms within a single academic year and must also complete the thesis/practicum/project/comprehensive exam at The University of Manitoba.

Regardless of the extent of advanced credit granted, all students are required to pay applicable program fees.

##### 4.4.6 Transfer Credit

Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:

- must be approved for transfer to the program of study by the [department/unit](#) and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree;
- may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; ([http://umanitoba.ca/student/records/leave\\_return/710.html](http://umanitoba.ca/student/records/leave_return/710.html)) an original transcript and course equivalency must be provided.

#### 4.4.7 Time in Program

The minimum time for students in the Master's program is equivalent to two (2) terms. Completion of most programs requires more than this and students should check [department/unit](#) supplemental regulations regarding specific requirements.

The maximum time allowed for the completion of the Master's degree is four (4) years for students declared as full-time and six (6) years for students declared as part-time (see section 1.4.1 for information on calculating maximum time for students). Individual [departments/units](#) and/or programs may have specified minimum and maximum time limits, and students should periodically check [department/unit](#) supplemental regulations regarding these specific requirements.

Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies using the "Time Extension Request Form"

[http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html) at least three (3), but no more than four (4), months prior to expiration of the respective maximum time limit.

A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".

#### 4.5 Student's Advisor/Co-Advisor

Each student should have an advisor upon entry into the program, and must have one assigned no later than one (1) term following registration. The advisor must:

- hold at least a Master's degree or equivalent;
- be a member of the Faculty of Graduate Studies\*;
- have expertise in a discipline related to the student's program; and
- hold an appointment in the student's [department/unit](#).

\*([http://umanitoba.ca/faculties/graduate\\_studies/governance/academic\\_membership.html](http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html))

It is the responsibility of the [department/unit](#) Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or special circumstances must be recommended by the [department/unit](#) Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.

In [departments/units](#) where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the [department/unit](#) Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.

In special circumstances, an advisor and a maximum of one (1) co-advisor, upon approval of the [department/unit](#) Head, may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor. When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both co-advisors' signatures are required on all documents where the advisor's signature is required.

The advisor/co-advisor will advise the student on a program of study, direct research, and supervise the thesis or practicum work.

A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same [department/unit](#).

The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor/co-advisor and the student are required to sign the agreement. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the [department/unit](#) Graduate Chair, Head of the [department/unit](#), or the Dean of the Faculty of Graduate Studies.

Should, during the student's program, the relationship between the student and advisor/co-advisor significantly deteriorate, the matter should be referred to the [department/unit](#) Graduate Chair, the Head of the [department/unit](#), or the Dean of the Faculty of Graduate Studies.

All students should consult [department/unit](#) supplemental regulations for specific details regarding advisor/co-advisor requirements.

#### 4.6 Advisory Committee

##### 4.6.1 Thesis/Practicum Route

Advisory committees are ~~normally~~ selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during his/her research program. The advisory committee must consist of a minimum of three (3) members (including the advisor/co-advisor), two (2) of whom must be members of the Faculty of Graduate Studies ([http://umanitoba.ca/faculties/graduate\\_studies/governance/academic\\_membership.html](http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)), one (1) of whom must hold a primary appointment from within the [department/unit](#) and one (1) of whom must hold no appointment within the [department/unit](#). It is expected, under normal circumstances, that Advisory Committee members have a Master's degree or equivalent. Advisory committees may include one (1) non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.

A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same [department/unit](#). Graduate students may not serve on graduate student advisory committees.

The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.

Additional specifications, if any, regarding the advisory committee are found in the [department/unit](#) supplemental regulations and students should consult these regulations for specific requirements.

##### 4.6.2 Course-based or Comprehensive Examination Route

Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the [department/unit's](#) supplemental regulations and students should consult these regulations for specific requirements.

##### 4.6.3 Accredited professional programs

Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the [department/unit's](#) supplemental regulations and students should consult these regulations for specific requirements.

#### 4.7 Courses and Performance

##### 4.7.1 Course or Program Changes

Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and [department/unit](#) Head. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.

##### 4.7.2 Lapse of Credit of Courses

Courses completed more than seven (7) years prior to the date of awarding of a degree may not normally be used for credit toward that degree. A department or unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case-by-case basis, must be accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content.

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

In the event that course-work is no longer considered current, students must take additional course-work (as recommended by the Department/Unit Head, or designate, and as approved by the Dean of the Faculty of Graduate Studies) to meet the minimum credit hour requirements for their program.

### 4.7.3 Academic Performance

Student progress shall be reported **at least** annually, ~~(but no more than once every four (4) months per term)~~ to the Faculty of Graduate Studies on the “Progress Report” form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair and/or/ department/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two (2) consecutive “in need of improvement” ratings or an “unsatisfactory” rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.

### 4.7.4 Performance in Coursework

A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Departments/uUnits may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

### 4.7.5 Performance not related to Coursework

In some departments/units, students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is outlined in individual department/unit supplemental regulations and students should consult these supplemental regulations for specific requirements. Unacceptable performance must be reported to the Faculty of Graduate Studies on the “Progress Report” form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the department/unit Head to the Dean of the Faculty of Graduate Studies.

## 4.8 Requirements for Graduation

All students must:

- maintain a minimum degree grade point average of 3.0 with no grade below C+;<sup>†</sup>
- meet the minimum and not exceed the maximum course requirements;<sup>†</sup> and
- meet the minimum and not exceed the maximum time requirements.

Individual departments/units may have additional specific requirements for graduation and students should consult unit supplemental regulations for these specific requirements.

### 4.8.1 Thesis/Practicum Route

#### 4.8.1.1 Thesis vs. Practicum

Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum.

A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual department/units have specific requirements for graduation and students should consult department/unit supplemental regulations for specific requirements.

The thesis is developed under the mentorship of the advisor/co-advisor. Individual departments/units may have specific guidelines regarding the thesis proposal and its acceptance by the student’s advisory committee and/or/ department/unit Head; students should consult department/unit supplemental regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research.

#### 4.8.1.2 Examining Committee

The advisor/co-advisor will recommend an examining committee to the department/unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the “Master’s Thesis/Practicum Title and Appointment of

Examiners" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). This form must be approved by the Dean of the Faculty of Graduate Studies at least two (2) weeks prior to the distribution of the thesis.

Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the [department/unit's](#) supplemental regulations. The examining committee must consist of a minimum of three (3) members (including the advisor/co-advisor), two (2) of whom must be members of the Faculty of Graduate Studies, one (1) of whom must hold an appointment from within the [department/unit](#), and one (1) of whom must hold no appointment within the [department/unit](#). All examiners must be deemed qualified by the [department/unit](#) Head and be willing to serve. It is expected that, under normal circumstances, Examination Committee members will have a Master's degree or equivalent. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual [departments/units](#) establish specific requirements for examination and students should consult [department/unit](#) supplemental regulations for specific requirements.

The Head of the [department/unit](#) arranges for the distribution of the thesis/practicum to the examiners. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories:

- Acceptable, without modification or with minor revision(s); or
- Acceptable, subject to modification and/or revision(s); or
- Not acceptable.

If two (2) or more examiners do not approve the thesis, then the student is deemed to have failed the distribution.

#### 4.8.1.3 Oral Examination

For [departments/units](#) requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary regulations of the [department/unit](#). Students should consult these supplemental regulations for specific requirements. A student has the right to an examination of the thesis/practicum if he/she believes it is ready for examination. It is the [department/unit's](#) responsibility to advise the student of any risk involved should he/she decide to proceed against the [department/unit's](#) recommendation.

All members of the examining committee ~~are required to~~ be present at the examination. ~~If an examining committee member cannot attend the defence, prior approval must be obtained from the Faculty of Graduate studies for the defence to proceed. Under exceptional circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one (1) member may participate electronically.~~ Under no circumstances can the student or the Advisor/Co-Advisor participate electronically by video conferencing. No recording devices will be permitted.

The oral examination shall be open to all members of The University of Manitoba community except in exceptional cases. The oral examination may be closed, for example, when the results of the thesis/practicum research must be kept confidential for a period of time. In such cases, the examining committee and [department/unit](#) Head shall recommend such action to the Dean of the Faculty of Graduate Studies who shall then decide whether to grant that the final examination be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies.

Following completion of the examination of the thesis/practicum, examiners will consider the oral examination and the written thesis/practicum.

The examiners will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the thesis/practicum to the Faculty of Graduate Studies. The advisor/co-advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee.

The judgement of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms "approved" or "not approved" on the "Thesis/practicum final report" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). Each examiner must indicate his/her opinion by his/her signature. If two (2) or more examiners do not approve the thesis, then the student is deemed to have failed the defence.

The examining committee may recommend to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.

#### 4.8.1.4 Failure

In the case of a failure of the thesis/practicum at the Master's level, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student and advisor/co-advisor.

A student will be required to withdraw when the thesis/practicum has been rejected twice at the stage where:

- The examining committee reports on the merits of the written thesis;
- The defence; or
- A combination of both stages.
- 

The examining process should be completed within one (1) month of distribution of the thesis/practicum.

#### 4.8.2 Course-based or Comprehensive Examination Route

Students must demonstrate his/her mastery of their field. The specific procedures for evaluation of this mastery are stated in individual [department/units'](#) supplemental regulations. Students should consult the [department/unit's](#) supplemental regulations for specific requirements.

In those [departments/units](#) where comprehensive examinations are required, students should consult the [department/unit's](#) supplemental regulations for specific requirements. The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the "Report on comprehensive examination" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)) in the terms "pass" or "fail." No student may sit comprehensive examinations more than twice. Any student who receives a "fail" on the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.

#### 4.9 Style and Format

The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (see [Appendix 1](#)).

#### 4.10 Deadlines for Graduation

The final requirements of the degree, in the form of the final report on the thesis/practicum (and the corrected copy of the thesis/practicum); comprehensive examination; M.Eng. project; or Design thesis, must be submitted to the Faculty of Graduate Studies by the appropriate deadline. For those programs that do not have a culminating exercise (thesis/practicum/comprehensive examination/M.Eng. project/Design thesis) the [department/unit](#) must forward potential graduate names to the Faculty of Graduate Studies by the deadline. The deadline for each of the graduation dates is published on the Faculty of Graduate Studies website at [umanitoba.ca/faculties/graduate\\_studies/deadlines/index.html](http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html).

#### 4.11 Details for Submission of the Final Copy

Following the approval of the thesis/practicum by the examining committee and the completion of any revisions required by that committee, the thesis/practicum, must be submitted to the Faculty of Graduate Studies as follows:

- One digital version submitted as an e-thesis/practicum at the MSpace website: <http://mspace.lib.umanitoba.ca/xmlui/login>
- [Thesis/Practicum fFinal report approval](#);
- Copyright License Declaration form.

#### 4.12 Publication and Circulation of Thesis/Practicum

Every graduate student registering in a thesis/practicum Master's program at The University of Manitoba shall be advised that, as a condition of being awarded the degree, he/she will be required to grant a license of partial copyright to the University and to the Library and Archives Canada for any thesis or practicum submitted as part of their degree program.

**Note:** This license makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.

The thesis release form, including the copyright declaration/infringement form, must be completed on MSpace. This and other related regulations may give rise to important questions of law, and students may need additional legal

advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully understood and appreciated.

Publication in the above manner does not preclude further publication of the thesis or practicum report or any part of it in a journal or in a book. In such cases, an acknowledgement that the work was originally part of a thesis/practicum at The University of Manitoba should be included.

**Notes:**

**Patents** –Refer to section 6 “Policy of Withholding Theses Pending Patent Applications” in this Guide.

**Restriction of Theses/Practicums for Publication** – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one (1) year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

**Library and Archives Canada** – Library and Archives Canada obtains a copy of the thesis via the University’s MSpace repository.

## SECTION 5: Doctor of Philosophy General Regulations

### SECTION 5: Doctor of Philosophy General Regulations

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

Although general regulations apply to all students, individual [departments/units](#) may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students ([http://umanitoba.ca/faculties/graduate\\_studies/admin/supplemental\\_regulations.html](http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html)), and be kept on record in the Faculty of Graduate Studies. All students should consult [department/unit](#) supplemental regulations for specific details regarding admission, program requirements, progression, and completion.

#### 5.1 Admission

##### 5.1.1 General criteria

Normally, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two [\(2\)](#) previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program. **Note:** This is the minimum requirement of the Faculty of Graduate Studies and [departments/units](#) may have higher standards and additional criteria. However, the criteria for admissions into the Ph.D. program are more stringent than for Masters' programs; therefore, the completion of a Master's program does not guarantee admission into the Ph.D. program. Some [departments/units](#) require completion of a thesis-based Master's program prior to admission to a Ph.D. program.

##### 5.1.2 Direct Admission from the Bachelor's Honours or equivalent

With special recommendation of the [department/unit](#) concerned, applicants with an honours Bachelor's degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two [\(2\)](#) full years of undergraduate study). **Note:** This is the minimum requirement of the Faculty of Graduate Studies and [departments/units](#) may have higher standards and additional criteria. Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual [department/unit's](#) approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for [three \(3\)](#) years.

##### 5.1.3 Transfer from the Master's to the Ph.D. program

Students who have not completed a Master's program may transfer to the Ph.D. program within the same [department/unit](#) upon the recommendation by the Head of the [department/unit](#) to the Faculty of Graduate Studies. The recommendation should be made within [16 months or four \(4\)](#) terms (including [S](#)summer term) from the start of the Master's program. The coursework completed and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual [department/unit's](#) approved supplemental regulations specify otherwise.

The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one [\(1\)](#) month prior to the term for which the student intends to commence the Ph.D. program. The following are required when making the request:

- [The online Application for Admission](#) indicating a request for transfer;
- If the transfer is made within one [\(1\)](#) year, no additional application fee must be paid;
- In the case where the student does not hold a Master's degree, a letter of recommendation from the Head of the [department/unit](#) is also required.

If the transfer occurs within 12 months of the initial registration in the Master's program, the student will be assessed Ph.D. fees for [three \(3\)](#) years. If the transfer occurs after 12 months, the student will be assessed Ph.D. program fees for [two \(2\)](#) years (as they will have already paid fees for the Master's program). Students are cautioned that such transfers may impact on The University of Manitoba Graduate Fellowship duration.

Where a student with a Master's degree or equivalent is initially admitted and registered in a Master's program, that student may be transferred to the Ph.D. program within the same [department/unit](#) on the recommendation of the student's advisor/co-advisor and Head of the [department/unit](#), provided that follow up transfer recommendation occurs within 12 months of the initial registration in the Master's program. In such a case, the application fee is waived and fees assessed towards the Master's program will be deducted from the full two (2) years of Ph.D. program fees. Transfers later than 12 months must pay an application fee and their fees will be assessed as a three (3) year Ph.D.

Where a student holds a Master's degree that would be sufficient for admission to the Ph.D. program, students must complete at least 12 credit hours of coursework, unless the individual department/unit's approved supplemental regulations specify otherwise.

#### 5.1.4 Provisional Admission to the Ph.D.

Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the [department/unit](#) and the Faculty of Graduate Studies to complete dual registration on the "Concurrent Curriculum Permission" form (<http://intranet.umanitoba.ca/student/records/2323.html>) in the Master's and Ph.D. program simultaneously.

#### 5.1.5 English Language Proficiency

See [section 1.1.7](#). Some [departments/units](#) specify an additional language requirement for the Ph.D. degree. Students should check [department/unit](#) supplemental regulations regarding this requirement.

#### 5.1.6 Students with Disabilities

See Accommodation Policy for Students with Disabilities:  
[http://umanitoba.ca/admin/governance/governing\\_documents/students/281.html](http://umanitoba.ca/admin/governance/governing_documents/students/281.html)

### 5.2 Student Advisor, Co-advisor and Advisory Committee

#### 5.2.1 Student Advisor

Every Ph.D. student must have an advisor, appointed by the Head of the [department/unit](#). The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at The University of Manitoba, and therefore should be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic [department/unit](#). The advisor is directly responsible for the supervision of the student's graduate program. In this capacity, the advisor assists the student in planning the graduate program, and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic [department/unit](#), the Faculty of Graduate Studies, the university, and external funding agencies. The advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the [department/unit](#), and the Faculty of Graduate Studies.

The advisor must:

- be a member of the Faculty of Graduate Studies\*;
- hold a Ph.D. or equivalent\*;
- be active in research;
- have expertise in a discipline related to the student's program;
- hold an appointment in the student's [department/unit](#).

\*([http://umanitoba.ca/faculties/graduate\\_studies/governance/academic\\_membership.html](http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html))

\*\*Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case by case basis and assessed by the potential advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not equivalent to a Ph.D.

Usually the student and the advisor choose to work together by mutual agreement. In [departments/units](#) where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the [department/unit](#) or the selection committee shall appoint a faculty member to advise the student as to the rules and

regulations and on a program and course requirements. This interim period must not exceed eighteen months after entry in to the program before a permanent advisor is chosen.

~~A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor/co-advisor with an appointment in the same unit.~~

A student who also holds an appointment at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit.

The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the department/unit Graduate Chair, the Head of the department/unit, or the Dean of the Faculty of Graduate Studies.

Should, during the student's program, the relationship between the student and advisor significantly deteriorate, the matter should be referred sequentially to the department/unit Graduate Chair, the Head of the department/unit, then to the Dean of the Faculty of Graduate Studies.

### 5.2.2 Co-advisor

In special circumstances, upon approval of the Head of the department/unit, an advisor and a maximum of one (1) co-advisor may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor.

The co-advisor will usually be identified either:

A) at the beginning of a student's program in situations where:

1. the student desires to draw equally upon the expertise of two (2) individuals; or
2. the project is interdisciplinary in nature and requires the expertise of two (2) advisors from their respective disciplines.

or

B) mid-way through a student's program due to:

1. the student's project developing in such a way ~~that~~ he/she requires an additional advisor from a different discipline; or
2. the department/unit introduction of a new Faculty member, to the standards of the department/unit, whose expertise facilitates the student's project.

When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One (1) advisor must be identified as the primary advisor; however, both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.

A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit.

In all instances the Faculty of Graduate Studies must be informed of, and approve, the co-assignment.

### 5.2.3 Advisory Committee

The Head of the department/unit is responsible for the establishment of an advisory committee for each Ph.D. student. Advisory committees are ~~normally~~ selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during his/her program. The advisory committee must consist of a minimum of three (3) members of the Faculty of Graduate Studies ([http://umanitoba.ca/faculties/graduate\\_studies/governance/academic\\_membership.html](http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)), one (1) of whom must hold a primary appointment from within the department/unit and one (1) of whom must hold no appointment within the department/unit. Advisory committees may, in addition, include one (1) non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.

It is expected that Advisory Committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Graduate students may not serve on graduate student advisory committees. A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same [department/unit](#). The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies on the "Program of [Study and Appointment of Advisory Committee](#)" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). The advisor/co-advisor is the Chair of the advisory committee. Advisory committee meetings must be held at least annually, and are not intended to take the place of meetings between the student and advisor/co-advisor which should occur with much greater frequency than the advisory committee meetings.

### 5.3 Program of Study

As soon as possible, but no later than 24 months after a student has commenced their program, the student's program of study should be registered with the Faculty of Graduate Studies on the "Program of [Study and Appointment of Advisory Committee](#)" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)), and should include:

- information about the minimum or expected time for completion of the degree;
- coursework to be taken;
- any ~~foreign~~ language requirement;
- the research area in which the thesis will be written.

The approval of the student's advisor/co-advisor and the Head of the [department/unit](#) are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory committee, and the Head of the [department/unit](#). Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.

### 5.4 Program Requirements

All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved unit supplemental regulations:

- Where admission to the Ph.D. is directly from a Master's degree, a minimum of 12 credit hours at the 7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000 level must be at the 3000 level or above. For those students who hold a Master's degree, a maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.\*
- Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a minimum of 24 credit hours plus a thesis is required. The coursework must include a minimum of 18 credit hours at the 7000 level or higher with the balance of the coursework at the 3000 level or higher. For those students who do not hold a Master's degree, a maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.

\*Unless professional accreditation requirements and/or the department/unit's supplemental regulations indicate otherwise.

#### 5.4.1 Language **Reading** Requirements

Some [departments/units](#) specify a language requirement for the Ph.D. degree. Students are advised to check [department/unit](#) supplemental regulations regarding this requirement.

#### 5.4.2 Advance Credit

Advance credit for courses completed prior to admission to a Ph.D. program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completing the "Advance Credit - Transfer of Courses" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)).

- Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section for course currency).
- No more than half of the required coursework for the program can be given advance credit.
- A course may not be used for credit toward more than one degree, diploma or certificate.
- The student must register at The University of Manitoba for at least two (2) consecutive terms and must also complete the thesis and candidacy examination at The University of Manitoba.

Regardless of the extent of advanced credit received, all students are required to pay applicable program fees.

#### 5.4.3 Transfer Credit

Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:

- must be approved for transfer to the program of study by the [department/unit](#) and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree;
- may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; ([http://umanitoba.ca/student/records/leave\\_return/710.html](http://umanitoba.ca/student/records/leave_return/710.html)) an original transcript, and course equivalency must be provided.

#### 5.4.4 Lapse of Credit of Courses

Courses completed more than seven (7) years prior to the date of awarding of a degree may not normally be used for credit toward that degree. A department or unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case-by-case basis, must be accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content.

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

In the event that course-work is no longer considered current, students must take additional course-work (as recommended by the Department/Unit Head, or designate, and as approved by the Dean of the Faculty of Graduate Studies) to meet the minimum credit hour requirements for their program.

### 5.5 Time Limits

#### 5.5.1 Minimum Time Limit

The minimum time requirement for the program of study for a Ph.D. degree will normally be two (2) years of study beyond the level of the Master's degree, or three (3) years beyond the level of a Bachelor's degree. The student may be permitted to spend one (1) of these years in an approved program of research or study elsewhere. Such permission must be approved by the Dean of the Faculty of Graduate Studies on the recommendation of the student's advisory committee.

#### 5.5.2 Maximum Time Limit

A student's candidature shall lapse if he/she fails to complete the degree within six (6) years following initial registration in the Ph.D. program. For those students who transfer from the Master's to the Ph.D., years spent in the Master's program are counted as years in the Ph.D. program.

Ph.D. students who are declared as part-time will receive an additional four (4) months in time to complete their program for every two (2) years (24 months) they are declared as part time (see [section 1.4.1](#)) to a maximum of seven (7) years. Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies "Time Extension Request Form" ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)) **at least three(3), but no more than four (4), months** prior to expiration of the respective maximum time limit.

A student who has not completed the degree requirements within the time limit or within the time limit of any extension that has been granted (see also sections "Extension of Time to Complete Program of Study" and "Leave of Absence") will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".

## 5.6 Academic Performance

Student progress shall be reported **at least** annually (but no more than once every four months per term) to the Faculty of Graduate Studies on the “Progress Report” form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair and/or/ department/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two (2) consecutive “in need of improvement” ratings or an “unsatisfactory” rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.

### 5.6.1 Performance in Coursework

A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Departments/uUnits may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

### 5.6.2 Performance Not Related to Coursework

Students may be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, unsatisfactory attendance and lack of progress in research and/or thesis preparation. Unacceptable performance must be reported to the Faculty of Graduate Studies on the “Progress Report” form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the department/unit Head to the Dean of the Faculty of Graduate Studies.

## 5.7 Academic Requirement for Graduation

A cumulative degree grade point average of 3.0 or greater is required in those courses that constitute the program of study for graduation in the Faculty of Graduate Studies.

## 5.8 Candidacy Examination

The candidacy examination is an absolute requirement of the Faculty of Graduate Studies and, as such, cannot be waived under any circumstances. However, the format and content of the candidacy exam varies from department/unit to department/unit. The purposes of the candidacy exam in doctoral programs is to determine the student’s competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analysing, synthesizing, and communicating ideas about that material in depth.

At the time specified by the advisory committee - normally within the first year after the completion of the Ph.D. program coursework but in no case later than one (1) year prior to expected graduation - the student must successfully complete the formal candidacy examination.

The examination is conducted according to a procedure established by the department/unit and approved by the Academic Guide Programs and Guidelines Committee of the Faculty of Graduate Studies. Please see the department/unit supplemental regulations for the format and composition of the examination committee for the candidacy examination. The candidacy examination must be held at The University of Manitoba.

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

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

The Dean of the Faculty of Graduate Studies must be informed whether the candidate has passed or failed the candidacy examination on the “Report on Ph.D. Candidacy Examination” form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)).

Any student who fails the candidacy examination twice will be required to withdraw from the Faculty of Graduate Studies.

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

## 5.9 Thesis Proposal

Some [departments](#)/units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific [department](#)/unit supplemental regulations. If [departments](#)/units require thesis proposal approval, this exercise must be independent from the candidacy examination. Regardless, the proposed thesis research must be approved by the advisory committee and, if necessary, by the Human Research Ethics Board or Animal Care Committee before the work has begun on the thesis research or project.

## 5.10 Thesis

An essential feature of Ph.D. study is the candidate's demonstration of competence to complete a research project and present the findings. The thesis must constitute a distinct contribution to knowledge in the major field of study, and the research must be of sufficient merit to be, in the judgement of the examiners, acceptable for publication. The thesis must be written according to a standard style acknowledged within the candidate's particular field of study and recommended by the [department](#)/unit, be lucid and well-written, and be reasonably free from errors of style and grammar (including typographical errors).

The final version of the thesis must be submitted by the candidate to the Faculty of Graduate Studies following the guidelines found at: [http://umanitoba.ca/faculties/graduate\\_studies/thesis/guidelines.html](http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html)

## 5.11 Thesis Examination Procedures

The final examination for the Ph.D. degree proceeds in ~~two (2) three~~ stages (~~see Figure 5-1~~):

1. Examination of the candidate's thesis by an internal ~~and external examiner; examining committee. Examination of the candidate's thesis by an external examiner.~~
2. Oral examination of the candidate by all examiners on the subject of the thesis and any matters relating thereto.

### 5.11.1 Formation of the Examining Committee I - University of Manitoba (Internal) Examiners

The candidate's advisor (and, if appropriate, co-advisor) is considered to be a voting member of the examining committee. ~~The candidate's advisor/co-advisor, in consultation with the Head of the unit, will recommend at least three internal thesis examiners, including the advisor/co-advisor, to the Dean of the Faculty of Graduate Studies for approval via the Thesis Submission Portal on JUMP.~~ All voting members of the advisory committee are expected to serve on the examining committee; any exceptions must be approved in advance by the Dean of the Faculty of Graduate Studies. One (1) member must hold an appointment within the [department](#)/unit and one (1) member must hold no appointment within the [department](#)/unit. All internal examiners must be members of the Faculty of Graduate Studies ([http://umanitoba.ca/faculties/graduate\\_studies/governance/academic\\_membership.html](http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)). It is expected that Examining Committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. ~~Under normal circumstances these will be members of the candidate's advisory committee, if not, approval must be obtained from the Dean of the Faculty of Graduate Studies.~~ Note that in the case of an advisor and co-advisor, both together have a single vote on the examining committee.

### 5.11.2 Formation of the Examining Committee II - External Examiner

The candidate's advisor/co-advisor, in consultation with the advisory committee, will recommend the names of three (3) distinguished scholars from outside The University of Manitoba with particular experience in the field of the thesis research and Ph.D. student advisory/examination experience to serve as the external examiner to the Dean of the Faculty of Graduate Studies for approval via the Thesis Submission Portal on JUMP. The recommendations should, if possible, include a brief CV of each of the prospective external examiners and a short statement detailing the rationale behind the recommendations, the prospective external examiners' qualifications, including a current list of his/her scholarly publications and research activities and, importantly, their experience with graduate student education. No contact should be made with any of the prospective external examiners. If any of the recommended examiners does not meet the following criteria, specified below, a detailed explanation should be included with the rationale for the recommendation.

The external examiner must:

- hold a Ph.D. or equivalent;
- hold the rank of Associate Professor, Full Professor, Senior Scholar or Emeritus Professor (or the equivalent if outside North America) at a university, or have comparable expertise and standing if not a faculty member at a university;

- have an established reputation in the area of the thesis research and be able to judge whether the thesis would be acceptable at an institution comparable to The University of Manitoba; and
- have a demonstrated record of supervising Ph.D. students to completion, and significant recent experience with the supervision and/or examination of Ph.D. students.

The external examiner must not:

- have acted as an external examiner for a student of the same Ph.D. advisor within the previous two (2) years;
- have been associated with the candidate at any time or in any significant way in the past five (5) years, present or reasonably foreseeable future (advisor/co-advisor, colleague, teacher, co-author of published material, family member *etc.*); or
- be associated with the candidate's advisor/co-advisor in any of the following ways:
  - former student;
  - research advisor/co-advisor;
  - research collaborator within the last five (5) years;
  - co-author of published material within the last five (5) years.
  - have had a significant academic disagreement with the candidate, the advisor/co-advisor or any member of the advisory committee.

The Dean of the Faculty of Graduate Studies will choose the external examiner from the list provided by the candidate's advisor/co-advisor and will make the formal invitation to the external examiner. The Dean of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until their report has been submitted .

### 5.11.3 Changes in the Examining Committee

The Dean of the Faculty of Graduate Studies must approve changes in the membership of the examining committee. No changes shall be made in the examining committee after the thesis is submitted to the Faculty of Graduate Studies. Should the thesis not be submitted for examination within 12 months after the appointment of the examining committee, the committee appointment will lapse and the process shall revert to 5.11.1 above.

### 5.11.4 Distribution of the Thesis for Examination

Ph.D. candidates must submit their thesis for distribution electronically through JUMP. Consult this link for pertinent instructions: [http://umanitoba.ca/faculties/graduate\\_studies/media/Thesis\\_Distribution\\_Portal.pdf](http://umanitoba.ca/faculties/graduate_studies/media/Thesis_Distribution_Portal.pdf). It is the responsibility of the Faculty of Graduate Studies to distribute the electronic version of the thesis to all examiners. The Faculty of Graduate Studies shall attempt to ensure that the thesis is distributed to examiners as soon as possible after the submission of all required documentation. The Faculty of Graduate Studies website ([umanitoba.ca/faculties/graduate\\_studies/deadlines/index.html](http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html)) should be consulted regarding dates by which theses must be submitted.

Once the thesis has been submitted to the Faculty of Graduate Studies, neither the candidate nor the advisor/co-advisor shall have any communication with the examining committee regarding the thesis. However, should the need arise, the external examiner may contact the Dean of the Faculty of Graduate Studies to discuss any issues related to the thesis.

### 5.11.5 Responsibilities of the Examiners

In general, the examiners are responsible for:

- ensuring that the thesis and the candidate meet recognized scholarly standards for a Ph.D.;
- appraising the underlying assumptions, methodology, findings, and scholarly significance of the findings of the thesis;
- ensuring that the thesis is organized, presents data and uses accepted conventions for addressing the scholarly literature in an acceptable manner;
- evaluating that the candidate has the ability to present their findings orally and demonstrate their scholarship by responding to questions and defending the thesis.

Notes:

1. Any potential breach of academic integrity should be reported to the Dean of the Faculty of Graduate Studies for investigation by the Vice President (Research and International).
2. Submission of previously published, peer-reviewed material in the thesis does not preclude its critical examination, either as a written document being reviewed by examiners or at the thesis defence.

### 5.11.6 Process

#### Examination of the Written Thesis

Support of the candidate's advisor/co-advisors, advisory committee, and department/unit is required before the thesis is eligible for examination. Such support must be provided to the Faculty of Graduate Studies through submission by the Department/Unit head of a completed *Approval to Proceed to Examination* form. The thesis will be eligible for distribution to Internal and External examiners only once this form is received by Faculty of Graduate Studies.

The Dean of the Faculty of Graduate Studies will request the Internal and External examiners to give, within three (3) weeks of the distribution of the thesis, a detailed written report of the thesis.

The Internal and External examiners will be asked to place the thesis into one of the following categories:

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

The candidate's advisor (and, if appropriate, co-advisor) may also wish to submit a report. If none or one (the dissenting voice) of the Internal examiners fails the thesis (i.e. places it in categories 3 or 4 above), then the thesis may still proceed to oral defence if a passing grade is received from the External examiner. If two or more members of the Internal examining committee fail the thesis (i.e. places the thesis in categories 3 or 4 above), then the thesis fails.

If the External examiner passes the thesis (i.e., places the thesis in category 1 or 2 above), then the student can proceed to oral examination so long as not more than 1 of the Internal examiners fails the thesis (i.e., places the thesis in category 3 or 4 above).

If more than one Internal examiner fails the thesis (i.e., places the thesis in category 3 or 4 above), then the candidate fails the examination.

If the External examiner fails the thesis (i.e., places the thesis in category 3 or 4 above), then the candidate fails the examination.

The awarding of a passing grade by an Internal or External examiner does not preclude them from awarding a failing grade at a subsequent stage in the examination process.

In the event of a first failure, the candidate may, on support of their home department/unit, be allowed to have the thesis evaluated a second time. In this case, the Department/Unit Head shall convene a meeting of the Internal members of the examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard. In normal circumstances, this will involve additional scholarly work which the Department/Unit Head will describe, in writing, to the advisor/co- advisor, the candidate, and the Dean of the Faculty of Graduate Studies.

Support of the candidate's advisor/co-advisors, advisory committee, and department/unit is required before the thesis is eligible for re-examination. Such support must be provided to the Faculty of Graduate Studies through submission by the Department/Unit Head of a new completed *Approval to Proceed to Examination* form, accompanied by a detailed summary of the changes made to improve the thesis, if any. The thesis will be eligible for second distribution to Internal and External examiners only once this is received by the Faculty of Graduate of Studies.

Two failures at any combination of written review and/or oral examination stage will result in the candidate being required to withdrawn from the Faculty of Graduate Studies.

### **Internal Examiners**

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

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

If none or one (the dissenting voice) of the internal examiners fails the thesis (i.e. places it in categories 3 or 4 above), the thesis receives an internal pass and shall proceed to external distribution. The candidate's advisor (and, if appropriate, co-advisor) may also wish to submit a report. Prior to external distribution, the candidate shall have the opportunity to incorporate changes suggested by the examining committee but not necessarily those of the dissenting voice. It is the joint responsibility of the advisor/co-advisor and student to provide all internal committee members with a copy of the revised thesis along with a written and detailed summary of all significant revisions made well in advance of the oral defence.

If two or more members of the internal examining committee fail the thesis (i.e. places the thesis in categories 3 or 4 above) then the thesis fails.

If the thesis fails, the unit Head shall convene a meeting of the internal examining committee and the candidate's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard for a second submission to the internal examining committee. In normal circumstances, this will involve additional scholarly work which the unit Head will describe, in writing, to the advisor/co-advisor, the candidate, and the Dean of the Faculty of Graduate Studies.

If two or more members of the internal examining committee fail the resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to external distribution, and the candidate is required to withdraw from the Faculty of Graduate Studies.

The awarding of a passing grade by an individual internal examiner does not preclude them from awarding a failing grade at a subsequent stage in the examination process. The performance of a student at the oral examination may reveal problems of comprehension or explanation, and the examining committee may require revisions be made to the written thesis to address these problems prior to granting its final approval.

### **External Examiner**

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

- If the external examiner passes the thesis, the student can proceed to oral defence.
- If the external examiner fails the thesis, the unit Head shall convene a meeting of the internal examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard. In normal circumstances, this will involve additional scholarly work. The unit Head will provide a detailed written remediation plan to the advisor/co-advisor, the candidate, and the Dean of the Faculty of Graduate Studies.
- If the external examiner fails a resubmitted thesis, this constitutes a second failure and the candidate is required to withdraw from the Faculty of Graduate Studies.

The awarding of a passing grade by an external examiner does not preclude them from awarding a failing grade at a subsequent stage in the examination process. The performance of a student at the oral examination may reveal problems of comprehension or explanation, and the external examiner may require revisions be made to the written thesis to address these problems prior to granting final approval.

### **Reports**

~~If advancement to the oral examination is approved, as outlined above, t~~The Dean of the Faculty of Graduate Studies shall provide electronic copies of all reports to each of the advisor/co-advisor, examiners and Head of the ~~department/unit~~.

## 5.12 The Oral Examination

### 5.12.1 Scheduling

~~Departments/u~~Units cannot proceed with scheduling the oral ~~examination~~defence prior to receiving the approved ~~Internal and External~~ examiners report from the Faculty of Graduate Studies. The examination must be held at The University of Manitoba ~~normally during regular business hours~~. It is the responsibility of the unit to ensure that all room booking arrangements are made and appropriate facilities meet minimum standards expected for a Ph.D. defence. In addition, the candidate must submit, in electronic format biographical information and an abstract of the thesis to the Faculty of Graduate Studies at least two (2) weeks in advance of the date of the oral examination.

### 5.12.2 Attendance

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

All internal members of the examining committee are required to be present at the defence, unless exceptional circumstances prevent this. Under such circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one (1) internal member may participate ~~electronically via video conferencing~~. Consequently, no more than one (1) internal member and the ~~E~~external examiner may participate ~~electronically via video conferencing~~.

The candidate must be present in person at the examination. Under no circumstances can the candidate participate ~~electronically or by telephone by video conferencing~~.

Normally, the oral examination shall be open to all members of The University of Manitoba community and the general public. In exceptional cases the final oral examination may be closed; for example, when the results of the thesis research must be kept confidential for a period of time. In such cases, the examination committee and Head of the unit shall request prior approval in writing from the Dean of the Faculty of Graduate Studies. If approved, the final oral examination shall be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies or designate.

Regardless of open or closed status, no recording devices will be permitted.

### 5.12.3 Format of the Examination

The first part of the oral examination shall consist of an oral presentation by the candidate. This is followed by examination of the candidate by the examination committee. If time permits the Chair, at their discretion, may allow questions from members of the audience.

### 5.12.4 Procedures for the Conduct of the Examination

The Chair should discuss the examination procedures with the examiners in camera prior to the beginning of the formal examination.

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

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

The Chair may exercise his/her discretion in allowing questions from the audience following completion of the formal examination. Once assuming the role of Chair, he/she foregoes the right to comment on the merits of the thesis whether or not he/she is an expert in the field.

### 5.12.5 Decision of the Committee

Following completion of the formal examination, the candidate and audience must leave the examination room. The decision of the examining committee will be based both on the content of the thesis and on the candidate's ability to defend it. The performance of the candidate at the oral examination may reveal problems of comprehension or explanation, and the examining committee may require revisions be made to the written thesis to address these problems prior to granting final approval.

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

- Pass: the candidate has satisfactorily presented the thesis rationale, methodology, findings, and conclusions to the general satisfaction of the examining committee. Notwithstanding this, stylistic, grammatical, and content revisions to the thesis may be required. Normally, the advisor/co-advisor is charged with ensuring that any revisions are satisfactorily completed. Under some circumstances, the entire examining committee may wish to ensure any required revisions are completed satisfactorily. Regardless, those examiners in agreement must indicate, by their signatures, concurrence with the passing grade.
- Fail: the candidate has failed to adequately orally present the thesis rationale, methodology, findings, and/or conclusions, or to satisfactorily respond to questions posed related to the thesis. Failure may also arise because of defects in conception, methodology, or context. Those examiners in agreement must indicate, by his/her signature, concurrence with the failing grade.

If either the external examiner or two (2) or more internal examiners indicate a fail, the candidate fails the examination. In this case, the Chair must submit a copy of the report, including written detailed reasons for the decision, to the candidate, all members of the examining committee, and the Dean of the Faculty of Graduate Studies.

~~In the case of a first failure of the oral defence, the candidate may, on support of their home department/unit, be allowed to have the thesis evaluated a second time. In this case, the Department/Unit Head shall convene a meeting of the Internal members of the examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard. In normal circumstances this will involve additional scholarly work which the Department/Unit Head will describe, in writing, to the advisor/co-advisor, the candidate, and the Dean of the Faculty of Graduate Studies, will have the opportunity to discuss the report with the internal examining committee. If the thesis is revised, then it is strongly recommended that the candidate circulate it to the members of the internal examining committee and obtain their informal approval to proceed to a second distribution before doing so. A new copy of the thesis should be submitted directly to the Faculty of Graduate Studies for distribution to the external examiner and examining committee within 3 months of the failed oral examination, in preparation for a second and final oral examination. The candidate is already deemed to have passed the thesis (Section 5.11.6); however, the examination during the oral defence shall be based on the revised document.~~  
~~In the case of either a second failure of the oral defence, or the combination of a failure of the written thesis and the oral defence, the candidate will be required to withdraw from the Faculty of Graduate Studies.~~

Support of the candidate's advisor/co-advisor, advisory committee, and department/unit is required before the thesis is eligible for re-examination. Such support must be provided to the Faculty of Graduate Studies through submission by the Department/Unit Head of a new completed *Approval to Proceed to Examination* form, accompanied by a detailed summary of the changes made to improve the thesis, if any. The thesis will be eligible for second distribution to Internal and External examiners only once this is received by FGS.

Candidates whose thesis is failed twice at the written review and/or oral examination stage will be withdrawn from the Faculty of Graduate Studies.

### 5.13 Candidate Awards

The examination committee may recommend in writing to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.

### 5.14 Graduation

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

**Patents** –Refer to section 6 “Policy of Withholding Theses Pending Patent Applications” in this Guide.

**Restriction of Theses for Publication** – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one (1) year after the submission of the digital version of a thesis to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

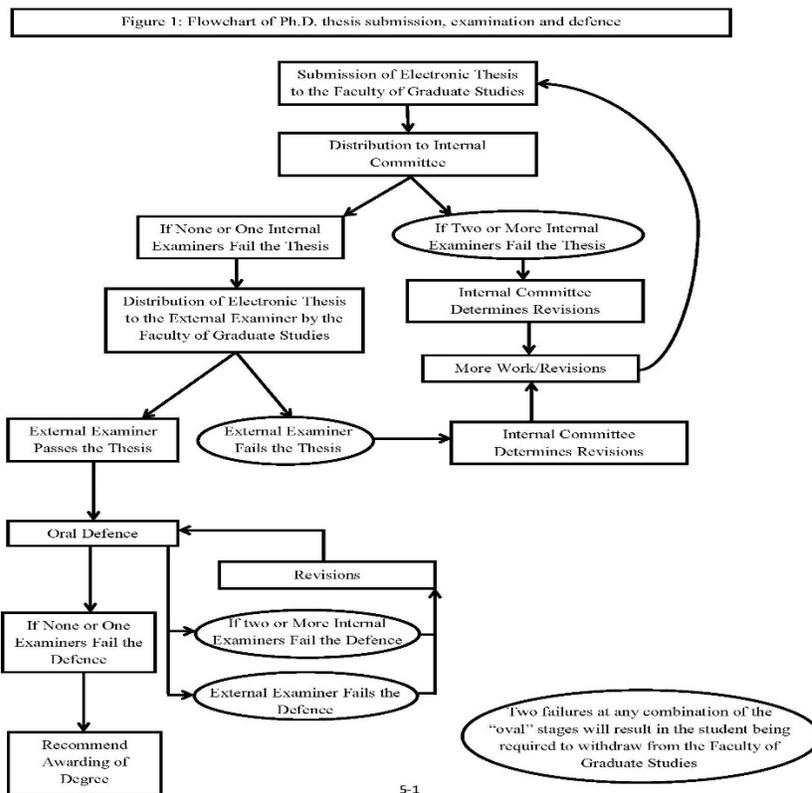
**Library and Archives Canada** – Library and Archives Canada obtains a copy of the thesis via the University’s MSpace repository.

**5.15 Student Withdrawal**

A student will be required to withdraw when the Ph.D. thesis has been rejected twice at the stage where:

- a) The internal examining committee reports on the merits of the written thesis;
- b) The external examiner reports on the merits of the written thesis;
- c) The oral examination; or
- d) A combination of any of these stages.

**Below flowchart to be removed**



## SECTION 6: Policy of Withholding Thesis Pending a Patent Application Content or Manuscript Submission

### SECTION 6: Policy of Withholding Thesis Pending Patent Applications Content or Manuscript Submission

In 1970, The University of Manitoba Board of Governors and Senate approved a policy on accepting research grants from outside agencies. This policy defined the right of agencies to defer release of information and thus ensure freedom of publications for research findings of University personnel. Occasionally, the University may also wish to restrict the release of a thesis pending patent application. For additional details, see The University of Manitoba governing document: [http://umanitoba.ca/admin/governance/governing\\_documents/community/235.html](http://umanitoba.ca/admin/governance/governing_documents/community/235.html)

This situation may arise in the two (2) circumstances defined below, both of which are governed by the same set of regulations:

1. Where a research project is known to contain patentable items as defined in the research contract, then it is the responsibility of the advisor/co-advisor to give written information of the restrictions on publication to the student prior to the start of the thesis research. If the student agrees to carry out the research, then the regulation given below will apply:
2. Where a patentable item is found during the course of research, then the advisor/co-advisor and the student may make application for patent rights through the University Patent Committee, and the following regulation will apply concerning the release of the thesis.

#### Regulations Concerning Release of a Thesis ~~d~~During Application and Negotiation ~~f~~For Patents

The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor/co-advisor and the student, the Dean will retain the thesis for a period up to one year.

#### Regulations Concerning Release of Thesis Pending Manuscript Submission

The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor and the student, the Dean will retain the thesis for a period up to one (1) year.

In exceptional cases, not covered by the regulation concerning patents, where adequate causes can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate studies restrict access for a period up to one (1) year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

## SECTION 7: Extension of Time to Complete Program of Study

### SECTION 7: Extension of Time to Complete Program of Study Content

All requests for extensions will normally be dealt with administratively and reported, in summary form, to the Executive Committee of Graduate Studies for information. The student must complete the "Time Extension Request Form" [http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html) and submit it to his/her major department/unit for recommendation to the Faculty of Graduate Studies **at least (3) three, but no more than four (4), months** prior to expiration of the respective maximum time limit. Requests for an extension are reviewed by the Faculty of Graduate Studies on a case by case basis.

Requests for extension must be accompanied by a realistic detailed timeline that has been agreed to by the student and advisor/co-advisor and endorsed by the department/unit Head. The extension time requested must closely reflect the time required to complete the program.

The normal time granted for extensions is four to eight months. More than one extension period may be granted. However the total approved for all extensions will not normally exceed one (1) year.

## SECTION 8: Leaves of Absence

### 8.1 Regular Leave

A regular leave is intended to allow students to meet responsibilities/plans related to family, travel or employment and circumstances not covered by the parental or exceptional leaves. At the student's request, the Head of the [department/unit](#) may recommend to the Dean of the Faculty of Graduate Studies that a student be granted a leave of absence for a period of time not to exceed one (1) year. While on a regular leave of absence, a student is not expected to be actively engaged in their program of study or thesis research work. A student on a regular leave of absence is required to maintain continuous registration. A student on a regular leave of absence will not be assessed program fees, if any are owing, during the period of the leave; however, the appropriate continuing fee will be assessed\* Any program fees deferred as a result of a regular leave will be assessed when the student returns from leave. A regular leave of absence status does not extend time limits as outlined in Faculty of Graduate Studies regulations.

**Note:** At the time of approval of an application for leave, the procedures for the return of the student to the [department/unit](#) at the completion of the leave must be stipulated.

**\*Program Fees:** The continuing fee in effect at the time of the granting of the leave will be levied. However, if the student returns from leave in January, the normal tuition fee will be levied less the continuing fee is already paid.

### 8.2 Exceptional Leave

In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), at the request of the student, the Head of the [department/unit](#) may recommend to the Dean of the Faculty of Graduate Studies that a student be granted an exceptional leave of absence for a period of time not to exceed one (1) year. Supplemental documentation should support the requested dates of the leave. Exceptional leaves must correspond with the start and end of (an) academic term(s). While on an exceptional leave of absence, a student is not permitted to be engaged in their program of study thesis research work, and would not be required to maintain continuous registration or pay tuition fees. In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave is not intended to cover circumstances related to travel, employment, or financial concerns.

**Note:** At the time of approval of an application for leave, the procedures for the return of the student to the [department/unit](#) at the completion of the leave must be stipulated.

#### 8.2.1 Fees

Students are not expected to pay fees for the term in which they have been granted an exceptional leave. Upon return from the exceptional leave, students will be assessed fees as determined by the Registrar's Office.

### 8.3 Parental Leave

A graduate student who is expecting a child or who has primary responsibility for the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request for a parental leave should be made through the [department/unit](#), to the Faculty of Graduate Studies for a period of time not to exceed one (1) year. [Supplemental documentation should support the requested dates of the leave.](#) Parental leaves must correspond with the start and end of (an) academic term(s). While on leave of absence for parental reasons, a student is not permitted to be engaged in their program of study or thesis research work. The leave period is not included in the time period allowed for completion of the degree.

**Note:** At the time of approval of an application for leave, the procedures for the return of the student to the [department/unit](#) at the completion of the leave must be stipulated.

#### 8.3.1 Fees

Students are not expected to pay fees for the term(s) in which they have been granted a parental leave. Upon return from the parental leave students will be assessed fees as determined by the Registrar's Office.

All applications for Leaves of Absence must be submitted on the "Leave of Absence Form" available at: [http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)

#### 8.4 Awards and Leave of Absence

Students granted an exceptional or a parental leave will retain the full value of a University of Manitoba Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such an award will be suspended at the onset of the leave and reinstated at the termination of the leave period (4 to 12 months) provided that the student returns to full time study at that time.

**Note:** Other awards will be paid according to the conditions established by the donor or granting agency.

#### 8.5 Graduate Student Vacation Entitlement

Students are entitled to three (3) weeks of vacation over a twelve (12) month period.

## SECTION 9: Appeals – Procedures And Guidelines

### 9.1 General

Students who disagree with a decision have access to appeal routes as laid out by various Faculty of Graduate Studies and University of Manitoba appeal procedures. Student appeals may be limited by the scope of the inquiry available at each level and category of appeal, as well as by the time limitations for submission of appeals.

A further limitation is that the Faculty of Graduate Studies rules and regulations, established to uphold the academic rigour of The University of Manitoba, are generally not subject to appeal unless an appeal route is otherwise stipulated. In situations where no appeal route is available, a student may make a written request to the Dean of the Faculty of Graduate Studies.

Students are referred to the appeals section of The University of Manitoba Governing Documents ([http://umanitoba.ca/admin/governance/governing\\_documents/index.html](http://umanitoba.ca/admin/governance/governing_documents/index.html)) for further details.

For students registered in Joint Master's Programs (University of Manitoba and University of Winnipeg) there is a different process for handling appeals and academic dishonesty cases than for University of Manitoba students in regular programs (not Joint Programs). This process is outlined in the Joint Master's Program Governing Documents available at [http://umanitoba.ca/faculties/graduate\\_studies/media/JMP\\_Regulations.pdf](http://umanitoba.ca/faculties/graduate_studies/media/JMP_Regulations.pdf).

### 9.2 Definitions

- “Appellant” – the graduate student appealing a decision affecting the student’s own admission to, academic standing in, awards from, or disciplinary action by a [department/unit](#) or the Faculty of Graduate Studies;
- “Appeal Panel” – a panel convened from the members of the Faculty of Graduate Studies Appeals Committee by the Executive Committee of the Faculty of Graduate Studies empowered to deal with appeals stemming from decisions of [departments/units](#) or the Faculty of Graduate Studies, or individuals designated to make such decisions;
- “Unit” – the [department/unit](#) council, or appeal body, whose decision is being appealed. This is understood to include decisions taken by individuals or committees acting in the name of the [department/unit](#) and also to the supplementary regulations pertinent to a [department/unit](#)’s operation which have been approved by the Faculty of Graduate Studies;
- “Respondent” – a representative of the [department/unit](#) or the Faculty of Graduate Studies designated by the [department/unit](#) Head/Dean of the Faculty of Graduate Studies to represent the [department/unit](#) or Faculty of Graduate Studies.

### 9.3 Types of Appeal

There are several areas of appeal which are open to appellants:

- admission;
- academic;
- discipline;
- administration (e.g. Fee appeals).

In all cases, appeals should be directed to the Dean of the [Faculty](#) of Graduate Studies. A decision of the Faculty of Graduate Studies Appeal Panel is appealable only to the Senate Committee on Appeals or the University Discipline Committee, as appropriate. In all cases an appellant shall have the option of being registered in, and undertaking the responsibilities of, his/her program, until such time as he/she has exhausted the university appeal process or the appellant decides not to appeal further, whichever comes first.

### 9.4 Admission Appeals

Please refer to University of Manitoba Governing Documents: Students: Policy: Admission Appeals Procedures and Guidelines [http://umanitoba.ca/admin/governance/governing\\_documents/students/280.html](http://umanitoba.ca/admin/governance/governing_documents/students/280.html)

### 9.5 Academic Appeals

#### 9.5.1 Composition

Faculty members or students are disqualified from participating on an Appeals Panel if he/she:

- holds any academic appointment in the [department/unit](#) in which the appellant is registered;
- is/was a student in the [department/unit](#) in which the appellant is registered;
- was, as an individual, or as a member of a committee or board, responsible for making the decision being appealed.

**Note:** All members of an Appeal Panel shall participate in all of the deliberations essential for the determination of the matter in dispute. If, in the course of hearing an appeal, a member is not present at the commencement of the hearing or a member cannot continue, the Panel may elect to proceed in the absence of that member. If more than one (1) member is not present at the commencement or cannot continue, the Appeal Panel must adjourn.

### 9.5.2 Consideration

Appeal Panels will consider appeals:

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

In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals (see [http://umanitoba.ca/admin/governance/governing\\_documents/students/senate\\_committee\\_on\\_appeals\\_policy.html](http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_policy.html))

### 9.5.3 Grounds for an Academic Appeal

The Appeal Panel shall only consider an appeal if there is some evidence that:

- the [department/unit](#) or the Faculty of Graduate Studies failed to follow the rules of natural justice;
- the [department/unit](#) or the Faculty of Graduate Studies failed to follow procedures;
- a [department/unit](#) or Faculty of Graduate Studies regulation has been unfairly or improperly applied, or has become inapplicable through lapse of time;
- there are documented mitigating circumstances (e.g. medical, compassionate);
- there is apparent conflict between a Senate Regulation, a Faculty of Graduate Studies policy and/or a [department/unit](#) regulation.

**Note:** It shall be the responsibility of the appellant to indicate clearly and specifically the grounds warranting consideration of the appeal.

### 9.5.4 Academic Appeal Deadlines

#### 9.5.4.1 Appeal of Term Work:

Students are encouraged to discuss matters relating to grading of term work with their instructor in the first instance. Further appeals of grades on academic term work shall be directed, by the appellant, to the [department/unit](#) responsible for the course within ten (10) working days after the grades for term work have been communicated to students. Following receipt of the appropriate appeal form and evidence of payment of the refundable appeal fee, the [department/unit](#) shall consider the appeal and provide a decision within fifteen (15) working days.

#### 9.5.4.2 Appeal of Faculty of Graduate Studies Decision:

An appeal of action taken by any [department/unit](#), committee, administrator or faculty member within the Faculty of Graduate Studies must be submitted in writing by the appellant to the Dean of the Faculty of Graduate Studies within

fifteen (15) working days ~~of the date~~ from the date that the appellant was informed in writing of the action to be appealed.

#### 9.5.4.3 Appeals to Senate:

As per The University of Manitoba Governing Documents: Students: Policy: Appeals Procedures and Guidelines ([http://umanitoba.ca/admin/governance/governing\\_documents/students/senate\\_committee\\_on\\_appeals\\_procedures.html](http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_procedures.html)) [http://umanitoba.ca/admin/governance/media/Senate\\_Committee\\_on\\_Appeals\\_Policy\\_-\\_2016\\_02\\_03.pdf](http://umanitoba.ca/admin/governance/media/Senate_Committee_on_Appeals_Policy_-_2016_02_03.pdf), appeals to the Senate Committee on Appeals shall be filed with the University Secretary within twenty (20) working days after the mailing of the notice of decision from which the appeal is made.

### 9.5.5 Academic Appeals Process

#### 9.5.5.1 Documentation

Upon receipt of a formal appeal the Dean of the Faculty of Graduate Studies may, at his/her discretion, consider the appeal or forward it to an Appeal Panel.

If the Dean considers the appeal, the student shall be informed of the outcome, in writing.

The appellant may appeal the Dean's decision to the Faculty of Graduate Studies-FGS Appeals Committee, within fifteen (15) working days of the date of the letter of decision.

An Appeal Panel will be struck, and a meeting set, by the Faculty of Graduate Studies to determine whether the appellant has grounds to proceed to a Hearing. If the Appeals Panel determines that there are no grounds, a Hearing will not take place and the appellant will be notified in writing. If the Appeals Panel determines that there are grounds, the appellant will be notified and a Hearing will be scheduled.

If the Appeals Panel determines that there are grounds, the Faculty of Graduate Studies shall inform the appropriate department/unit head (or designate) of the nature of the appeal and request that he/she be available to respond, along with the Faculty of Graduate Studies-FGS Associate Dean, at the Hearing. The respondent(s) will be requested to provide a single letter to the Chair of the Appeals Panel no later than ten (10) working days prior to the hearing in response to the appellant's appeal.

All documentation that the Appeal Panel will consider shall be made available through the Faculty of Graduate Studies to both the appellant and the respondent(s) at least one (1) week in advance of the hearing with notification of the specific time and location of the hearing. No additional materials should be presented at the time of the hearing. In the case where a request is made to submit additional materials, the Chair may postpone the hearing and allow no more than ten (10) working days for the other party to respond to the new materials.

#### 9.5.5.2 Hearing

The appellant and respondent shall have the right to appear before the Appeal Panel and to call witnesses that he/she wishes to appear before the panel. It is the responsibility of the party calling witnesses to ensure that the witnesses are informed of the date and time of the hearing. The Dean of the Faculty of Graduate Studies shall be notified not less than four (4) working days prior to the hearing of the names of all witnesses that are to be called and shall inform the other party.

The appellant shall be advised by the Dean of the Faculty of Graduate Studies of the right to appear in person or to be represented by the student advocate, a fellow student or other full-time member of the University community not receiving payment for appearing, or working for legal aid.

In addition, if the appellant wishes, one (1) member of his/her immediate family, and a lawyer, may be present, but only as observers who do not participate. The Dean of the Faculty of Graduate Studies must be notified of any persons to be accompanying the appellant at least four (4) working days prior to the hearing.

Hearings shall be held in closed session unless at least one (1) party requests an open hearing and all parties to the appeal agree to the request. During the hearing, the appellant or the respondent may request a change in the open or closed nature of the hearing, at which time the Appeal Panel shall determine its procedures.

As the first item of business in dealing with any appeal, the Appeal Panel shall convene (in closed session) to consider whether:

- the Hearing should be an open or closed session;
- whether there are sufficient grounds to proceed with the Hearing;
- whether the Panel has jurisdiction to determine the matter at hand.

If necessary, the Appeal Panel may hear submissions from either party on any of these points. Normally, the appellant and the respondent will be present during the presentation of the other's case.

When an Appeal Panel determines that there are insufficient grounds or that it lacks the jurisdiction to proceed with an appeal hearing, it shall report its reasons to the Dean of the Faculty of Graduate Studies.

Both the appellant (and/or representative) and respondent(s) (and/or representative) will be invited to make opening statements, including calling any witnesses. These statements will be subject to questioning by members of the Appeal Panel and cross-examination by the other party. Both the appellant (and/or representative) and respondent(s) (and/or representative) will be invited to make closing statements at which point no new information may be introduced.

The Appeal Panel may request either the appellant or the respondent(s) to provide additional information, or of its own volition call additional witnesses, before reaching a decision. This should be accompanied by a statement that the parties have a right to be made aware of the Panel's request for information and the results thereof.

All parts of the meeting required by the Appeal Panel to deliberate or determine resolution of the appeal shall be held in camera.

#### 9.5.5.3 Disposition

The Chair of the Appeal Panel shall inform the Dean of the Faculty of Graduate Studies in writing of the disposition of the appeal, the reasons for the decision, and any actions that may result. The Dean of the Faculty of Graduate Studies shall, in turn, inform the appellant and the department/unit in writing of the disposition of the appeal, the reasons for the decision and any actions that may result. The further right of appeal to the Senate Committee on Appeals should be acknowledged, along with any relevant time limits. The Dean of the Faculty of Graduate Studies may inform the department/unit of any recommendations brought forward by the Appeal Panel.

## 9.6 Discipline Appeals

The specific jurisdiction of each of the Disciplinary Authorities is outlined in:

Table 1: Jurisdiction of Disciplinary Authorities for Student Academic Misconduct

Table 2: Jurisdiction of Disciplinary Authorities for Student Non-Academic Misconduct

Table 3: Disciplinary Actions and Disciplinary Authorities

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

If the appeal is from a decision of the Dean of the Faculty of Graduate Studies the appeal statement shall be delivered to the Dean of the Faculty of Graduate Studies on behalf of the Local Discipline Committee (also commonly referred to as the "L.D.C.")

If the appeal is from a decision of the L.D.C., the official statement shall be delivered to the Secretary of the University Discipline Committee (U.D.C.) with a copy to the Dean of the Faculty of Graduate Studies.

### 9.6.1 Discipline Appeal Deadlines

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

### 9.6.2 Appeal of Violation/Penalty

When the appeal is against a disciplinary decision made by the Faculty of Graduate Studies, the appeal routes and procedures as outlined in the following shall prevail: Student Discipline Appeal Procedure (~~[http://umanitoba.ca/admin/governance/media/Student\\_Discipline\\_Appeal\\_Procedures\\_2016\\_09\\_01.pdf](http://umanitoba.ca/admin/governance/media/Student_Discipline_Appeal_Procedures_2016_09_01.pdf)~~)([http://umanitoba.ca/admin/governance/governing\\_documents/students/student\\_discipline.html](http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html))

The student shall clearly indicate in the notice of appeal whether they are appealing the decision on:

- (a) the finding of facts;
- (b) the disposition determined by the disciplinary authority; or
- (c) both (a) and (b).

### 9.7 Fee Appeals

Please refer to the Registrar's Office webpage on fee appeals: <http://umanitoba.ca/student/records/fees/830.html>. To initiate the Fee Appeal procedure, the student completes a Fee Appeal form, available online or in the Registrar's Office, 400 University Centre.

### 9.8 Grade Appeals

Please refer to the Registrar's Office webpage on grade appeals: [http://umanitoba.ca/student/records/exams\\_grades\\_hub.html](http://umanitoba.ca/student/records/exams_grades_hub.html). To initiate the Grade Appeal procedure, the student completes a Grade Appeal form, available online or in the Registrar's Office, 400 University Centre.

### 9.9 Assistance with Appeals

The Office of Student Advocacy, 520 University Centre, <http://umanitoba.ca/student/advocacy/>, provides information and assistance to students regarding all appeal processes. It is strongly recommended that students contact the Office of Student Advocacy to assist them with any appeal they are considering.

## APPENDIX 1: Thesis/Practicum Types

### APPENDIX 1: Thesis/Practicum Types

A student/candidate may present a thesis/practicum in one of two acceptable formats:

- Regular style
- Manuscript/grouped manuscript style

The type of thesis/practicum must be approved by the advisory committee and comply with all regulations of the Faculty of Graduate Studies and any supplemental regulations of the [department/unit](#).

#### 1.0 Regular Style

##### 1.1 Prefatory Pages

###### 1.1.1 Title Page

The title page should contain the following information:

- the title of the thesis/practicum<sub>1,7</sub>
- the name of the University<sub>1,7</sub>
- the degree for which the thesis/practicum is submitted<sub>1,7</sub>
- the name of the [department/unit](#)<sub>1,7</sub>
- the full name of the author<sub>1,7</sub>
- the copyright notation ©.

The title must be a meaningful description of the content of the research. The author's name should be in full, identical to the name under which they are registered and be consistent on all other documents. A sample title page can be found at: [http://umanitoba.ca/faculties/graduate\\_studies/media/ThesisSampleTitlePage.pdf](http://umanitoba.ca/faculties/graduate_studies/media/ThesisSampleTitlePage.pdf).

###### 1.1.2 Abstract

The abstract is expected to provide a concise, accurate account of the thesis/practicum. Abstract maximum length is 150 words for a Master's and 350 words for a Ph.D. An abstract should contain a statement of the problem, methods, results, and conclusions.

###### 1.1.3 Acknowledgements

The content of this single page is left to the discretion of the author. For example, the page may make reference to the student/candidate's advisor/co-advisor and advisory committee, to other individuals who have provided invaluable assistance to the development of the thesis/practicum, and to sources of financial assistance or other support.

###### 1.1.4 Dedication

A single page pertaining to a dedication is allowed.

###### 1.1.5 Table of Contents

This must list and provide page references to all elements of the thesis/practicum. The numbering and formatting must be identical to the way the material appears in the text. Page numbers should be right justified.

###### 1.1.6 List of Tables

This should immediately follow the Table of Contents and be of the same format. The list must include the number, name and page number of each table.

###### 1.1.7 List of Figures

This should immediately follow the List of Tables and be of the same format as the Table of Contents. The list must include the number, name and page number of each figure.

###### 1.1.8 List of Copyrighted Material

On occasion students/candidates include images, figures, photos and other materials from copyrighted sources. Written permission from the copyright holder is required. This should follow the List of Tables and follow the same format as the Table of Contents. For further information on copyright see: [http://umanitoba.ca/faculties/graduate\\_studies/thesis/copyright\\_permission.html](http://umanitoba.ca/faculties/graduate_studies/thesis/copyright_permission.html).

## **1.2 Format**

### **1.2.1 Styles**

The thesis/practicum should be written in a standard style manual that has been recommended by the [department/unit](#). Manuals recommended by the Faculty of Graduate Studies include but are not limited to:

- American Psychological Association, Publication Manual of the American Psychological Association;
- Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations;
- The Modern Language Association of America, MLA Handbook for Writers of Research Papers;
- University of Chicago Press, The Chicago Manual of Style;

Students should always use the latest edition available. If there is a conflict between the instructions in this booklet and the style manual chosen, the former should be followed.

### **1.2.2 Spelling**

Canadian, British or American spelling is acceptable, but one style must be used consistently throughout the document.

### **1.2.3 Format**

Double space all text material; footnotes and long quotations may be single spaced. The entire thesis/practicum must be in the same text font, style, and size. Font size should be no less than 12 pt Times Roman. Full justification of the text is not required.

### **1.2.4 Margins**

It is imperative that the specified margins be observed throughout the thesis/practicum. Leave at least a one inch (1.0") margin from the top, bottom, left, and right hand edges of the paper. These margins apply to all material, including appendices, diagrams, maps, photographs, charts, tables, etc.

### **1.2.5 Page Numbers**

Each page in the thesis/practicum must be numbered consecutively. Illustrative pages and appendices must also be numbered. Roman numerals should be used for the prefatory pages. The remaining pages of the thesis/practicum, beginning with the introduction (Chapter One) should be numbered consecutively in Arabic numerals.

## **1.3 Footnotes, References and Appendices**

Instructions in the style manual recommended by the [department/unit](#) should be followed. Regardless of which style manual is used, format selected must be consistent.

## **1.4 Figures, Illustrations, Photographs and Design Drawings**

### **1.4.1 Illustrative Material**

All illustrative material must be consistent throughout the thesis/practicum. All figures, illustrations, photographs and drawings must be numbered consecutively in Arabic numerals and accompanied with a title. The material should appear as soon as possible after as it is mentioned in the text. All original materials should be of high quality, with sharp and clear images.

### **1.4.2 Layout of Tables and Figures**

Each table and figure must have a number and title. The number and title should appear at the top of the table or figure. The title of the table or figure should be as short as possible and indicate the major focus of the material within the table or figure.

## **1.5 Additional Materials**

### **1.5.1 Consent and Access to Information Forms**

Sample copies of consent forms that were used to obtain consent from participants to take part in the information gathering procedures for the thesis/practicum must be included in an Appendix. Any personal information must be omitted from the submitted form.

In some cases, approval from an agency, institution or corporation may have been required before the information gathering procedures could proceed. The original approval form for access should be retained by the student with a copy provided to the Faculty of Graduate Studies upon completion of the thesis/practicum.

### **1.5.2 Use of Copyrighted Material**

If the thesis/practicum includes copyrighted material (images or more than a reasonable extract (according to the Copyright Act) of another person's work), permission must be obtained from the copyright holder. A "Sample Permission Letter" is available on the Copyright Office website

([http://umanitoba.ca/admin/vp\\_admin/ofp/copyright/index.html](http://umanitoba.ca/admin/vp_admin/ofp/copyright/index.html))-([http://umanitoba.ca/copyright/copyright\\_basics.html](http://umanitoba.ca/copyright/copyright_basics.html))

In some cases, copyright holders prefer to use their own permission forms and/or will provide their permission electronically. Both of these are acceptable by the Faculty of Graduate Studies.

Note that obtaining permission may take a considerable amount of time and this must be taken into consideration when meeting a thesis/practicum submission deadline. A reference to written permission having been obtained must be included under the image or text. The reference should also include the date the permission was granted, and the name/title of the copyright holder(s). The original form(s) signed by the copyright holders should be retained by the student with a copy provided to the Faculty of Graduate Studies at the completion of the thesis/practicum.

The thesis/practicum cannot be accepted by the Faculty of Graduate Studies if permission has not been obtained. It is important that the student and their advisor(s) ensure that the permission has been granted. In some cases, the copyright holder cannot be located or the cost is prohibitive to using the text or image. In these situations, the text or image may have to be omitted from the thesis/practicum.

Subsequently, information on where the reader can locate the image or text should be included, such as the URL, title of book/journal, volume and issue number, page number, publisher, and date of publication. A description of the purpose or significance of the text or image should be provided.

For further information on copyright see: [http://umanitoba.ca/admin/vp\\_admin/ofp/copyright/index.html](http://umanitoba.ca/admin/vp_admin/ofp/copyright/index.html)

## **2.0 Manuscript/Grouped Manuscript Style**

A thesis/practicum may comprise a paper, or collection of papers, which are, or are about to be, published. The number of papers that comprise this style of thesis/practicum will be determined between the student and the advisory committee. The formatting of the thesis/practicum must be consistent throughout the thesis/practicum and the thesis/practicum cannot merely consist of several papers or articles bound within the one document.

Publication, or acceptance for publication, of research results prior to the presentation of the thesis/practicum does not supersede the evaluation of the work by the examination committee (*i.e.* does not guarantee that the thesis/practicum will be found acceptable). Examiners may specify revisions regardless of the publication status. The thesis/practicum must follow the same prefatory information (1.1), spelling, formatting margin requirements, page numbering (1.2), footnotes and appendices (1.3), figures, illustrations photographs and drawings (1.4) and any additional material (1.5) as those outlined above.

There must be an introductory chapter to the entire thesis/practicum which includes its own bibliography. The collection of papers or articles must contribute toward the overall theme that represents the thesis/practicum work and must be smoothly integrated into the flow of the thesis/practicum to produce a unified document. This may require changes or additions to, and re-writing of, any work which has been previously published.

The thesis/practicum must contain connecting text between the different chapters providing logical links to allow the integration of the information. **These connecting sections are mandatory.** Not including these sections may compromise the ability of the examiners to evaluate the thesis/practicum and accordingly there may be subsequent potential consequences.

The thesis/practicum must contain a concluding chapter that includes a discussion on how the thesis/practicum, with its findings, provides a distinct contribution to knowledge in the research area.

In the case of multi-authored papers, the nature and extent of the student/candidate's contribution, and those of the other authors, must be explicitly specified in a section entitled "Contributions of Authors" in the "Preface" of the

thesis/practicum. The advisor/co-advisor, by signing the thesis/practicum submission form, attests to the accuracy of these statements and will be asked to reaffirm at the oral defence in the case of a doctoral thesis.

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or program changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider proposals from the Department of Biosystems Engineering.

### Observations

The **Department of Biosystems Engineering** proposes changes to its supplemental regulations, specifically, revisions to our M.Eng. program to be solely course-based. As a result of our most recent Graduate Review, our Department Council has been considering how our M.Eng. program might be re-vitalized. After several discussions, Department Council voted on December 19, 2017 to revise our M.Eng. program to be solely course-based. The one-page summary document that was approved at our Department Council meeting has been attached (see attach A), along with the necessary changes in the Supplemental Regulations document.

### Recommendations

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

#### Department of Biosystems Engineering

Respectfully submitted,

Dr. Todd A. M. Mondor, Chair  
Faculty Council Committee

/ch

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

**Department of Biosystems Engineering**  
**Changes to M.Eng. Program**  
**Approved by Department Council: December 19, 2017**

<b>Criteria</b>	<b>Existing Wording</b>	<b>Proposed Wording</b>
Admission	For admission into the M.Eng. program, applicants must have a minimum of a Bachelor's degree in engineering. In exceptional cases, based on the candidate's professional experience, i.e. holding a P. Eng., this requirement may be waived on the recommendation of the Department Head. Ultimately, acceptance must be approved by the Faculty of Graduate Studies.	<b>No change proposed.</b>
Program Requirements	The M.Eng. is a course-based degree consisting of coursework and an engineering project. A minimum of 24 credit hours of coursework is required, which must include BIOE 7290, and at least 12 credit hours of 7000-level courses offered by the Faculty of Engineering. An additional 6 credit hours are required for completion of GRAD 7050 M.Eng. project and report.	The M.Eng. is a course-based degree. A minimum of 30 credit hours of coursework is required. The following conditions must be met: <ol style="list-style-type: none"> <li>1. A minimum of 18 credit hours must be taken at the 7000 level.</li> <li>2. A minimum of 18 credit hours must be taken from any of the engineering departments including a minimum of 15 credit hours from the Department of Biosystems Engineering.</li> </ol> All courses must be approved by the student's advisor.
Advisor	Applicants are assigned an advisor at the time of admission. The advisor must hold a primary appointment with the Department of Biosystems Engineering. Where an advisor and a co-advisor are involved, at least one of the two must have a primary appointment in Biosystems Engineering.	The Graduate Chair will serve as the advisor for all M.Eng. students.
Advisory Committee	An advisory committee will be formed for each Master's student, usually no later than one term following admission to the program. The advisory committee will consist of three members of FGS, with at least one holding a primary appointment from another engineering department. All members of the advisory committee must be professional engineers.	No advisory committee is required for the course-based M.Eng. program (the project requirement is being eliminated).
Oral Examination	The oral presentation will be scheduled by the advisor/co-advisor and chaired by an academic member of the Department not part of the examining committee. Students are expected to present the work in 15-20 minutes. Examining committee members have the opportunity to ask questions relating to the engineering report. Each committee member is allocated a maximum of 20 minutes for questions. The entire examination should not exceed 1.5 hours.	There is no oral examination for the course-based M.Eng. program (the project requirement is being eliminated).

<p>unit's supplemental regulations. Any single course cannot be used for credit toward more than one program.</p> <p>All students must complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within one year of initial registration.</p>	
<p><b>4.4.1 Thesis/Practicum Route</b></p> <p>A minimum of 12 credit hours of coursework, unless otherwise stated in the unit's supplemental regulations, plus a thesis or practicum. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the unit's supplemental regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.</p>	<p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</i></p> <p><b>Master of Science (M.Sc.)</b> The M.Sc. is a research degree consisting of coursework and a thesis based on original research conducted by the student. A minimum of 12 credit hours of coursework is required, including at least 6 credit hours of courses at the 7000 level (which must include BIOE 7290) from the Department of Biosystems Engineering. The remaining 6 credit hours must be at the 3000 level or above from any department.</p> <p><b>Master of Engineering (M.Eng.)</b> The M.Eng. is a course-based degree consisting of coursework and an engineering project. A minimum of 24 credit hours of coursework is required, which must include BIOE 7290, and at least 12 credit hours of 7000-level courses offered by the Faculty of Engineering. An additional 6 credit hours are required for completion of GRAD 7050 M.Eng. project and report.</p>
<p><b>4.4.2 Course-based/Comprehensive Examination Route</b></p> <p>A minimum of 24 credit hours of coursework and comprehensive examination(s). The minimum must include at least 18 credit hours at the 7000 level or above with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed unless supplemental regulations indicate otherwise.</p>	<p><i>Note: Minimum of 18 credit hours must now be taken at the 7000 level or above.</i></p> <p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</i></p> <p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</i></p> <p>There are no comprehensive exams at the Master's level.</p> <p><b>Master of Engineering (M.Eng.)</b> The M.Eng. is a course-based degree consisting of coursework and an engineering project. A minimum of 24 30 credit hours of coursework is required. <u>The following conditions must be met:</u></p> <ol style="list-style-type: none"> <li>1. A minimum of 18 credit hours must be taken at the 7000 level. The remaining credit hours must be taken at the 3000 level or above.</li> <li>2. A minimum of 18 credit hours must be taken from any of the engineering departments including a</li> </ol>

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	<p style="text-align: right;"><u>minimum of 15 credit hours from the Department of Biosystems Engineering.</u></p> <p>All courses must be approved by the student's advisor, which must include BIOE 7200 and at least 12 credit hours of 7000 level courses offered by the Faculty of Engineering. An additional 6 credit hours are required for completion of GRAD 7050 M.Eng. project and report.</p>
<p><b>4.4.3 Accredited Professional Route</b></p> <p>The credit hours and course requirements shall reflect the requirements of the unit's external accrediting body.</p>	
<p><b>4.4.4 Language Reading Requirements</b></p> <p>Some units specify a language requirement for the Master's degree. Students should check unit supplemental regulations regarding this requirement.</p>	<p><i>Indicate if (or if not) required</i></p>
<p><b>4.4.5 Advanced Credit</b></p> <p>Advance credit for courses completed prior to admission to a Master's program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completing the "Recommendation for Advance Credit (Transfer of Courses)" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>).</p> <ul style="list-style-type: none"> <li>• Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section).</li> <li>• No more than half of the required coursework for the program can be given advance credit.</li> <li>• A course may not be used for credit toward more than one program.</li> <li>• The student must register at The University of Manitoba for at least two terms within a single academic year as a full-time student and must also complete the thesis at The University of Manitoba.</li> </ul> <p>Regardless of the extent of advanced credit received, all students are required to pay applicable program fees.</p>	
<p><b>4.4.6 Transfer Credit</b></p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ul style="list-style-type: none"> <li>• must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;</li> <li>• are considered on an individual basis;</li> <li>• cannot be used for credit towards another degree;</li> <li>• may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.</li> </ul> <p>Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; an original transcript and course equivalency must be provided.</p>	
<p><b>4.4.7 Time in Program</b></p>	<p><i>Note: Maximum time to completion is now 4 years for full-time students. See section 1.4.1 for criteria relating to full-time and part-time status.</i></p>

<p>Should, during the student's program, the relationship between the student and advisor/co-advisor significantly deteriorate, the matter should be referred to the unit Graduate Chair, the Head of the unit or to the Dean of the Faculty of Graduate Studies.</p> <p>All students should consult unit supplemental regulations for specific details regarding advisor/co-advisor requirements.</p>	
<p><b>4.6 Advisory Committee</b></p> <p><b>4.6.1 Thesis/Practicum Route</b></p> <p>Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her research program. The advisory committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. It is expected, under normal circumstances, that advisory committee members have a Master's degree or equivalent and have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy). Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisory committee member with an appointment in the same unit. Graduate students may not serve on graduate student advisory committees.</p> <p>The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.</p> <p>Additional specifications regarding the advisory committee are found in the unit supplemental regulations and students should consult these regulations for specific requirements.</p> <p><b>4.6.2 Course-based/Comprehensive Examination Route</b></p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit's supplemental regulations and students should consult these regulations for specific requirements.</p> <p><b>4.6.3 Accredited professional programs</b></p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit's supplemental regulations and students should consult these regulations for specific requirements.</p>	<p><b>Master of Science (M.Sc.)</b> An advisory committee will be formed for each Master's student, usually no later than one term following admission to the program. The advisory committee will consist of three members of FGS, with at least one holding a primary appointment from outside the Department of Biosystems Engineering.</p> <p><b>Master of Engineering (M.Eng.)</b> <del>No advisory committee is required for the course-based M.Eng. program. An advisory committee will be formed for each Master's student, usually no later than one term following admission to the program. The advisory committee will consist of three members of FGS, with at least one holding a primary appointment from another engineering department. All members of the advisory committee must be professional engineers.</del></p>
<p><b>4.7 Courses and Performance</b></p> <p><b>4.7.1 Course or Program Changes</b></p> <p>Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and unit Head. Withdrawal from courses or changes of course category without such approval will result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	<p><i>It is recommended that units require a Program of Study and Appointment of Advisory Committee form (analogous to that required by FGS for PhD students) for internal use</i></p>
<p><b>4.7.2 Lapse of Credit of Courses</b></p> <p>Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.</p>	<p><i>Note: Lapse of course credit is now 7 years.</i></p>

<p>The thesis is developed under the mentorship of the advisor/co-advisor. Individual units may have specific guidelines regarding the thesis proposal and its acceptance by the student's advisory committee/unit Head; students should consult unit supplemental regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research.</p>	<p>literature, the hypotheses to be tested, the proposed research methodology, and anticipated significance of the research. The thesis proposal should be circulated to the advisory committee prior to being presented orally to the student's advisory committee in a closed session. Unanimous approval by the advisory committee is required. If unanimous approval is not received, the thesis proposal can be revised and resubmitted.</p>
<p><b>4.8.1.2 Examining Committee</b></p> <p><b>4.8.1.2 Examining Committee</b></p> <p>The advisor/co-advisor will recommend an examining committee to the unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the "Master's Thesis/Practicum Title and Appointment of Examiners" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). This form must be approved by the Dean of the Faculty of Graduate Studies prior to the distribution of the thesis</p> <p>normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the unit's Supplemental regulations. The examining committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit, and one of whom must hold no appointment within the unit. All examiners must be deemed qualified by the unit Head and be willing to serve. It is expected that, under normal circumstances, Examination Committee members have a Master's degree or equivalent. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual units require specific requirements for examination and students should consult unit supplemental regulations for specific requirements.</p> <p>The Head of the unit arranges for the distribution of the thesis/practicum to the examiners. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories:</p> <ul style="list-style-type: none"> <li>• Acceptable, without modification or with minor revision(s); or</li> <li>• Acceptable, subject to modification and/or revision(s); or</li> <li>• Not acceptable.</li> </ul> <p>If two or more examiners do not approve the thesis, then the student is deemed to have failed the distribution.</p>	<p><i>Specify how the examining committee differs from the advisory committee</i></p> <p>The examining committee is normally the same as the advisory committee for <b>both M.Sc. and M.Eng.</b> students.</p>
<p><b>4.8.1.3 Oral Examination</b></p> <p>For units requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary regulations of the unit. Students should consult these supplemental regulations for specific requirements. A student has the right to an examination of the thesis/practicum if he/she believes it is ready for examination. It is the unit's responsibility to warn the student of any risk involved should he/she decide to proceed against the unit's recommendation.</p> <p>All members of the examining committee should be present at the examination. If an examining committee member cannot attend the defence, prior approval must be obtained from the Faculty of Graduate studies for the defence to proceed. Under no circumstances can the student participate by video conferencing. Regardless of open or closed status, no recording devices will be permitted.</p> <p>The oral examination shall be open to all members of The University of Manitoba community except in exceptional cases. The oral examination may be closed, for example, when the results</p>	<p><i>Note: There is provision for a dissenting voice in the outcome of the evaluation of the oral examination and written thesis.</i></p> <p><i>Provide details of scheduling of the oral examination, format and procedures of the examination, time constraints on oral presentation, duration of questioning by examiners, number of rounds of questions, etc.</i></p> <p><b>Master of Science (M.Sc.)</b> The oral examination will be scheduled by the advisor/co-advisor and chaired by an academic member of the Department not part of the examining committee. Students are expected to present the work in 20-30 minutes. Examining committee members are allowed two rounds of questions (not exceeding 15 minutes each). In</p>

<p>of the thesis/practicum research must be kept confidential for a period of time. In such cases, the examining committee and unit Head shall recommend such action to the Dean of the Faculty of Graduate Studies who shall then approve that the final examination be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies.</p> <p>Following completion of the examination of the thesis/practicum, examiners will consider the oral examination and the written thesis/practicum.</p> <p>The examiners will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the thesis to the Faculty of Graduate Studies. The advisor/co-advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee.</p> <p>The judgement of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms "approved" or "not approved" on the thesis/practicum final report form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). Each examiner must indicate his/her opinion by his/her signature. If two or more examiners do not approve the thesis, then the student is deemed to have failed the defence.</p> <p>The examining committee may recommend to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.</p>	<p>the first round, questions are to be of a general nature related to information presented orally. Members of the audience are then given an opportunity to ask questions. Finally, examining committee members are given a chance to ask detailed questions related to the written thesis. The entire examination should not exceed 2 hours.</p> <p><b>Master of Engineering (M.Eng.)</b>  <del>There is no oral examination for the course-based M.Eng. program. The oral presentation will be scheduled by the advisor/co-advisor and chaired by an academic member of the Department not part of the examining committee. Students are expected to present the work in 15-20 minutes. Examining committee members have the opportunity to ask questions relating to the engineering report. Each committee member is allocated a maximum of 20 minutes for questions. The entire examination should not exceed 1.5 hours.</del></p>
<p><b>4.8.1.4 Failure</b></p> <p>In the case of a failure of the thesis/practicum at the Master's level, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student and advisor/co-advisor.</p> <p>A student will be required to withdraw when the thesis/practicum has been rejected twice at the stage where:</p> <ul style="list-style-type: none"> <li>• The examining committee reports on the merits of the written thesis;</li> <li>• The defence; or</li> <li>• A combination of both stages.</li> </ul> <p>The examining process should be completed within one month of distribution of the thesis/practicum.</p>	<p><i>The report from the Chair should include how the first failure will be addressed and a timeline for when the second attempt should occur.</i></p>
<p><b>4.8.2 Course-based/Comprehensive Examination Route</b></p> <p>Students must demonstrate his/her mastery of their field. The specific procedures for evaluation of this mastery are stated in individual units' supplemental regulations. Students should consult unit supplemental regulations for specific requirements.</p> <p>In those units where comprehensive examinations are required, students should consult unit supplemental regulations for specific requirements. The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the Report on Comprehensive Examination form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>) in the terms "pass" or "fail." No student may sit comprehensive examinations more than twice. Any student who receives a "fail" on the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.</p>	<p><i>Provide details of structure, format, duration of examination, composition of examining committee, evaluation criteria, etc.</i></p>
<p><b>4.9 Style and Format</b></p> <p>The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (see <a href="#">Appendix 1</a>).</p>	
<p><b>4.10 Deadlines for Graduation</b></p> <p>The final requirements of the degree, in the form of the final report on the thesis/practicum (and the corrected copy of the thesis/practicum); comprehensive examination; or M. Eng. project,</p>	

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or program changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider proposals from the Department of Community Health Sciences.

### Observations

1. The **Department of Community Health Sciences** proposes six (6) Course Introductions CHSC 7212, CHSC 7232, CHSC 7250, CHSC 7738, CHSC 7840, CHSC 7850; thirteen (13) Course Modifications CHSC 7220, CHSC 7310, CHSC 7362, CHSC 7390, CHSC 7510, CHSC 7520, CHSC 7530, CHSC 7540, CHSC 7740, CHSC 7810, CHSC 7820, CHSC 7830 and CHSC 7860; and three (3) Course Deletions CHSC 7210, CHSC 7130, and CHSC 7550. There have been a series of program changes made in the Department of Community Health Sciences' graduate program. Several years ago the course requirement was reduced from ten courses to eight courses and in that process we had three biostatistics courses that were labelled Biostatistics 1, 2, and 3 and made a prerequisite that students had a prior statistics course within two years of taking the foundational course in biostatistics. They have some of those artifacts of Biostatistics 1 and Biostatistics 2 that they are trying to harmonize by removing those numbers and have the foundational course in biostatistics and an advanced course in biostatistics. With program changes that were approved by Senate effective September 2017, we made it possible for our graduate students to have more choice in the type of methodological path that they pursue. Prior to that change students had to do some form of biostatistics but now it is possible for students, particularly at the Ph.D. level to choose if they want to do advanced biostatistics and advanced epidemiology or advanced qualitative. They also wanted to ensure that there was a harmonization so that at the Master's level there would be a foundational course in qualitative methods in biostatistics and epidemiology. In the September 2017 approved changes, there was a family course code that was for the foundational qualitative methods course that they have introduced as a permanent course for their students. That initiated a change in the existing advanced qualitative methods course that they have always had on the books but to ensure that the course description is in appropriate sequencing from the foundational course to the advanced course. That was also done in the biostatistics and epidemiology courses. The course modifications for CHSC 7220, 7310, 7362, 7390, 7540, and 7860 proposed new calendar descriptions. Modifications for CHSC 7530, 7510, 7740 and 7830 proposed new calendar descriptions and changed the long course titles only. For CHSC 7520, 7810 and 7820 modifications, they proposed new long course titles only and no changes to the existing calendar descriptions.

## Course Introductions

### **CHSC 7212 Critical Perspectives on Gender and Health**

**+3**

This course explores gendered health issues from an interdisciplinary feminist perspective. Placing particular emphasis on the intersections amongst race, class, gender, and sexuality, this course explores how the contemporary concepts of "health" and "illness" have come to make sense in and through constructions of masculinity and femininity. Using feminist theories of gender and embodiment to examine a range of topics pertaining to health, this course requires students to question common-sense and bio-medical understandings of health and illness. Prerequisite: Instructor permission is required.

### **CHSC 7232 Families and Care Across the Life Course**

**+3**

Advanced study of the provision of care by family members and friends for dependent children and adults with long-term care needs in the context of increasing family diversity and population aging. Topics include theoretical perspectives on care, the gendered nature of care, consequences of care and policy implications. Prerequisite: Students outside CHS require instructor permission.

### **CHSC 7250 Science and Practice of Knowledge Translation in Health Research**

**+3**

This course will provide students with an overview of the fundamental aspects and current state of knowledge translation (KT) science and practice in health research and care. The topics covered in the course will equip the student with the basic principles required to integrate knowledge translation science into health research and apply best KT evidence and methodologies to their dissemination and implementation activities. Prerequisite: Instructor permission is required.

### **CHSC 7738 Qualitative Research Methods in Community Health Sciences**

**+3**

The purpose of this course is to provide students with fundamental knowledge on theoretically informed qualitative inquiry for applied health services and health policy research. The course will include an introduction to social theory and respective qualitative methodologies best suited for population health, health services, social and cultural determinants of health, and health policy research. By the end of the course, students will have an understanding of the principles and practices involved in: integrating theory and qualitative methods; community engagement in qualitative research, including indigenous methodologies and diverse cultural contexts; the design of a theory driven qualitative research study; various ways of generating and analyzing qualitative data; integrated Knowledge Translation; and ethics, among other topics. Prerequisite: Students outside CHS require instructor permission.

**CHSC 7840 Current Topics in Biostatistics: Design and Analysis** **+3**

This course will introduce students to leading-edge advanced study design and statistical analysis methods for health research. The course will use case studies to explore the study design and analysis topics and their applications. Pre-reqs: CHSC 7520; CHSC 7820 with minimum grade of B+; CHSC 7860, or instructor permission is required.

**CHSC 7850 Advanced Biostatistical Methods for Hierarchical and Longitudinal Data** **+3**

The course teaches statistical methods for analyzing hierarchical ("multi-level") data and longitudinal data. Mixed models are rapidly becoming the principal statistical tools for understanding hierarchical or "multilevel" data, such as the academic achievement of students within school classes within schools and perhaps within communities. The longitudinal application of "mixed models" provides analysis of temporal trajectories, for example, of the health of individuals (potentially nested within families, or communities) over time. Mixed models also can be utilized to analyze relationships, for example between health and income, over time, for individuals or families within communities, etc. The course will focus on the conceptualization, estimation and interpretation of mixed models in SAS. The primary emphasis will be on linear mixed models for continuous outcomes; however, nonlinear mixed models for categorical or count outcomes will also be discussed. Prerequisites: CHSC 7820 with minimum grade of B+. Instructor permission is required.

Course Deletions

<b>CHSC 7210 Epidemiology of Women's Health</b>	<b>-3</b>
<b>CHSC 7130 Methods in Health Services Research and Evaluation</b>	<b>-3</b>
<b>CHSC 7550 Observational Epidemiology</b>	<b>-3</b>

**NET CREDIT HOUR CHANGE** **+9**

Course Modifications

**CHSC 7220 Health and Health Services of First Nations, Metis and Inuit Peoples** **3**

Seminar-based course critically examines First Nations, Metis and Inuit health status, health care services, historical assumptions about indigenous populations, and 'pre-Canada' world events influencing European colonization of this land with resultant marginalization of original indigenous Peoples. Prerequisite: Students outside CHS require instructor permission to register.

**CHSC 7310 Epidemiology of Health Care****3**

This course will discuss the advantages and disadvantages of using large administrative data bases for research purposes. Substantive topics dealt with include: population health and the role of medical care, assessing system performance, quality of care and outcomes, short- and long-term outcome studies, technology assessment, and use of pharmaceuticals. Policy implications are considered. Students are required to learn SAS, a computer programming language and to analyze and interpret data for the term project. Prerequisite: Instructor permission is required.

**CHSC 7362 Systematic Reviews and Meta Analyses****3**

Systematic reviews and meta-analysis are integral to research success. Lectures and skill sessions will parallel the steps needed for successful completion of rigorous systemic reviews and meta-analyses of intervention studies. Prerequisites: CHSC 7520 and CHSC 7820. Instructor permission is required.

**CHSC 7390 Health Promotion****3**

Examination of the history, theories, principles, and settings for health promotion. Assumptions underlying the discipline and how they affect practice are explored. Different conceptualizations of health and implications for practice are examined. Recent health promotion strategies are critically analyzed using case studies. Prerequisite: Students outside CHS require instructor permission.

**CHSC 7510 Problem-Solving in Public Health****3**

This seminar based course focuses on current issues and topics in community health to advance skills of thinking critically and communicating clearly about practical solution to public health problems. Prerequisites: CHSC 7520. Students outside CHS require instructor permission.

**CHSC 7520 Principles of Epidemiology****3**

This course will introduce the basic concepts and methods of epidemiology, including the definition and measurement of health status and health determinants in populations, assessing health risks and inferring causation, and issues in the design and analysis of population health studies. Prerequisite: Students outside CHS require instructor permission.

**CHSC 7530 Applied Public Health Epidemiology****3**

This course builds on the Principles of Epidemiology course through an applied focus. It discusses the application of epidemiologic principles in applied public health practice including the investigation of outbreaks, disease surveillance and the basic concepts of social network analysis, vaccine epidemiology and mapping. Students will also gain an understanding of the principles of prevention in public health practice, the benefits of qualitative methods and the role of the laboratory in outbreak investigation. They will receive instruction on the use of software for database development, data entry, analysis and presentation of results. Prerequisites:

CHSC 7520, CHSC 7810 or CHSC 7820. Students outside CHS require instructor permission.  
**CHSC 7540 Advanced Epidemiology** **3**

Advanced epidemiologic research methods focusing on selected epidemiological issues (bias, confounding, matching, etc.). Discussion will be directed to both epidemiological and statistical considerations to find the optimal solution to a research problem. Prerequisites: CHSC 7520 (B+ minimum grade), CHSC 7820 (B+ minimum grade). Students outside CHS require instructor permission.

**CHSC 7740 Advanced Qualitative Research Research Methods in Community Health Sciences** **3**

The purpose of this seminar-based course is to provide students with advanced knowledge on transformative qualitative research methodologies, methods and analysis related to redressing health inequities from a strength-based interdisciplinary perspective. Using case study and other applied approaches students will gain knowledge and experience in: the application of critical social theories to health research; understanding processes of community, stakeholder, and partnership engagement from multiple scales and perspectives (e.g. Indigenous populations locally and globally); various ways of generating qualitative data and analyzing texts consistent with selected theory; developing different products for knowledge exchange activities; and the ethics and politics inherent within the research process. Prerequisites: CHSC 7738 (formerly FMLY 7710) or instructor permission is required.

**CHSC 7810 Biostatistics for the Health and Human Sciences** **3**

An introduction to statistical ideas and techniques for health sciences and human research. Describing data, patterns in data, the normal distribution. Principles of estimation and principles of hypothesis testing. Principles and practice of the major statistical tests (t tests, analysis of variance, Chi squared tests, correlation and regression). Nonparametric statistical techniques. The use of statistical software to carry out statistical analysis. Analytical decision strategies. Prerequisite: Students outside CHS require instructor permission.

**CHSC 7820 Biostatistics for Community Health Sciences** **3**

The course will cover techniques of research design and analysis for community health researchers. Topics include: principles of experimental design, study size determination, statistical software as an analytical tool, techniques for the analysis of continuous outcomes, analysis of variance for multi-way, factorial and split-unit experiments, and multiple regression and general linear models. Introduction to more advanced statistical methods including logistic regression and survival models. Prerequisites: 3 credit hour statistics course within five years. Instructor permission is required.

**CHSC 7830 Advanced Biostatistics for Community Health Sciences** **3**

This course focuses on Generalized Linear Models. Upon completion of the course, students will be able to: 1) give examples of different types of data arising in public health studies; 2) understand differences and similarities between standard linear regression and models for discrete outcomes; 3) use modern statistical concepts such as binomial and Poisson in public health studies; 4) understand models for polytomous outcomes; 5) conduct and interpret logistic, conditional logistic (case-control), and probit regression inference; 6) conduct and

interpret time-related outcome variables including survival analysis and proportional hazard regression; 7) conduct and interpret Poisson outcome variables and Poisson regression. Prerequisites: CHSC 7820 with minimum grade B+. Instructor permission is required.

**CHSC 7860 Methods and Concepts for Community Health Sciences 3**

This course is designed to provide a practical introduction to qualitative, quantitative, and mixed method approaches used in health research. The emphasis in the course will be on developing research questions, selecting appropriate methods, and writing a research proposal. Co-requisites: 1) CHSC 7520 and ONE of the following: CHSC 7820 or CHSC 7810 or CHSC 7738. Students outside CHS require instructor permission.

**NET CREDIT HOUR CHANGE** **NO CHANGE**

**Recommendations**

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

**Department of Community Health Sciences**

Respectfully submitted,

Dr. Todd A. M. Mondor, Chair  
Faculty Council Committee

/ch

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

Faculty of Graduate Studies Regulation	Supplemental Regulation																
<p>The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies. <b>Applicants should contact the department to which they are applying for the procedures, requirements and departmental application deadlines.</b></p> <p><b>1.1.1 Process:</b></p> <p>1.1.1 (a) A completed official application for admission form must be submitted, together with the application fee and supporting documentation, to the Faculty of Graduate Studies, via the online system, UMGradConnect.</p> <p><b>NOTE:</b> International students must pay special attention to the appropriate requirements with respect to transcripts (see application form for details).</p> <p>1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit's criteria including, but not limited to, availability of advisors, space, and facilities.</p> <p>1.1.1 (c) Notification of recommended/rejected applications is sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies' eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.</p>	<p>S111 – 750 Bannatyne Avenue Winnipeg, MB R3E 0W3 CANADA</p> <p>Telephone: 204 789 3655 Email: <a href="mailto:chs_graduate_prq@umanitoba.ca">chs_graduate_prq@umanitoba.ca</a></p> <p>All applications should be submitted electronically to the Faculty of Graduate Studies (FGS) at <a href="http://umanitoba.ca/faculties/graduate_studies/admissions/index.html">http://umanitoba.ca/faculties/graduate_studies/admissions/index.html</a></p>																
<p><b>1.1.2 Deadlines for Recommended Applications (from Departments to the Faculty of Graduate Studies)</b></p> <p>The following are the deadlines for receipt by the Faculty of Graduate Studies of recommendations from graduate units.</p> <table border="1" data-bbox="61 1115 638 1226"> <thead> <tr> <th>Session</th> <th>Start Date</th> <th>Canadian/US</th> <th>International</th> </tr> </thead> <tbody> <tr> <td>FALL</td> <td>September</td> <td>July 1</td> <td>April 1</td> </tr> <tr> <td>WINTER</td> <td>January</td> <td>November 1</td> <td>August 1</td> </tr> <tr> <td>SUMMER</td> <td>May</td> <td>March 1</td> <td>December 1</td> </tr> </tbody> </table> <p><b>IMPORTANT:</b> These are not application deadlines. Applicants are <b>required</b> to submit the application and documentation to the Faculty of Graduate Studies to meet the application deadline in place for a particular unit. Applicants are advised to confirm the deadline of the unit to which the application is being made. Contact information for each unit can be found at <a href="http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html">http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html</a></p> <p>The deadlines are meant to accommodate the needs of students in securing appropriate documentation. Late applications may be considered for the next available start date.</p>	Session	Start Date	Canadian/US	International	FALL	September	July 1	April 1	WINTER	January	November 1	August 1	SUMMER	May	March 1	December 1	<p>The Department of Community Health Sciences (CHS) only admits students for September start. The deadline for receipt of an application, whether from a Canadian/US or International applicant, is <b>November 30/January 10,-</b></p>
Session	Start Date	Canadian/US	International														
FALL	September	July 1	April 1														
WINTER	January	November 1	August 1														
SUMMER	May	March 1	December 1														
<p><b>1.1.3 Application Fee</b></p> <p>A \$100.00 (CDN) fee must accompany admission applications from all Canadian, Permanent Resident or International applicants. If submitting a paper application, a \$120.00 (CDN) fee must accompany the admission application.</p>																	

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

Faculty of Graduate Studies Regulation	Supplemental Regulation
<ul style="list-style-type: none"> <li>• Graduates from first-cycle Bologna compliant degrees.</li> <li>• Students who have completed a pre-Master's program from: <ul style="list-style-type: none"> <li>○ The University of Manitoba; or</li> <li>○ Canadian institutions empowered by law to grant degrees; or</li> <li>○ Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies.</li> </ul> </li> </ul> <p>All students applying for a Master's degree program must have attained a minimum GPA of 3.0 in the last two full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.</p> <p><b>Note:</b> This is the minimum requirement of the Faculty of Graduate Studies and units may have higher standards and additional criteria.</p>	<p>Committee, involving the review of a completed application form, personal letter of interest, reference letters, and possibly an interview. Selection criteria will include the degree of fit between the applicant's career plans/aspirations and the range of training options offered by CHS, as well as other merit-based criteria such as relevance, depth and duration (minimum 3 years) of work experience in the health sector. The Department recognizes that a number of prospective students may have taken their undergraduate work some years earlier and their work experience will be considered along with their academic record.</p> <p><u>Eligibility for the M.Sc. Program</u>  Recommendation for admission to the Faculty of Graduate Studies will be based on an assessment of a student's academic record and related work experience. Based on the academic background of the individual student, the Department may require that certain courses be completed prior to admission to the program. Completion of this additional coursework does not guarantee admission to the M.Sc. program.</p>
<p><b>4.3.2 Pre-Master's Programs</b></p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the unit may recommend that the student be admitted to a pre-Master's program of study (Section 3).</p> <p>The pre-Master's program of study is intended to bring a student's background up to the equivalent of the required 4-year degree in the major unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.</p>	
<p><b>4.4 Program Requirements</b></p> <p>In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the unit and may follow the unit's supplemental regulations. Any single course cannot be used for credit toward more than one program.</p>	
<p><b>4.4.1 Thesis/Practicum Route</b></p> <p>A minimum of 12 credit hours of coursework, unless otherwise stated in the unit's supplemental regulations, plus a thesis or practicum is required. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the unit's supplemental regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.</p>	<p><u>Dip.P.H. course requirements</u></p> <p>Eighteen (18) credit-hours from 7000-level courses will be required for completion of the diploma.</p> <p>The following 3-credit hour courses are required:  CHSC 7520 Principles of Epidemiology <sup>4</sup>  CHSC 7320 Organization and Financing of the Canadian Health Care System; and either  CHSC 7820 Biostatistics for Community Health Sciences <sup>4</sup>; or  CHSC 7810 Biostatistics for Health and Human Sciences <sup>4</sup></p>

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

Plus one (1) of:  
 CHSC 7860 Methods and Concepts for Community Health Sciences; or  
 CHSC 7500 Core Concepts in Public Health

An additional two (2) approved elective courses (6 credit hours) must be taken at the 7000 level.

M.P.H. course requirements

The M.P.H. program consists of completion of core courses, elective courses and a supervised field placement component. Thirty (30) credit-hours from 7000-level courses will be required for completion of the degree: twelve (12) credit hours from core courses, three (3) credit hours from a methods course, and fifteen (15) credit hours from elective courses. The field placement is a zero (0) credit hour component.

The following four (4) 3-credit hour courses are required:  
 CHSC 7500 Core Concepts of Public Health  
 CHSC 7520 Principles of Epidemiology-4  
 CHSC 7530 ~~Principles of Epidemiology-2~~ Applied Public Health Epidemiology; and either  
 CHSC 7820 Biostatistics for Community Health Sciences-4; or  
 CHSC 7810 Biostatistics for Health and Human Sciences 4

Plus one 3 credit hour course from:  
 CHSC 7830 ~~Advanced~~ Biostatistics for Community Health Sciences 2  
 CHSC 7740-7738 ~~Advanced~~ Qualitative Research Methods in Community Health Sciences  
 CHSC 7290 Economic Evaluation of Health Care  
 FMLY 7500 Evaluation of Family, Health, & Social Development Programs

An additional five (5) approved elective courses (15 credit hours) of CHS courses must be taken at the 7000 level.

M.Sc. course requirements

The M.Sc. program consists of completion of core courses, elective courses and a thesis. Twenty-one (21) credit-hours from 7000-level courses will be required for completion of the degree: nine (9) credit hours from core courses, three (3) credit hours from methods courses and nine (9) credit hours from elective courses.

The following three (3) 3-credit hour courses are required:  
 CHSC 7520 Principles of Epidemiology-4  
 CHSC 7860 Methods and Concepts for Community Health Sciences  
 CHSC 7320 Organization and Financing of the

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)



Faculty of Graduate Studies Regulation	Supplemental Regulation
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<p>The minimum time for students in the Master's program is equivalent to two terms. Completion of most programs requires more than this and students should check unit supplemental regulations regarding specific requirements.</p> <p>The maximum time allowed for the completion of the Master's degree is four years for students declared as full-time and six years for students declared as part-time (see section 1.4.1 for information on calculating maximum time for students). Individual units and/or programs may have specified minimum and maximum time limits, and students should periodically check unit supplemental regulations regarding these specific requirements.</p> <p>Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies using the "Time Extension Request Form" (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>) <b>at least three, but no more than four, months</b> prior to expiration of the respective maximum time limit.</p> <p>A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p>	<p>completed on a part-time basis.</p> <p>A request for a time extension to FGS from a student who has not had her/his thesis proposal formally approved will not normally be supported by the Department of Community Health Sciences.</p>
<p><b>4.5 Student's Advisor/Co-Advisor</b></p> <p>Each student should have an advisor upon entry into the program, and must have one assigned no later than one term following registration. The advisor must:</p> <ul style="list-style-type: none"> <li>• Hold at least a Master's degree or equivalent,</li> <li>• be a member of the Faculty of Graduate Studies,</li> <li>• have expertise in a discipline related to the student's program, and</li> <li>• hold an appointment in the student's unit.</li> </ul> <p>It is the responsibility of the unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or special circumstances must be recommended by the unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.</p> <p>In units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the unit Head, within one term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.</p> <p>In special circumstances, an advisor and a maximum of one (1) co-advisor, upon approval of the unit Head may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor. When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both co-advisors' signatures are required on all documents where the advisor's signature is</p>	<p><u>For Dip.P.H. students</u> The Director of the CHS Graduate Program, <u>or designate</u>, will serve as the Student's Advisor for the duration of his/her program.</p> <p><u>For M.P.H. students</u> The Director of the <u>MPH-CHS Graduate Program</u>, or designate, will serve as the Student's Advisor for the duration of his/her program.</p> <p><u>For M.Sc. students</u> If at admission a student has identified a faculty member who has agreed to serve as Advisor, then that faculty member will become the student's Advisor. If a student has not identified an advisor at admission, then the Director of the Graduate Program, or designate, will serve as Advisor until the student has identified an Advisor. It is expected that the student will have identified an Advisor within one year of being admitted to the M.Sc. program in CHS.</p>

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>required.</p> <p>The advisor/co-advisor will advise the student on a program of study, direct research, and supervise the thesis or practicum work.</p> <p>A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same unit.</p> <p>The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor/co-advisor and the student are required to sign the agreement. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit Graduate Chair, Head of the unit or the Dean of the Faculty of Graduate Studies.</p> <p>Should, during the student's program, the relationship between the student and advisor/co-advisor significantly deteriorate, the matter should be referred to the unit Graduate Chair, the Head of the unit, or the Dean of the Faculty of Graduate Studies.</p> <p>All students should consult unit supplemental regulations for specific details regarding advisor/co-advisor requirements.</p>	
<p><b>4.6 Advisory Committee</b></p> <p><b>4.6.1 Thesis/Practicum Route</b></p> <p>Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during his/her research program. The advisory committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies (<a href="http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html">http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html</a>), one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. It is expected, under normal circumstances, that Advisory Committee members have a Master's degree or equivalent. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same unit. Graduate students may not serve on graduate student advisory committees.</p> <p>The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.</p> <p>Additional specifications, if any, regarding the advisory committee are found in the unit supplemental regulations and students should consult these regulations for specific</p>	<p>The Dip.P.H. program is course-based. There is no Advisory Committee for Dip.P.H. students.</p> <p>The M.P.H. program is course-based with a field placement. The M.P.H. <del>Program Advisory Committee is a standing committee consisting</del> <u>consists of a minimum of three people, including the Advisor, who acts as chairperson. One member must be a full time faculty member in CHS, and one member must be the Director of the M.P.H. Program, the Director of the Community Medicine Residency Program, and one other CHS Faculty member who is actively involved in Public Health. The M.P.H. Program Committee will serve as the Advisory Committee for all M.P.H. students.</u></p> <p>The M.Sc. program is course-based with a thesis. The Thesis Advisor shall form an Advisory Committee to consist of a minimum of three members, including the Advisor, who acts as chairperson. One member shall be from CHS and one shall hold no appointment in CHS. At least one member of the Advisory Committee must be a full time faculty member of CHS. The external member does not need to hold a university appointment.</p>

**Note:**

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is outlined in individual unit supplemental regulations and students should consult these supplemental regulations for specific requirements. Unacceptable performance must be reported to the Faculty of Graduate Studies on the "Progress Report" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the unit Head to the Dean of the Faculty of Graduate Studies.</p>	
<p><b>4.8 Requirements for Graduation</b></p> <p>All students must:</p> <ul style="list-style-type: none"> <li>maintain a minimum degree grade point average of 3.0 with no grade below C+,</li> <li>meet the minimum and not exceed the maximum course requirements, and</li> <li>meet the minimum and not exceed the maximum time requirements.</li> </ul> <p>Individual units may have additional specific requirements for graduation and students should consult unit supplemental regulations for these specific requirements.</p>	
<p><b>4.8.1 Thesis/Practicum Route</b></p> <p>4.8.1.1 Thesis vs. Practicum</p> <p>Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum.</p> <p>A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual units have specific requirements for graduation and students should consult unit supplemental regulations for specific requirements.</p> <p>The thesis is developed under the mentorship of the advisor/co-advisor. Individual units may have specific guidelines regarding the thesis proposal and its acceptance by the student's advisory committee/unit Head; students should consult unit supplemental regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research.</p>	<p><u>M.P.H. Field Placement Planning</u></p> <p>All students must complete an approved field placement in a governmental or non-governmental community health agency (the Agency). The field placement will include a minimum of three months full-time equivalent spent on-site, and completion of a project. Students will submit a written final report after completing the field placement to the M.P.H. <del>Director-Advisor</del> and make an oral presentation on their field placement (covering both content and experience) to the Department. The site of the field placement will be based on the student's career interests and learning needs, and determined and approved through discussion with the <del>M.P.H. Program</del> <u>student's Advisory</u> Committee.</p> <p>If a student requests that the field placement be located at his/her current agency of employment, the proposed educational objectives and student project must be distinct and independent from the student's current roles and responsibilities as an employee of the agency, and the local supervisor (see below) must be someone other than the student's employment supervisor.</p> <p>Written educational objectives and a letter of understanding regarding the field placement arrangements must be agreed to and signed by all parties prior to commencement. The field placement may be completed on a part-time basis for approved part-time students.</p> <p>Many of the available field placements will be modeled on successful established practical rotations of the Department's existing Community Medicine Residency Program. The field placement will be supervised by both the Faculty Advisor (based in the Department) and a local supervisor (based in the Agency). All local</p>

Note:

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	<p>supervisors must have at least Masters-level qualification or its equivalent in training and experience.</p> <p><u>M.Sc. Thesis Proposal</u> Students are required to prepare a formal thesis proposal.</p> <p>The proposal shall consist of a clear definition of the problem or issue to be addressed, a review of the pertinent literature, a description of the methods to be used, and the data to be gathered.</p> <p>The M.Sc. Thesis Proposal Examining Committee will consist of the student's Thesis Advisory Committee and the examination can be held only after the completion of the following 3 required courses:</p> <p>CHSC 7520 Principles of Epidemiology<sup>4</sup>; CHSC 7860 Methods and Concepts for Community Health Science; CHSC 7820 Biostatistics for Community Health Sciences <sup>4</sup>, or CHSC 7810 Biostatistics for Health and Human Sciences<sup>4</sup>, or <a href="#">CHSC 7738FMLY-7710 Qualitative Research Methods in Community Health Sciences.</a></p> <p>The written thesis proposal will be distributed to all examiners at least one week in advance of an oral presentation by the student to the examining committee.</p> <p>The thesis proposal examination will occur in a public forum.</p> <p>If not unanimously approved, the proposal must be revised, re-submitted and re-examined. The committee will provide written feedback to the student on required revisions and will decide when the student is ready to propose again.</p> <p>There can be no more than two (2) attempts to defend the proposal.</p> <p><u>Dip.P.H. Thesis or Practicum.</u> There is no practicum or thesis requirement for the Dip.P.H.</p> <p><u>M.P.H. Practicum.</u> There is no written practicum report required for the M.P.H. However, students are required to submit a final report of their field placement experience to the <a href="#">M.P.H. Director</a><del>Director</del><a href="#">Director of the CHS Graduate Program.</a></p>
<p><b>4.8.1.2 Examining Committee</b></p> <p>The advisor/co-advisor will recommend an examining committee to the unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the "Master's Thesis/Practicum Title and Appointment of Examiners" form</p>	<p><u>M.P.H. Program</u> The M.P.H. <del>practicum—field placement</del> examining committee consists of the student's advisory committee.</p> <p>Evaluation will be based upon grades obtained in core</p>

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>(<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). This form must be approved by the Dean of the Faculty of Graduate Studies at least two weeks prior to the distribution of the thesis.</p> <p>Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the unit's supplemental regulations. The examining committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold an appointment from within the unit, and one of whom must hold no appointment within the unit. All examiners must be deemed qualified by the unit Head and be willing to serve. It is expected that, under normal circumstances, Examination Committee members will have a Master's degree or equivalent. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual units establish specific requirements for examination and students should consult unit supplemental regulations for specific requirements.</p> <p>The Head of the unit arranges for the distribution of the thesis/practicum to the examiners. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories:</p> <ul style="list-style-type: none"> <li>• Acceptable, without modification or with minor revision(s); or</li> <li>• Acceptable, subject to modification and/or revision(s); or</li> <li>• Not acceptable.</li> </ul> <p>If two or more examiners do not approve the thesis, then the student is deemed to have failed the distribution.</p>	<p>and elective courses, and a <u>pass/fail evaluation grade</u> for the field placement <u>based on both the submission of a written report and public presentation</u>. A written mid-term and final evaluation of the field performance will be provided by the local supervisor, on a standard form provided by the Department. The learning and experiences gained by the student on the field placement will be shared with the Department through a <del>required written report on the placement public presentation, to be graded by the Advisor</del>. The final <u>evaluation grade</u> for the field placement will be determined by the <u>M.P.H. Program student's Advisory Committee</u>, based on the local supervisor's evaluation and the <u>pass/fail assessment of the student's written report and public presentation grade</u>. The annual progress report to the Faculty of Graduate Studies will be provided by the Faculty Advisor, based on the above evaluative components.</p> <p><u>M.Sc. Program</u> The M.Sc. thesis examining committee consists of the student's advisory committee.</p> <p>The submitted written thesis will be reviewed by the examining committee. When "approved" an oral defense will be scheduled through the Graduate Program office.</p>
<p><b>4.8.1.3 Oral Examination</b></p> <p>For units requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary regulations of the unit. Students should consult these supplemental regulations for specific requirements. A student has the right to an examination of the thesis/practicum if he/she believes it is ready for examination. It is the unit's responsibility to advise the student of any risk involved should he/she decide to proceed against the unit's recommendation.</p> <p>All members of the examining committee should be present at the examination. If an examining committee member cannot attend the defence, prior approval must be obtained from the Faculty of Graduate studies for the defence to proceed. Under no circumstances can the student participate by video conferencing. No recording devices will be permitted.</p> <p>The oral examination shall be open to all members of The University of Manitoba community except in exceptional cases. The oral examination may be closed, for example, when the results of the thesis/practicum research must be kept confidential for a period of time. In such cases, the examining committee and unit Head shall recommend such action to the Dean of the Faculty of Graduate Studies who shall then decide whether to grant that the final examination be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies.</p>	<p><u>M.Sc. Program</u></p> <p>The oral examination of the final thesis can be held only after completion of all coursework.</p> <p>The oral examination of the approved written thesis will be conducted in an open forum. The oral examination will be chaired by the Director of the Graduate Program, or designate. The student will have 25-30 minutes to present the thesis research. Two rounds of questions are permitted by the examining committee, and time permitting, questions may be asked by the audience in attendance. The total time of the student presentation and oral examination of the M.Sc. thesis must not exceed two hours.</p> <p>The examining committee will meet in camera to discuss the oral examination. Two or more examiners' failing votes lead to a failed examination.</p>

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p><b>5.2.3 Advisory Committee</b></p> <p>The Head of the unit is responsible for the establishment of an advisory committee for each Ph.D. student. Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during his/her program. The advisory committee must consist of a minimum of three members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. Advisory committees may, in addition, include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.</p> <p>It is expected that Advisory Committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Graduate students may not serve on graduate student advisory committees. A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same unit. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies on the "Program of study &amp; appointment of advisory committee" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). The advisor/co-advisor is the Chair of the advisory committee. Advisory committee meetings must be held at least annually, and are not intended to take the place of meetings between the student and advisor/co-advisor which should occur with much greater frequency than the advisory committee meetings.</p>	<p>The Ph.D. Advisor shall form an Advisory Committee.</p>
<p><b>5.3 Program of Study</b></p> <p>As soon as possible, but no later than 24 months after a student has commenced their program, the student's program of study should be registered with the Faculty of Graduate Studies on the "Program of study &amp; appointment of advisory committee" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>) and should include:</p> <ul style="list-style-type: none"> <li>• information about the minimum or expected time for completion of the degree;</li> <li>• coursework to be taken;</li> <li>• any foreign language requirement;</li> <li>• the research area in which the thesis will be written.</li> </ul> <p>The approval of the student's advisor/co-advisor and the Head of the unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory committee, and the Head of the unit. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	
<p><b>5.4 Program Requirements</b></p> <p>All students must complete one of the following programs of study for the Ph.D.</p>	<p><u>Course Requirements for Ph.D. Program</u> The Ph.D. program requires completion of pre-requisite courses, core courses and elective courses.</p>

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>degree, unless otherwise specified in the approved unit supplemental regulations:</p> <ul style="list-style-type: none"> <li>Where admission to the Ph.D. is directly from a Master's degree, a <u>minimum</u> of 12 credit hours at the 7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000 level must be at the 3000 level or above. For those students who hold a Master's degree, a maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.*</li> <li>Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a <u>minimum</u> of 24 credit hours plus a thesis is required. The coursework must include a <u>minimum</u> of 18 credit hours at the 7000 level or higher with the balance of the coursework at the 3000 level or higher. For those students who do not hold a Master's degree, a maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.*</li> </ul> <p>*Unless professional accreditation requirements and/or the unit's supplemental regulations indicate otherwise.</p>	<p><u>Pre-requisite Courses</u> The following courses or their equivalents must be completed by all students, either prior to entry into the doctoral program or once accepted to the program. These four (4) (3-credit hour) courses are the core courses required by M.Sc. students in CHS. Thus a student with a M.Sc. degree in CHS will have completed these pre-requisite courses. For students who do not have a M.Sc. in CHS, these courses may count towards their PhD requirement of 12 elective credit hours.</p> <p>The following 3-credit hour courses are required:</p> <p>CHSC 7320 Organization and Financing of the Canadian Health Care System CHSC 7520 Principles of Epidemiology<sup>4</sup> CHSC 7860 Methods and Concepts for Community Health Sciences and either CHSC 7820 Biostatistics for Community Health Sciences<sup>4</sup>; or CHSC 7810 Biostatistics for Health and Human Sciences<sup>4</sup>; or <del>FMLY 7710</del>CHSC 7738 Qualitative Research Methods <u>in Community Health Sciences</u></p> <p><u>Required Courses for Ph.D. program</u> Eighteen (18) credit-hours from 7000-level courses will be required for completion of the degree: six (6) credit hours of core courses and twelve (12) credit hours of elective courses.</p> <p>Core courses include:</p> <p>CHSC 8600 Senior Seminar in Community Health (3)</p> <p>Plus one 3-credit hour methods course from:</p> <p>CHSC 7830 <u>Advanced</u> Biostatistics for Community Health Sciences<sup>2</sup> CHSC 7740 Advanced Qualitative Methods <u>in Community Health Sciences</u> CHSC 7540 Advanced Epidemiology</p> <p>Plus twelve (12) credit hours of 7000 level CHSC elective courses.</p> <p>If any courses required for the Ph.D. program were taken to meet the requirements for another degree program (including the M.Sc. degree in CHS) these courses are not to be repeated but replaced with other 7000 level courses, to bring the total credit hours to the 18 required in the Ph.D. program.</p>
<p><b>5.4.1 Language Reading Requirements</b></p> <p>Some units specify a language requirement for the Ph.D. degree. Students are advised to check unit supplemental regulations regarding this requirement.</p>	<p>There is no language requirement for the Ph.D. program.</p>

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## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or program changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider proposals from the Department of Geological Sciences.

### Observations

The **Dept. of Geological Sciences** proposes supplementary regulation changes. A reduction in the minimum credit hours required for the MSc. in Geological Sciences. The proposed change, which was approved by our Department Council, is based on recommendations from the 2016 external review of our graduate program. The proposed course requirements (minimum 3 half-courses) fall within the range of course requirements at other U15 universities (minimum 2 to 6 half-courses).

The rationale is for the M.Sc. thesis/practicum route, the 2016-2017 Graduate Calendar specifies "A minimum of 12 credit hours of coursework, unless otherwise stated in the unit's supplemental regulations". In the April 2016 Review of the Graduate Program in the Department of Geological Sciences, the reviewers recommended to "Decrease the 12 credit hours currently required for the M.Sc. to 6 credit hours plus 3 credit hours for the mandatory seminar course required of all graduate students." In October 2016, the Geological Sciences Department Council approved the recommendations. This was supported by the budget Dean (Clayton H. Riddell Faculty of Environment, Earth, and Resources) in his December 2016 response to the departmental review. He stated that, "Given the typical incorporation of field seasons and laboratory analytical work this will significantly improve our ability to attract NSERC-CRD funding connected with student research and it will improve our time to completion statistics."

Also, the Supplemental Regulations clearly define what a resident graduate student is, "a student with an office space or alternate research space assigned on the University of Manitoba campus". Which was added in sections 4.7.5 and 5.6.2.

### Recommendations

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

#### **Department of Geological Sciences**

Respectfully submitted,

Dr. Todd A. M. Mondor, Chair  
Faculty Council Committee

/ch

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

The Faculty of Graduate Studies academic guide contains all the rules and policies pertaining to the Faculty of Graduate Studies. Adherence to these rules is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. The integrity of the process is at stake. The major goal of this guide is to prevent potential problems that may affect the completion of a student's program. It is the responsibility of students and the unit offering a graduate program to read and follow the policies contained herein.

All regulations as laid out in the Faculty of Graduate Studies Academic Guide are subject to revision by the appropriate bodies of the Faculty of Graduate Studies. This compendium is presented as the most recent set of regulations as a guideline for students and staff. Regulations may vary from one department or program to another. Individual departments may have additional regulations that supplement these general regulations. All such supplementary procedures and regulations must be approved as specified by the By-Laws of the Faculty of Graduate Studies, be published and available to students, and kept on file in the Faculty of Graduate Studies Office.

For those programs that are administered through a Faculty (as opposed to a Department) the term "Department" should be substituted by "Unit" within this document (i.e. Department Head becomes Unit Head.)

## PREFACE

The Faculty of Graduate Studies is a pan-University faculty charged with the oversight of the administration of all graduate programs at the University. Therefore these regulations apply to all graduate students in all programs in all academic units. Individual units may require specific requirements above and beyond those in the following document, and students should consult unit supplemental regulations for these specific regulations. All unit supplemental regulations require approval of the Faculty of Graduate Studies.

## Definitions

The "Dean of the Faculty of Graduate Studies" shall be taken to mean the Dean of the Faculty of Graduate Studies or designate.

"Unit" shall be taken to mean the academic unit where the graduate student is pursuing his/her studies. Generally, this is the department. For Faculty-based programs, the Dean is the *de facto* Head of the unit. The term "unit" shall also include Schools of Faculties within the University. The Dean of the Faculty of Graduate Studies is the *de facto* Head of interdisciplinary programs administered by the Faculty of Graduate Studies. The Head of any unit may designate any of his/her responsibilities in this policy to another member of the unit, such as the Graduate Chair.

## Section 1: Application, Admission, and Registration Policies

### 1.1 Application and Admission Procedures

The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies. **Applicants should contact the department to which they are applying for the procedures, requirements and departmental application deadlines in effect.**

#### 1.1.1 Process:

1.1.1 (a) A completed official application for admission form must be submitted, together with the

-The Department of Geological Sciences Graduate Studies Committee (GSC) comprises three faculty members (appointed by the Head) and is chaired by the Graduate Chair (appointed by the Head). All appointments are for 3 to 5 years and are renewable.

The Graduate Admissions Committee consists of two members from the GSC (appointed by the Head) plus the Graduate Chair and is responsible for graduate student admissions.

The Graduate Affairs Committee consists of the members of the GSC and appointed graduate student representatives and is responsible for considering other aspects related to graduate students.

*Departmental contact, address, generic email (no individual's names please), phone number:*

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<p>application fee and supporting documentation, to the Faculty of Graduate Studies, via the online system, UManitoba GradConnect..</p> <p><b>NOTE:</b> International students must pay special attention to the appropriate requirements with respect to transcripts (see application form for details).</p> <p>1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit's criteria including, but not limited to, space, facilities, and advisors.</p> <p>1.1.1 (c) Notification of recommended/rejected applications is sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies' eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.</p>	<p>Fax: (204) 474-7623275-3147  Email: <a href="mailto:geosciencesriddell.graduate@umanitoba.ca">geosciencesriddell.graduate@umanitoba.ca</a>  <a href="http://www.umanitoba.ca/geoscience/">http://www.umanitoba.ca/geoscience/</a></p>																
<p><b>1.1.2 Deadlines for Recommended Applications (from Departments to the Faculty of Graduate Studies)</b></p> <p>The following are the deadlines for receipt by the Faculty of Graduate Studies of recommendations from graduate units. Individual units may have earlier deadlines.</p> <table border="1" data-bbox="56 766 625 871"> <thead> <tr> <th>Session</th> <th>Start Date</th> <th>Canadian/US</th> <th>International</th> </tr> </thead> <tbody> <tr> <td>FALL</td> <td>September</td> <td>July 1</td> <td>April 1</td> </tr> <tr> <td>WINTER</td> <td>January</td> <td>November 1</td> <td>August 1</td> </tr> <tr> <td>SUMMER</td> <td>May</td> <td>March 1</td> <td>December 1</td> </tr> </tbody> </table> <p><b>IMPORTANT:</b> Applicants are <b>required</b> to submit the application and documentation to the Faculty of Graduate Studies for an earlier deadline than those listed above. Applicants are advised to confirm the deadline of the unit to which the application is being made. Contact information for each unit can be found at <a href="http://umanitoba.ca/faculties/graduate_studies/admissions/index.html">http://umanitoba.ca/faculties/graduate_studies/admissions/index.html</a></p> <p>The deadlines are meant to accommodate the needs of students in securing appropriate documentation. Late applications may be considered for the next available start date.</p>	Session	Start Date	Canadian/US	International	FALL	September	July 1	April 1	WINTER	January	November 1	August 1	SUMMER	May	March 1	December 1	<p><i>Internal Unit Application Deadlines or statements such as "one month earlier than FGS deadlines":</i></p> <p>Application Deadlines:</p> <p>The Department of Geological Sciences allows students to begin the program on September 1, January 1, or May 1. Canadian/U.S. students should apply with complete supporting documentation no less than three (3) months before the intended start date. International students should apply with complete supporting documentation no less than seven (7) months before the intended start date.</p>
Session	Start Date	Canadian/US	International														
FALL	September	July 1	April 1														
WINTER	January	November 1	August 1														
SUMMER	May	March 1	December 1														
<p><b>1.1.3 Application Fee</b></p> <p>A \$100.00 (CDN) fee must accompany admission applications from all Canadian, Permanent Resident or International applicants. If submitting a paper application, a \$120.00 (CDN) fee must accompany the admission application.</p>																	
<p><b>1.1.4 Transcripts</b></p> <p>Unofficial copies of transcripts and final degree certificates are acceptable for initial assessment purposes. Upon admission to the Faculty of Graduate Studies, applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the Faculty of Graduate Studies, within one month of date on the admission letter. <b>All transcripts must arrive in sealed, university stamped envelopes sent directly from the issuing institution(s) and be accompanied by official and literal English translations (where applicable).</b> For international degrees or where the transcripts does/will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required.</p>																	
<p><b>1.1.5 Transcripts: International</b></p> <p>Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution.</p>																	
<p><b>1.1.6 Transcripts: University of Manitoba</b></p> <p>University of Manitoba students are not required to submit University of Manitoba transcripts.</p>																	

<p><b>1.1.7 Proficiency in English</b></p> <p>A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a high school diploma or university degree from Canada or one of the countries listed on the <a href="#">English Language Proficiency Test Exemption List</a> (see next section). The Faculty of Graduate Studies requires a passing, acceptable English Language Test score in order to offer admission. <b>Please note:</b> In all cases, test scores older than two years are invalid.</p> <p>Thresholds required for successful completion are indicated in parentheses.</p> <ul style="list-style-type: none"> <li>• University of Michigan English Language Examination Assessment Battery (MELAB) (80%)</li> <li>• Test of English as a Foreign Language (TOEFL)– Paper-based test (567); Internet based -iBT (86)</li> <li>• Canadian Test of English for Scholars and Teachers (CanTEST) (band 4.5 in listening and reading and band 4.0 in writing and oral interview)</li> <li>• International English Language Testing System (IELTS) (6.5)</li> <li>• Academic English Program for University and College Entrance (AEPUCE) (65%)</li> <li>• Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset)</li> <li>• PTE Academic (61% overall)</li> </ul> <p><b>Note:</b> In addition, foreign language students may be asked by the unit to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the unit may recommend remedial measures in language skills based on the results of the CanTEST. Some units may require a specific test or test scores greater than those indicated below and students should check departmental supplemental regulations for details.</p>	
<p><b>1.1.8 English Language Proficiency Test Exemption List</b></p> <p>Applicants holding secondary school diplomas and/or recognized university degrees from countries on the Faculty of Graduate Studies English Language exemption list are not required to submit an English Language Proficiency score. For more information please see our website, at <a href="http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm">http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm</a></p>	
<p><b>1.1.9 Letters of Recommendation</b></p> <p>Letters of Recommendation are to be completed via UMGradConnect, the online application. Applicants are required to add their 'Recommendation Provider(s)' contact information so that each recommender is sent an automated email notification.</p> <p>Generally, two Letters of Recommendation must be submitted to the Faculty of Graduate Studies. For the number of recommendation letters necessary, applicants should review our 'Additional Document Requirements' webpage, <a href="http://umanitoba.ca/faculties/graduate_studies/admissions/additional_requirements.html">http://umanitoba.ca/faculties/graduate_studies/admissions/additional_requirements.html</a></p>	<p><i>Indicate if more than 2 letters are required</i></p> <p><u><a href="#">Applications to the Department of Geological Sciences require three letters of recommendation for the M.Sc. and Ph.D. programs. Two letters of recommendation are required for the Pre-Master's program.</a></u></p>
<p><b>1.1.10 Admission Tests</b></p> <p>Some units require admissions tests, such as the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT). These requirements are listed in the supplemental regulations of the particular unit, and if required, the scores must be submitted at the time of application.</p>	<p><u><a href="#">Submission of Graduate Record Examination (GRE) scores is optional for applications to the Department of Geological Sciences.</a></u></p>
<p><b>1.1.11 Entrance Requirements</b></p> <p>The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a</p>	

<p>apply for admission to another graduate program only if the application for admission is approved by the Dean of the Faculty of Graduate Studies.</p> <p>Voluntary withdrawal from a program is only permitted if the student is in good academic standing.</p> <p>Recommendations of units will supersede student requests for voluntary withdrawal.</p>	
<p><b>2.2 Academic Performance</b></p> <p>Student progress shall be reported <b>at least</b> annually to the Faculty of Graduate Studies on the "Progress Report" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>).</p> <p>Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw.</p>	<p><i>Note: Progress Reports may be submitted more than annually</i></p>
<p><b>2.3 Performance in Coursework</b></p> <p>A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p> <p>A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. Each failed course may be repeated or replaced only once, to a maximum of 6 credit hours of coursework. If a course is repeated or replaced, the most recent grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of C or less in more than 6 credit hours of coursework are required to withdraw, unless otherwise stated in the unit's supplemental regulations.</p> <p><b>Note:</b></p> <p>In exceptional circumstances, the unit may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.</p> <p>Supplemental exams are not permitted to students in the Master's or Ph.D. program, unless otherwise stated in the unit's supplemental regulations.</p> <p>All actions taken administratively are to be reported, in summary form, to the Faculty of Graduate Studies Executive Committee.</p>	<p><i>For information specific to the Master's use section (box) 4.7.4, and for information specific to the Ph.D. use section (box) 5.6.1; for information common to both programs, use this box; if this box is used, put references to this section in 4.7.4 and 5.6.1.</i></p>
<p><b>SECTION 3: General Regulations: Pre-Master's</b></p> <p><b>3.1 Admission and Program Requirements</b></p> <p>Graduates of bachelor degree programs with a minimum grade point average (GPA) of 3.0 in the last two full years of university study will be considered for admission to a pre-Master's program. These are the minimum requirements of the Faculty of Graduate Studies. Units may specify higher or additional criteria. <u>Admission to a pre-Master's program does not guarantee future admission to a Master's program.</u> As the pre-Master's program of study is intended to bring a student's background up to the equivalent of the required 4-year degree, units should assign to students, as part of their pre-Master's program of study, an appropriate number of applicable upper level (3000 or 4000) undergraduate courses. Courses at the 7000 level or above cannot be taken in a pre-Master's program. Courses taken as part of the pre-Master's program may not be transferred to a Master's program at a later date.</p>	<p>Applicants to the M.Sc. program whose academic standing qualifies them for graduate work, but whose previous education did not include topics essential to the area of research they wish to pursue, may be offered the opportunity to remedy these deficiencies during a 1-year Pre-Master's program of study. <b>For students admitted to the Pre-Master's program, the course program is set by the Graduate Chair, in consultation with the student's likely adviser.</b> The Pre-Master's program will normally include a minimum of 18 credit hours.</p> <p>Applications for admission are reviewed and approved by the Department of Geological Sciences Graduate Admissions Committee.</p>
<p><b>3.2 Academic Performance</b></p> <p><b>3.2.1.</b> The unit Head is responsible for assigning the courses and monitoring the progress of each student.</p> <p><b>3.2.2.</b> A minimum degree grade point average of 3.0 with no grade below C+ must be maintained to continue in a pre-Master's program. Students who fail to maintain this standing will be required</p>	<p><b><u>For students admitted to the Pre-Master's program, the course program is set by the Graduate Chair, in consultation with the student's likely advisor.</u></b></p>

<p>to withdraw unless remedial action recommended by the unit (as described below) is approved by the Dean of the Faculty of Graduate Studies.</p> <p><b>3.2.3.</b> Students deficient in 6 hours of credit or less may be permitted to write a supplemental examination (when offered in the unit's supplemental regulations) in courses in which a grade of C or less was obtained.</p> <p><b>3.2.4.</b> Students deficient in 6 hours of credit or less with a grade of C, D, or F in a course or courses may be permitted, if the overall average is C or better, to write one supplemental examination in each course (when offered in the unit's supplemental regulations), to repeat the courses, or to take equivalent substitute courses.</p> <p><b>Note:</b> In exceptional circumstances, when a student is deficient in more than 6 credit hours, the student may be permitted to repeat the pre-Master's year, or to write supplemental examinations (when offered), or to substitute equivalent coursework in order to make up the deficiencies.</p> <p>A student may be permitted to repeat the pre-Master's year only once, and to remove deficiencies in grades by writing a supplemental examination or repeating courses only once for each course to a maximum of 9 credit hours of coursework.</p> <p>If a course is repeated or a supplemental examination is written, the most recent grade obtained in that course will be used in the determination of the degree GPA.</p> <p>The degree GPA is cumulative in a pre-Master's program if more than one year is required to complete the course requirements.</p> <p>All action taken administratively is to be reported in summary form to the Faculty of Graduate Studies Executive Committee.</p>	
<p><b>SECTION 4: General Regulations: Master's</b></p> <p><b>4.1 General</b></p> <p>Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (<a href="http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html">http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html</a>), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, progression and completion. Individual units may offer Master's programs by one or more of the following programs:</p> <ul style="list-style-type: none"> <li>• Thesis/practicum-based;</li> <li>• Course-based/comprehensive;</li> <li>• Project;</li> <li>• Accredited professional.</li> </ul> <p><b>4.2 Diploma Programs</b></p> <p>The regulations for the Master's program shall also prevail for diploma programs. All students should consult the unit supplemental regulations regarding diploma programs.</p>	
<p><b>4.3 Admission</b></p> <p><b>4.3.1 General Criteria</b></p> <p>Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:</p> <ul style="list-style-type: none"> <li>• Graduates of four-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from: <ul style="list-style-type: none"> <li>○ Canadian institutions empowered by law to grant degrees; or</li> </ul> </li> </ul>	<p><i>Relevant information could include:</i></p> <ul style="list-style-type: none"> <li>• <i>Minimum admission criteria (beyond FGS requirements)</i></li> <li>• <i>Admission/selection committee composition (if applicable)</i></li> <li>• <i>Admission/selection procedures</i></li> <li>• <i>Indicate which specific major areas are acceptable</i></li> </ul>

<ul style="list-style-type: none"> <li>○ Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.</li> <li>● Graduates from first-cycle Bologna compliant degrees.</li> <li>● Students who have completed the pre-Master's program from: <ul style="list-style-type: none"> <li>○ The University of Manitoba; or</li> <li>○ Canadian institutions empowered by law to grant degrees; or</li> <li>○ Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies.</li> </ul> </li> </ul> <p>All students applying for a Master's degree program must have attained a minimum GPA of 3.0 in the last two full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.</p>	<p>The normal entry requirement is the equivalent of an Honours B.Sc. degree in Geological Sciences from the University of Manitoba. Students with honours degrees in related disciplines (such as Geography, Soil Science, Biology, Chemistry, Environmental Science, Physics, Mathematics, Engineering Physics, and Geological, Civil and Electrical Engineering) may be accepted by the Graduate Admissions Committee providing their planned degree program involves studies in the geological sciences. The majority of the required courses taken by the student should normally be from the Department of Geological Sciences. The research should also be in the geological sciences.</p>
<p><b>4.3.2 Pre-Master's Programs</b></p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the unit may recommend that the student be admitted to a pre-Master's program of study (Section 3).</p> <p>The pre-Master's program of study is intended to bring a student's background up to the equivalent of the required 4-year degree in the major unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.</p>	
<p><b>4.4 Program Requirements</b></p> <p>In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the unit and may follow the unit's supplemental regulations. Any single course cannot be used for credit toward more than one program.</p> <p>All students must complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within one year of initial registration.</p>	
<p><b>4.4.1 Thesis/Practicum Route</b></p> <p>A minimum of 12 credit hours of coursework, unless otherwise stated in the unit's supplemental regulations, plus a thesis or practicum. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the unit's supplemental regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.</p>	<p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</i></p> <p>Thesis Route:  A minimum of 12 credit hours of approved courses plus GEOL 7760 plus a thesis. A minimum of 6 credit hours of approved courses at the 7000 level, plus GEOL 7760 Seminar in Geological Sciences, plus a thesis are required. Depending on the student's background and needs, the Advisory Committee may assign more additional courses at the 3000 level or above than the minimum of 6 credit hours of courses at the 3000 level or above; students who have completed GEOL 7760 must give a departmental seminar annually and attend the majority of departmental seminars during the sessions in which they are either full- or part-time resident students.</p>
<p><b>4.4.2 Course-based/Comprehensive Examination Route</b></p> <p>A minimum of 24 credit hours of coursework and comprehensive examination(s). The minimum must include at least 18 credit hours at the 7000 level or above with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed</p>	<p><i>Note: Minimum of 18 credit hours must now be taken at the 7000 level or above.</i></p> <p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required</i></p>

<p>students should periodically check unit supplemental regulations regarding these specific requirements.</p> <p>Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies <b>at least three, but no more than four, months</b> prior to expiration of the respective maximum time limit.</p> <p>A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p>	
<p><b>4.5 Student's Advisor/Co-Advisor</b></p> <p>Each student should have an advisor upon entry into the program, and must have one assigned no later than one term following registration. The advisor must:</p> <ul style="list-style-type: none"> <li>• hold at least a Master's degree or equivalent</li> <li>• be a member of the Faculty of Graduate Studies,</li> <li>• have expertise in a discipline related to the student's program, and</li> <li>• hold an appointment in the student's unit.</li> <li>• have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy).</li> </ul> <p>It is the responsibility of the unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or special circumstances must be recommended by the unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.</p> <p>In units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the unit Head, within one term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.</p> <p>In special circumstances, an advisor and co-advisor, upon approval of the unit Head may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor. When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both co-advisors' signatures are required on all documents where the advisor's signature is required.</p> <p>The advisor/co-advisor will advise the student on a program of study, direct research, and supervise the thesis or practicum work.</p> <p>A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same unit.</p> <p>The advisor and co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor/co-advisor and the student are required to sign the agreement. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit Graduate Chair, Head of the unit or the Dean of the Faculty of Graduate Studies.</p> <p>Should, during the student's program, the relationship between the student and advisor/co-advisor significantly deteriorate, the matter should be referred to the unit Graduate Chair, the Head of the unit or to the Dean of the Faculty of Graduate Studies.</p> <p>All students should consult unit supplemental regulations for specific details regarding advisor/co-advisor requirements.</p>	<p><i>Must a student have an advisor identified at time of admission?</i></p> <p><a href="#">Students will be admitted only with an identified/assigned advisor.</a></p> <p><a href="#">Adjunct faculty members may only co-supervise M.Sc. students with departmental faculty members.</a></p> <p><a href="#">The Advisor Student Guidelines may be revisited at any stage of the student's graduate program to accommodate changes in the advisor-student relationship.</a></p>
<p><b>4.6 Advisory Committee</b></p>	<p><a href="#">The Department of Geological Sciences requires an M.Sc. Advisory Committee except in the case of a</a></p>

<p><b>4.6.1 Thesis/Practicum Route</b></p> <p>Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her research program. The advisory committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. It is expected, under normal circumstances, that advisory committee members have a Master's degree or equivalent and have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy). Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisory committee member with an appointment in the same unit. Graduate students may not serve on graduate student advisory committees.</p> <p>The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.</p> <p>Additional specifications regarding the advisory committee are found in the unit supplemental regulations and students should consult these regulations for specific requirements.</p> <p><b>4.6.2 Course-based/Comprehensive Examination Route</b></p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit's supplemental regulations and students should consult these regulations for specific requirements.</p> <p><b>4.6.3 Accredited professional programs</b></p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit's supplemental regulations and students should consult these regulations for specific requirements.</p>	<p><del>student with co-advisors who are both members of the Faculty of Graduate Studies. The minimum membership of the M.Sc. Advisory Committee will be the advisor and an additional member of the Faculty of Graduate Studies.</del></p> <p><del>As specified in the Faculty of Graduate Studies regulations for Masters degrees the advisor (or co-advisors) will advise the student on a program of study, direct research, and supervise the thesis.</del></p> <p>The function of the M.Sc. Advisory Committee is to provide guidance on (cf. <u>not</u> to direct) the research. –The minimum duty of the committee is to meet with the student formally <u>at least</u> once per year, ahead of the submission of the Progress Report to the Faculty of Graduate Studies.</p>
<p><b>4.7 Courses and Performance</b></p> <p><b>4.7.1 Course or Program Changes</b></p> <p>Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and unit Head. Withdrawal from courses or changes of course category without such approval will result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	<p><i>It is recommended that units require a Program of Study and Appointment of Advisory Committee form (analogous to that required by FGS for PhD students) for internal use</i></p>
<p><b>4.7.2 Lapse of Credit of Courses</b></p> <p>Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.</p>	<p><i>Note: Lapse of course credit is now <b>7 years</b>.</i></p>
<p><b>4.7.3 Academic Performance</b></p> <p>Student progress shall be reported <b>at least</b> annually to the Faculty of Graduate Studies on the "Progress Report" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw from the Faculty of Graduate Studies.</p>	<p><i>Is a reference to section 2.1 necessary?</i></p> <p>Each graduate student (including those registered as part-time students) must provide an annual summary of progress (e.g., proposal, new results, timetable updates, etc.) to the Head on or before February 1. These progress reports are normally about 1-2 pages long and are in addition to progress reports required by the Faculty of Graduate Studies or presentations required by the student's advisor/<u>co-advisor</u> or Advisory Committee.</p>

<p><b>4.7.4 Performance in Coursework</b></p> <p>A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p>	<p><i>Is a reference to section 2.3 necessary?</i></p>
<p><b>4.7.5 Performance not related to Coursework</b></p> <p>In some units, students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is outlined in individual unit supplemental regulations and students should consult these supplemental regulations for specific requirements. Unacceptable performance must be reported to the Faculty of Graduate Studies on the "Progress Report Form" (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the unit Head to the Dean of the Faculty of Graduate Studies.</p>	<p><i>Additional examples could include attendance in seminars, standards of ethical behavior, professional dress codes, etc.</i></p> <p>Students who have completed GEOL 7760 <b>Graduate Seminar in Geological Sciences</b> must give a departmental seminar annually and attend the majority of departmental seminars during the sessions in which they are either full- or part-time resident students. <a href="#">A resident student is defined as a student with an office space or alternate research space assigned on the University of Manitoba campus.</a> The instructor for GEOL_7760 is responsible for ensuring students meet these requirements and for reporting any failure of students to do so.</p>
<p><b>4.8 Requirements for Graduation</b></p> <p>All students must:</p> <ul style="list-style-type: none"> <li>• maintain a minimum degree grade point average of 3.0 with no grade below C+,</li> <li>• meet the minimum and not exceed the maximum course requirements, and</li> <li>• meet the minimum and not exceed the maximum time requirements.</li> </ul> <p>Individual units may have additional specific requirements for graduation and students should consult unit supplemental regulations for these specific requirements.</p>	
<p><b>4.8.1 Thesis/Practicum Route</b></p> <p><b>4.8.1.1 Thesis vs. Practicum</b></p> <p>Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum.</p> <p>A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The rigour required for the practicum is equal to that required for the thesis. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual units have specific requirements for graduation and students should consult unit supplemental regulations for specific requirements.</p> <p>The thesis is developed under the mentorship of the advisor/co-advisor. Individual units may have specific guidelines regarding the thesis proposal and its acceptance by the student's advisory committee/unit Head; students should consult unit supplemental regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research.</p>	<p><b><u>Thesis/Practicum Proposal:</u></b>  <i>Provide details of proposal format, page limits, other guidelines, evaluation procedures, who approves the proposal; at what point in the program is the thesis proposal to be completed; is the oral presentation completed in open or closed session; is unanimous approval required; can a thesis proposal that is not approved the first time be resubmitted, etc.</i></p> <p>The M.Sc. thesis proposal must normally be submitted within 8 months of the student's commencement date in the program. It must demonstrate the student's understanding of the research area and define the research objective including demonstrating that it is a distinct contribution to the field of study. The proposal must include an introduction with citation of relevant literature, the thesis research objectives, the proposed methodology including a timetable, the anticipated significance of the research, and references. The length of the proposal is to be between 5 and 10 pages including figures and references (12 point, single spaced, 2 cm margins). <b>A proposed budget must be appended to the thesis proposal.</b> The evaluation of the proposal is conducted by the Advisory Committee chaired by the Graduate Chair. All decisions of the committee must be unanimous. The committee will define the proposal as being:</p>

	<p>(i) Approved  (ii) Not approved. In this case the proposal must be revised to meet the requirements of the committee and resubmitted within a 3 month period. If the proposal is still regarded as unacceptable, the student will be required to withdraw from the program.</p>
<p><b>4.8.1.2 Examining Committee</b></p> <p><b>4.8.1.2 Examining Committee</b></p> <p>The advisor/co-advisor will recommend an examining committee to the unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the "Master's Thesis/Practicum Title and Appointment of Examiners" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). This form must be approved by the Dean of the Faculty of Graduate Studies prior to the distribution of the thesis</p> <p>normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the unit's Supplemental regulations. The examining committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit, and one of whom must hold no appointment within the unit. All examiners must be deemed qualified by the unit Head and be willing to serve. It is expected that, under normal circumstances, Examination Committee members have a Master's degree or equivalent. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual units require specific requirements for examination and students should consult unit supplemental regulations for specific requirements.</p> <p>The Head of the unit arranges for the distribution of the thesis/practicum to the examiners. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories:</p> <ul style="list-style-type: none"> <li>• Acceptable, without modification or with minor revision(s); or</li> <li>• Acceptable, subject to modification and/or revision(s); or</li> <li>• Not acceptable.</li> </ul> <p>If two or more examiners do not approve the thesis, then the student is deemed to have failed the distribution.</p>	<p><i>Specify how the examining committee differs from the advisory committee</i></p> <p>The members of the M.Sc. Advisory eCCommittee would normally, but not necessarily, be included in the Examining Committee.  <u>See 4.6.1</u></p>
<p><b>4.8.1.3 Oral Examination</b></p> <p>For units requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary regulations of the unit. Students should consult these supplemental regulations for specific requirements. A student has the right to an examination of the thesis/practicum if he/she believes it is ready for examination. It is the unit's responsibility to warn the student of any risk involved should he/she decide to proceed against the unit's recommendation.</p> <p>All members of the examining committee should be present at the examination. If an examining committee member cannot attend the defence, prior approval must be obtained from the Faculty of Graduate studies for the defence to proceed. Under no circumstances can the student participate by video conferencing. Regardless of open or closed status, no recording devices will be permitted.</p> <p>The oral examination shall be open to all members of The University of Manitoba community except in exceptional cases. The oral examination may be closed, for example, when the results of the thesis/practicum research must be kept confidential for a period of time. In such cases, the examining committee and unit Head shall recommend such action to the Dean of the Faculty of Graduate Studies who shall then approve that the final examination be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies.</p>	<p><i>Note: There is provision for a dissenting voice in the outcome of the evaluation of the oral examination and written thesis.</i></p> <p><i>Provide details of scheduling of the oral examination, format and procedures of the examination, time constraints on oral presentation, duration of questioning by examiners, number of rounds of questions, etc.</i></p> <p>The Department of Geological Sciences requires that an oral examination take place as part of the M.Sc. thesis examination.</p> <p>The oral examination will be chaired by the Graduate Chair or designate, who should not be a member of the eExamining eCCommittee. The Graduate Chair or designate must be informed of the examination date at least two weeks in advance, in order to ensure the event is adequately publicized to the University community. The full eExamining eCCommittee should normally attend the defence, if necessary via teleconferencing. When</p>

<p>Following completion of the examination of the thesis/practicum, examiners will consider the oral examination and the written thesis/practicum.</p> <p>The examiners will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the thesis to the Faculty of Graduate Studies. The advisor/co-advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee.</p> <p>The judgement of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms "approved" or "not approved" on the thesis/practicum final report form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). Each examiner must indicate his/her opinion by his/her signature. If two or more examiners do not approve the thesis, then the student is deemed to have failed the defence.</p> <p>The examining committee may recommend to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.</p>	<p>the absence of an external eExamination eCommittee member is unavoidable, they will provide questions to the eChair, who will ask these questions in the examination.</p> <p>The oral examination will begin with a 20-30 minute oral presentation by the student summarizing the results of the thesis research. The oral examination is open to all members of the University community. Following the presentation and a 15 minute open question session from the audience, everyone but the student, eChair, and eExamining eCommittee will be asked to leave. This will be followed by two rounds of questions put to the student by each member of the eExamining eCommittee. Each examiner will be allocated a maximum total of 20 minutes for questions. Questioning may be extended if necessary, but only under exceptional circumstances should it be allowed to exceed 60 minutes.</p>
<p><b>4.8.1.4 Failure</b></p> <p>In the case of a failure of the thesis/practicum at the Master's level, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student and advisor/co-advisor.</p> <p>A student will be required to withdraw when the thesis/practicum has been rejected twice at the stage where:</p> <ul style="list-style-type: none"> <li>• The examining committee reports on the merits of the written thesis;</li> <li>• The defence; or</li> <li>• A combination of both stages.</li> </ul> <p>The examining process should be completed within one month of distribution of the thesis/practicum.</p>	<p><i>The report from the Chair should include how the first failure will be addressed and a timeline for when the second attempt should occur.</i></p>
<p><b>4.8.2 Course-based/Comprehensive Examination Route</b></p> <p>Students must demonstrate his/her mastery of their field. The specific procedures for evaluation of this mastery are stated in individual units' supplemental regulations. Students should consult unit supplemental regulations for specific requirements.</p> <p>In those units where comprehensive examinations are required, students should consult unit supplemental regulations for specific requirements. The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the Report on Comprehensive Examination form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>) in the terms "pass" or "fail." No student may sit comprehensive examinations more than twice. Any student who receives a "fail" on the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.</p>	<p><i>Provide details of structure, format, duration of examination, composition of examining committee, evaluation criteria, etc.</i></p>
<p><b>4.9 Style and Format</b></p> <p>The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (see <a href="#">Appendix 1</a>).</p>	
<p><b>4.10 Deadlines for Graduation</b></p> <p>The final requirements of the degree, in the form of the final report on the thesis/practicum (and the corrected copy of the thesis/practicum); comprehensive examination; or M. Eng. project, design thesis, must be submitted to the Faculty of Graduate Studies by the appropriate deadline. For those programs that do not have a culminating exercise (thesis/practicum/comprehensive examination/M.Eng. project/Design thesis) the unit must forward potential graduate names to the</p>	

<p>Faculty of Graduate Studies by the deadline. The deadline for each of the graduation dates is published on the Faculty of Graduate Studies website at <a href="http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html">umanitoba.ca/faculties/graduate_studies/deadlines/index.html</a>.</p> <p><b>4.11 Details for Submissions of the Final Copy</b></p> <p>Following the approval of the thesis/practicum by the examining committee and the completion of any revisions required by that committee, the thesis/practicum, must be submitted to the Faculty of Graduate Studies as follows:</p> <ul style="list-style-type: none"> <li>• One digital version submitted as an e-thesis/practicum at the MSpace website (<a href="http://mspace.lib.umanitoba.ca/">http://mspace.lib.umanitoba.ca/</a>)</li> <li>• Final approval and release forms.</li> </ul>	
<p><b>4.12 Publication and Circulation of Thesis/Practicum</b></p> <p>Every graduate student registering in a thesis/practicum Master's program at The University of Manitoba shall be advised that, as a condition of being awarded the degree, he/she will be required to grant a license of partial copyright to the University and to the Library and Archives Canada for any thesis or practicum submitted as part of their degree program.</p> <p><b>Note:</b> This license makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.</p> <p>The thesis release form, including the copyright declaration/infringement form, must be completed on MSpace. This and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully comprehended.</p> <p>Publication in the above manner does not preclude further publication of the thesis or practicum report or any part of it in a journal or in a book. In such cases, an acknowledgement that the work was originally part of a thesis/practicum at The University of Manitoba should be included.</p> <p><b>Notes:</b></p> <p><b>Patents</b> –Refer to section 6 “Policy of Withholding Theses Pending Patent Applications” in this Guide.</p> <p><b>Restriction of Theses/Practica for Publication</b> – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.</p> <p><b>Library and Archives Canada</b> – Library and Archives Canada obtains a copy of the thesis via the University's MSpace repository.</p>	<p>In addition to the <u>electronic copies</u> for the Faculty of Graduate Studies, <del>the Department of Geological Sciences requires a bound copy of the final version of all M.Sc. theses</del> a pdf file of the final version of the M.Sc. thesis must be submitted to the Department of Geological Sciences office. It will be printed and bound, at the department's expense, for the departmental thesis collection.</p>
<p><b>SECTION 5: Doctor of Philosophy General Regulations</b></p> <p>The degree of Doctor of Philosophy (Ph.D.) is granted only upon evidence of general proficiency and of distinctive attainment in a special field. In particular, the candidate must demonstrate an ability for independent investigation, original research or creative scholarship. This is expected to be presented in a thesis with a degree of literary skill and by an oral examination wherein the candidate exhibits mastery of their field. The Ph.D. is a research degree and is not conferred by The University of Manitoba solely as a result of coursework study.</p> <p>Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (<a href="http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html">http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html</a>), and be</p>	<p><i>Relevant information could include:</i></p> <ul style="list-style-type: none"> <li>• <i>Minimum admission criteria (beyond FGS requirements)</i></li> <li>• <i>Admission/selection committee composition (if applicable)</i></li> <li>• <i>Admission/selection procedures</i></li> <li>• <i>Indicate which major areas are acceptable</i></li> <li>• <i>Is a thesis-based Master's degree required</i></li> </ul> <p>The normal entry requirement is the equivalent of an M.Sc. in Geological Sciences. Students with M.Sc. degrees in related fields may be accepted by the Graduate Admissions Committee providing their planned</p>

<p>kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, progression and completion.</p> <p><b>5.1 Admission</b></p> <p><b>5.1.1 General criteria</b></p> <p>Normally, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program. However, the criteria for admissions into the Ph.D. program are more stringent than for Masters' programs; therefore, the completion of a Master's program does not guarantee admission into the Ph.D. program. Some units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.</p>	<p>degree program involves studies in the Geological Sciences. The majority of the required courses taken by the student should normally be from the Department of Geological Sciences. -The research should also be in the geological sciences.</p> <p>Applications for admission are reviewed and approved by the Department of Geological Sciences Graduate Admissions Committee.</p>
<p><b>5.1.2 Direct Admission from the Bachelor's Honours or equivalent</b></p> <p>With special recommendation of the unit concerned, applicants with an honours Bachelor's degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study). Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual unit's approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for 3 years.</p>	<p><i>If direct admission is considered, specify conditions</i></p> <p>Direct entry into the Ph.D. program from an honours Bachelor's degree is permitted only for outstanding students (GPA well above 3.0 in the last two full years of undergraduate study). This route is at the discretion of the Graduate Admissions Committee and is intended only for those students that the committee considers adequately prepared for immediate Ph.D.-level studies.</p>
<p><b>5.1.3 Transfer from the Master's to the Ph.D. program</b></p> <p>Students who have not completed a Master's program may transfer to the Ph.D. program within the same unit upon the recommendation by the Head of the unit to the Faculty of Graduate Studies. The recommendation should be made within 18 months of the student's commencement of the Master's program. The coursework completed and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual unit's approved supplemental regulations specify otherwise.</p> <p>The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one month prior to the term for which the student intends to commence the Ph.D. program. The following are required when making the request: The online Application for Admission indicating a request for transfer. If the transfer is made within one year, no additional application fee must be paid. In the case where the student does not hold a Master's degree, a letter of recommendation from the Head of the unit is also required.</p> <p>If the transfer occurs within 12 months of the initial registration in the Master's program, the student will be assessed Ph.D. fees for 3 years. If the transfer occurs after 12 months, the student will be assessed Ph.D. program fees for 2 years (as they will have already paid fees for the Master's program). Students are cautioned that such transfers may impact on The University of Manitoba Graduate Fellowship duration.</p> <p>Where a student with a Master's degree or equivalent is initially admitted and registered in a Master's program, that student may be transferred to the Ph.D. program within the same unit on the recommendation of the student's advisor/co-advisor and Head of the unit, provided that follow up transfer recommendation occurs within 12 months of the initial registration in the Master's program. In such a case, the application fee is waived and fees assessed towards the Master's program will be deducted from the full 2 years of Ph.D. program fees. Transfers later than 12 months must pay an application fee and their fees will be assessed as a 3 year Ph.D.</p>	<p><i>Note: Transfer from Master's to PhD within a unit must now be completed within the first <b>18 months</b> in the Master's program.</i></p>
<p><b>5.1.4 Provisional Admission to the Ph.D.</b></p> <p>Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous</p>	

<p>registration in their Master's program until its completion. Students will require assistance from the unit and the Faculty of Graduate Studies to complete dual registration in the Master's and Ph.D. program simultaneously.</p>	
<p><b>5.1.5 English Language Proficiency</b></p> <p>See section 1.1.7.</p> <p>Some units specify an additional language requirement for the Ph.D. degree. Students should check unit supplemental regulations regarding this requirement.</p>	
<p><b>5.1.6 Students with Disabilities</b></p> <p>See Accommodation Policy for Students with Disabilities:</p> <p><a href="http://umanitoba.ca/admin/governance/governing_documents/students/281.html">http://umanitoba.ca/admin/governance/governing_documents/students/281.html</a></p>	
<p><b>5.2 Student Advisor, Co-advisor and Advisory Committee</b></p> <p><b>5.2.1 Student Advisor</b></p> <p>Every Ph.D. student must have an advisor, appointed by the Head of the unit. The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at The University of Manitoba, and therefore should be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic unit. The advisor is directly responsible for the supervision of the student's graduate program. In this capacity, the advisor assists the student in planning the graduate program, and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic unit, the Faculty of Graduate Studies, the university, and external funding agencies. The academic advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the unit and the Faculty of Graduate Studies.</p> <p>The advisor must:</p> <ul style="list-style-type: none"> <li>• be a member of the Faculty of Graduate Studies;</li> <li>• hold a Ph.D. or equivalent*;</li> <li>• be active in research;</li> <li>• have expertise in a discipline related to the student's program;</li> <li>• hold an appointment in the student's unit; and</li> <li>• have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy).</li> </ul> <p>*Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case by case basis and assessed by the potential advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not considered <i>per se</i> to be equivalent to a Ph.D.</p> <p>Usually the student and the advisor choose to work together by mutual agreement. In units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the unit or the selection committee shall appoint a faculty member to advise the student as to the rules and regulations and on a program and course requirements. This interim period must not exceed eighteen months after entry in to the program before a permanent advisor is chosen.</p> <p>A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor/co-advisor with an appointment in the same unit.</p> <p>The advisor and co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit</p>	<p><i>Note: See revised criteria for advisor/co-advisor.</i></p> <p><i>Must there be an advisor in place at admission? (Details of composition of advisory committee go in section 5.2.3)</i></p> <p><b>Normally s</b>Students will be admitted only with an identified/assigned advisor.</p> <p><a href="#">Adjunct faculty members may only co-supervise Ph.D. students with departmental faculty members.</a></p>

<p>Graduate Chair, the Head of the unit or the Dean of the Faculty of Graduate Studies.</p> <p>Should, during the student's program, the relationship between the student and advisor significantly deteriorate, the matter should be referred sequentially to the unit Graduate Chair, the Head of the unit, then to the Dean of the Faculty of Graduate Studies.</p> <p><b>5.2.2 Co-advisor</b></p> <p>In special circumstances, upon approval of the Head of the unit, an advisor and co-advisor may advise a student.</p> <p>The co-advisor must:</p> <ul style="list-style-type: none"> <li>• be a member of the Faculty of Graduate Studies,</li> <li>• hold a Ph.D. or equivalent*,</li> <li>• be active in research, and</li> <li>• have expertise in a discipline related to the student's program</li> <li>• have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy)</li> </ul> <p>*Equivalency will be approved by the Dean of the Faculty of Graduate Studies, determined on a case by case basis and assessed by the potential co-advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not considered <i>per se</i> to be equivalent to a Ph.D.</p> <p>The co-advisor will usually be identified either:</p> <p><b>A)</b> at the beginning of a student's program in situations where:</p> <ol style="list-style-type: none"> <li>1. the student desires to draw equally upon the expertise of two individuals, or</li> <li>2. the project is interdisciplinary in nature and requires the expertise of two advisors from their respective disciplines, or</li> </ol> <p><b>B)</b> mid-way through a student's program due to:</p> <ol style="list-style-type: none"> <li>1. the students' project developing in such a way as he/she requiring an additional advisor from a different discipline; or</li> <li>2. the unit introducing a new Faculty member, to the standards of the unit, whose expertise facilitates the student's project.</li> </ol> <p>When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.</p> <p>A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor/co-advisor with an appointment in the same unit.</p> <p>In all instances the Faculty of Graduate Studies must be informed of the co-assignment.</p>	
<p><b>5.2.3 Advisory Committee</b></p> <p>The Head of the unit is responsible for the establishment of an advisory committee for each Ph.D. student. Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her program. The advisory committee must consist of a minimum of three members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.</p>	<p><i>Specify composition of advisory committee, at what point the advisory committee is structured, and who assembles advisory committee</i></p> <p>The composition and responsibilities of the <b>aA</b>advisory <b>eC</b>ommittee are governed by the Faculty of Graduate Studies regulations regarding Ph.D. advisory committees. The committee must be appointed prior to the student's arrival.</p> <p>Normally, within the first two weeks of the student's</p>

<p>It is expected that, under normal circumstances, Advisory Committee members have a Ph.D. degree or equivalent and have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy). Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Graduate students may not serve on graduate student advisory committees. A staff member at the University of Manitoba at the rank of Assistant Professor or above, cannot have an advisory committee member with an appointment in the same unit. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee. Advisory committee meetings which must be held at least annually are not intended to take the place of meetings between the student and advisor/co-advisor, which should occur with much greater frequency than the advisory committee meetings.</p>	<p>commencement of the program, and prior to the course change deadline, if the student arrives at the start of a term, the Advisory Committee will meet with the student and discuss the student's background and proposed research area, in order to formulate appropriate course work for the student's program.</p>
<p><b>5.3 Program of Study</b></p> <p>As soon as possible, but no later than 24 months after a student has commenced their program, the student's program of study should be registered with the Faculty of Graduate Studies and should include:</p> <ul style="list-style-type: none"> <li>• information about the minimum or expected time for completion of the degree;</li> <li>• coursework to be taken;</li> <li>• any foreign language requirement;</li> <li>• the research area in which the thesis will be written.</li> </ul> <p>The approval of the student's advisor/co-advisor and the Head of the unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory committee and the Head of the unit. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	
<p><b>5.4 Program Requirements</b></p> <p>All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved unit supplemental regulations:</p> <ul style="list-style-type: none"> <li>• Where admission to the Ph.D. is directly from a Master's degree, a <u>minimum</u> of 12 credit hours at the 7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000 level must be at the 3000 level or above. For those students who hold a Master's degree, a maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.*</li> <li>• Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a <u>minimum</u> of 24 credit hours plus a thesis is required. The coursework must include a <u>minimum</u> of 18 credit hours at the 7000 level or higher with the balance of the coursework at the 3000 level or higher. For those students who do not hold a Master's degree, a maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.*</li> </ul> <p>*Unless professional accreditation requirements and/or the unit's supplemental regulations indicate otherwise.</p> <p>All students must complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within one year of initial registration, unless previously completed at the Masters level.</p>	<p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level e.g. 7000), and credit hours</i></p> <p>The Department of Geological Sciences requires that, where admission to the Ph.D. program is directly from a Master's degree, a minimum of 12 credit hours (minimum 9 at the 7000 level, maximum 3 at the 3000 or 4000 level), plus GEOL 7760 <u>Seminar in Geological Sciences</u>, plus a thesis <u>isare</u> required. In the case of admission to the Ph.D. without a Master's degree, a minimum of <del>twenty-four</del><u>24</u> credit hours (minimum 21 at the 7000 level, maximum 3 at the 3000 or 4000 level), plus GEOL 7760, plus a thesis <u>isare</u> required.</p>
<p><b>5.4.1 Language Reading Requirements</b></p> <p>Some units specify a language requirement for the Ph.D. degree. Students are advised to check unit supplemental regulations regarding this requirement.</p>	<p><i>Indicate if (or if not) required</i></p> <p>There is no second language requirement.</p>
<p><b>5.4.2 Advance Credit</b></p> <p>Advance credit for courses completed prior to admission to a Ph.D. program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completion of the "Recommendation for Advance Credit (Transfer of Courses)" form.</p> <p>1. Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section).</p>	

<p>Student progress shall be reported <b>at least</b> annually to the Faculty of Graduate Studies on the "Progress Report" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw.</p>	<p>Each graduate student (including those registered as part-time students) must provide an annual summary of progress (e.g., proposal, new results, timetable updates, etc.) to the Head on or before February 1. These progress reports are normally about 1-2 pages long and are in addition to progress reports required by the Faculty of Graduate Studies or presentations required by the student's advisor/<a href="#">co-advisor</a> or Advisory Committee.</p>
<p><b>5.6.1 Performance in Coursework</b></p> <p>A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p>	<p><i>Is a reference to section 2.3 necessary?</i></p>
<p><b>5.6.2 Performance Not Related to Coursework</b></p> <p>Students may be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, unsatisfactory attendance and lack of progress in research and/or thesis preparation. The student's advisory committee will make a recommendation for required withdrawal to the Head of the unit. The Head of the unit may then recommend to the Dean of the Faculty of Graduate Studies that the student be required to withdraw for reasons of unsatisfactory academic performance.</p>	<p><i>Additional examples could include attendance in seminars, standards of ethical behavior, professional dress codes.</i></p> <p>Students who have completed GEOL 7760 <b>Graduate Seminar in Geological Sciences</b> must give a departmental seminar annually and attend the majority of departmental seminars during the sessions in which they are either full- or part-time resident students. <a href="#">A resident student is defined as a student with an office space or alternate research space assigned on the University of Manitoba campus.</a> The instructor for GEOL_7760 is responsible for ensuring students meet these requirements and for reporting any failure of students to do so.</p>
<p><b>5.7 Academic Requirement for Graduation</b></p> <p>A cumulative degree grade point average of 3.0 or greater is required in those courses that constitute the program of study for graduation in the Faculty of Graduate Studies.</p>	
<p><b>5.8 Candidacy Examination</b></p> <p>The candidacy examination is an absolute requirement of the Faculty of Graduate Studies and, as such, cannot be waived under any circumstances. However, the format and content of the candidacy exam will vary from unit to unit. The purposes of the candidacy exam in doctoral programs is to determine the student's competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analysing, synthesizing, and communicating ideas about that material in depth.</p> <p>At the time specified by the advisory committee--normally within the first year after the completion of the Ph.D. program coursework but in no case later than one year prior to expected graduation--the student must successfully complete the formal candidacy examination.</p> <p>The examination is conducted according to a procedure established by the unit and approved by the Academic Guide Committee of the Faculty of Graduate Studies. Please see the unit supplemental regulations for the format and composition of the examination committee for the candidacy examination. The candidacy examination must be held at The University of Manitoba.</p> <p>This examination, which is independent from the thesis proposal, may be oral, written, or both and may cover subjects relevant to the general area of the candidate's research. These must be made known to the students.</p> <p>A pass decision of the examiners must be unanimous. Students must be provided with feedback on their performance and access to the reasons for the pass/fail.</p>	<p><i>Provide details of examination structure and format, content, duration, examining committee composition, timeline for completion within the program, and any other regulatory procedural details.</i></p> <p>Candidacy Examination: The purpose of the Candidacy Examination is as specified in the Faculty of Graduate Studies regulations, and is to ensure the student has both the depth and breadth of knowledge required for the completion of the Ph.D. program.</p> <p>Timing: The candidacy examination will normally be completed within 24 months of the student's commencement of the program. The student will be advised on the topics to be included in the examination immediately following the completion of the thesis proposal.</p> <p>Candidacy Examining Committee: The examination will be evaluated by a <b>C</b>committee chaired by the Graduate Chair (or designate), and consisting of the Ph.D. Advisory Committee and the Graduate Chair (or designate). The Graduate Chair (or designate) must not be a member of the Advisory Committee.</p>

The Dean of the Faculty of Graduate Studies must be informed whether the candidate has passed or failed the candidacy examination on the "Report on Ph.D. Candidacy Examination" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)).

Any student who fails the candidacy examination twice will be required to withdraw from the Faculty of Graduate Studies.

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

Format of the Examination: The examination will be a ~~written examination~~ conducted over the course of one day. It will consist of an ~~written~~ examination of three hours duration in the morning on topics in the area of the research program, a break of two hours, and an ~~oral~~ examination of ~~threetwo~~ hours duration in the afternoon on topics defining the breadth of the student's knowledge in the geological sciences.

The examination on the area of the research program will consist of questions in two discipline areas of the student's research and be at the level of Ph.D. research. The examination of the student's breadth of knowledge will consist of questions in three subject areas peripheral to, but relevant to, the research area and be at the senior undergraduate level. The questions for ~~boththe~~ ~~written~~ examinations are set by the Advisory Committee and reviewed by the Graduate Chair. The subject areas for the examinations will be defined by the Advisory Committee immediately following the thesis proposal and reviewed by the Graduate Chair.

Outcome. A pass in the ~~C~~candidacy examination is defined as a pass of both the examination in the area of the research program and of the examination on the student's breadth of knowledge.

A failure of either the research program or breadth-of-knowledge component of the examination will require the full examination process to be re-started, with the repeated examination to be completed within a six month deadline of the date of the initial examination. If a student fails this second attempt, a recommendation will be made to the Dean of Graduate Studies that the student be asked to withdraw from the Ph.D. program.

*Provide details of format, page limits, other guidelines, evaluation procedures, timeline for completion within the program, and any other regulatory procedural details.*

Thesis Proposal: The purpose of the ~~T~~thesis ~~P~~proposal is to demonstrate the student's understanding of the research area and to define the research objective including demonstrating that it is a distinct contribution to the field of study.

Timing: The thesis proposal must normally be completed within 12 months of the student's commencement date.

Examining Committee: The evaluation of the thesis proposal will be conducted by the Advisory Committee chaired by the Graduate Chair. All decisions of the committee must be unanimous.

Format of the Proposal ~~and its examination~~: -The proposal must include an introduction with citation of relevant literature, the thesis research objectives, the proposed methodology including a timetable, the anticipated significance of the research, and references. The length of the proposal must be between 10 and 20 pages including figures and references (12 point, single spaced, 2 cm margins). ~~A proposed budget must be~~

## 5.9 Thesis Proposal

Some units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific unit supplemental regulations. If units require thesis proposal approval, this exercise is independent from the candidacy examination. Regardless, the proposed thesis research must be approved by the advisory committee and, if necessary, by the Human Research Ethics Board or Animal Care Committee before the work has begun on the thesis research or project.

	<p><a href="#">appended to the thesis proposal.</a></p> <p><b>Examination of the Proposal:</b> Normally, within two weeks of submission of the proposal, the <a href="#">Advisory eCommittee and Graduate Chair</a> will meet with the student present. The student will give a 20 minute oral presentation of the proposal to the committee and then answer questions from the committee required to clarify points related to the proposal. Following these questions and withdrawal of the student from the meeting, the committee will evaluate the proposal.</p> <p>Outcome. The committee will define the proposal as being:</p> <p>(i) Approved</p> <p>(ii) Conditionally approved. In this case the proposal must be revised to meet the requirements of the committee and resubmitted within a 3 month period. The committee may appoint the advisor/<a href="#">co-advisor</a> and/or <a href="#">gGraduate eChair</a> as being responsible for ensuring the revisions are made adequately. If the committee considers that <a href="#">the</a> revised proposal is unacceptable, it will <a href="#">be</a> treated as a failed proposal in accord with point iii.</p> <p>(iii) Not approved. The proposal must be reformulated and rewritten and the evaluation process repeated within a 3 month period. If the proposal is still regarded as unacceptable, the student will be required to withdraw from the program.</p>
<p><b>5.10 Thesis</b></p> <p>An essential feature of Ph.D. study is the candidate's demonstration of competence to complete a research project and present the findings. The thesis must constitute a distinct contribution to knowledge in the major field of study, and the research must be of sufficient merit to be, in the judgement of the examiners, acceptable for publication.</p> <p>The thesis must be written according to a standard style acknowledged within the candidate's particular field of study and recommended by the unit, be lucid and well written, and be reasonably free from errors of style and grammar (including typographical errors).</p> <p>The final version of the thesis must be submitted by the candidate to the Faculty of Graduate Studies following the guidelines found at:  <a href="http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html">http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html</a></p>	
<p><b>5.11 Thesis Examination Procedures</b></p> <p>The final examination for the Ph.D. degree proceeds in three stages (see <a href="#">Figure 5-1</a>):</p> <ol style="list-style-type: none"> <li>1. Examination of the candidate's thesis by an internal examining committee.</li> <li>2. Examination of the candidate's thesis by an external examiner.</li> <li>3. Oral examination of the candidate by all examiners on the subject of the thesis and any matters relating thereto.</li> </ol>	<p><i>Note: There is now an internal distribution of the thesis</i></p>
<p><b>5.11.1 Formation of the Examining Committee I - University of Manitoba (Internal Examiners)</b></p> <p>The candidate's advisor (and, if appropriate, co-advisor) is considered to be a voting member of the examining committee. The candidate's advisor/co-advisor, in consultation with the Head of the unit, will recommend at least three internal thesis examiners, including the advisor/co-</p>	

<p>conclusions presented in the thesis. The advisor/co-advisor is charged with ensuring that any minor editorial or typographical revisions are satisfactorily completed. Those examiners in agreement must indicate, by their signatures, concurrence with the passing grade.</p> <ul style="list-style-type: none"> <li>• Fail: the candidate has failed to adequately orally present, or satisfactorily respond to questions posed related to, the thesis. This shall include significant defects in conception, methodology or context. Those examiners in agreement must indicate, by his/her signature, concurrence with the failing grade.</li> </ul> <p>If the external examiner <b>or</b> two or more internal examiners indicate a fail, the candidate fails the examination. A copy of the report, including providing written detailed reasons for the decision, will be made available to the candidate by the Dean of the Faculty of Graduate Studies.</p>	
<p><b>5.13 Candidate Awards</b></p> <p>The examination committee may recommend in writing to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.</p>	
<p><b>5.14 Graduation</b></p> <p>The candidate will be recommended for the Ph.D. degree upon receipt by the Faculty of Graduate Studies of favourable reports by the thesis examining committee, a corrected copy of the electronic version of the thesis submitted to MSpace, final approval and release forms, and providing all other degree requirements have been satisfied.</p> <p><b>Patents</b> –Refer to section 6 “Policy of Withholding Theses Pending Patent Applications” in this Guide.</p> <p><b>Restriction of Theses for Publication</b> – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one year after the submission of the digital version of a thesis to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.</p> <p><b>Library and Archives Canada</b> – Library and Archives Canada obtains a copy of the thesis via the University’s MSpace repository.</p>	<p>In addition to the <u>electronic copies</u> for the Faculty of Graduate Studies, <u>a pdf file of the final version of the Ph.D. thesis must be submitted to</u> the Department of Geological Sciences <u>requires a bound copy of the final version of all Ph.D. theses office. It will be printed and bound, at the department’s expense, for the departmental thesis collection.</u></p>
<p><b>5.15 Student Withdrawal</b></p> <p>A student will be required to withdraw when the Ph.D. thesis has been rejected twice at the stage where:</p> <ol style="list-style-type: none"> <li>a) The internal examining committee reports on the merits of the written thesis;</li> <li>b) The external examiner reports on the merits of the written thesis;</li> <li>c) The oral examination; or</li> <li>d) A combination of any of these stages.</li> </ol>	
<p><b>SECTION 6: Policy of Withholding Thesis Pending Patent Applications Content or Manuscript Submission</b></p> <p>In 1970 The University of Manitoba Board of Governors and Senate approved a policy on accepting research grants from outside agencies. This policy defined the right of agencies to defer release of information and thus ensure freedom of publications for research findings of University personnel. Occasionally, the University may also wish to restrict the release of a thesis pending patent application. For additional details, see The University of Manitoba governing document: <a href="http://umanitoba.ca/admin/governance/governing_documents/community/235.html">http://umanitoba.ca/admin/governance/governing_documents/community/235.html</a></p> <p>This situation may arise in the two circumstances defined below, both of which are governed by the same set of regulations.</p> <ol style="list-style-type: none"> <li>1. Where a research project is known to contain patentable items as defined in the research contract, then it is the responsibility of the advisor/co-advisor to give written</li> </ol>	

<p>before the information gathering procedures could proceed. The original approval form for access should be retained by the student with a copy provided to the Faculty of Graduate Studies upon completion of the thesis/practicum.</p>	
<p><b>1.5.2 Use of Copyrighted Material</b></p> <p>If the thesis/practicum includes copyrighted material (images or more than a reasonable extract (according to the Copyright Act) of another person's work), permission must be obtained from the copyright holder. The Faculty of Graduate Studies has developed a form (<a href="http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html">http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html</a>) that can be utilized when requesting the use of copyrighted material.</p> <p>In some cases, copyright holders prefer to use their own permission forms and/or will provide their permission electronically. Both of these are acceptable by the Faculty of Graduate Studies.</p> <p>Note that obtaining permission may take a considerable amount of time and this must be taken into consideration when meeting a thesis/practicum submission deadline. A reference to written permission having been obtained must be included under the image or text. The reference should also include the date the permission was granted, and the name/title of the copyright holder(s). The original form(s) signed by the copyright holders should be retained by the student with a copy provided to the Faculty of Graduate Studies at the completion of the thesis/practicum.</p> <p>The thesis/practicum cannot be accepted by the Faculty of Graduate Studies if permission has not been obtained. It is important that the student and their advisor ensure that the permission has been granted. In some cases, the copyright holder cannot be located or the cost is prohibitive to using the text or image. In these situations, the text or image may have to be omitted from the thesis/practicum.</p> <p>Subsequently, information on where the reader can locate the image or text should be included, such as the URL, title of book/journal, volume and issue number, page number, publisher, and date of publication. A description of the purpose or significance of the text or image should be provided.</p> <p>For further information on copyright see: <a href="http://umanitoba.ca/admin/vp_admin/ofp/copyright/index.html">http://umanitoba.ca/admin/vp_admin/ofp/copyright/index.html</a></p>	
<p><b>2.0 Manuscript/Grouped Manuscript Style</b></p> <p>A thesis/practicum may comprise a paper, or collection of papers, which are, or are about to be, published. The number of papers that comprise this style of these will be determined between the student and the advisory committee. The formatting of the thesis/practicum must be consistent throughout the thesis/practicum and the thesis/practicum cannot merely consist of several papers or articles bound within the one document.</p> <p>Publication or acceptance for publication of research results prior to the presentation of the thesis/practicum does not supersede the evaluation of the work by the examination committee (<i>i.e.</i> does not guarantee that the thesis/practicum will be found acceptable). Examiners may specify revisions regardless of the publication status.</p> <p>The thesis/practicum must follow the same prefatory information (1.1), spelling, formatting margin requirements, page numbering (1.2b-d), footnotes and appendices (1.3), figures, illustrations photographs and drawings (1.4) and any additional material (1.5) as those outlined above.</p> <p>There must be an introductory chapter to the entire thesis/practicum which includes its own bibliography. The collection of papers or articles must contribute toward the overall theme that represents the thesis/practicum work and must be smoothly integrated into the flow of the thesis/practicum to produce a unified document. This may require changes or additions to, and re-writing of, any work which has been previously published.</p> <p>The thesis/practicum must contain connecting text between the different chapters providing logical links to allow the integration of the information. <b>These connecting sections are mandatory.</b> Not including these sections may compromise the ability of the examiners to evaluate the thesis/practicum and accordingly there may be subsequent potential consequences.</p>	<p>The Department of Geological Sciences permits published papers or about-to-be-published papers to be included in a Master's thesis, under the following conditions:</p> <ul style="list-style-type: none"> <li>• The candidate's specific contribution to each paper (in case of multiple-authored papers) must be clearly indicated.</li> <li>• The candidate must be the first author on multiple-authored papers or manuscripts.</li> <li>• The thesis must include an abstract, full introduction, and conclusions.</li> <li>• Where more than one manuscript is included, connecting text and common abstract, introduction, and conclusions must be included.</li> <li>• There must be adherence to all other requirements as outlined in <a href="#">the Faculty of Graduate Studies Thesis Guidelines</a>.</li> <li>• <a href="#">Particular attention must be paid to copyright issues.</a></li> </ul>

## Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes

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### Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or program changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above dates to consider proposals from the College of Nursing.

### Observations

Over the past academic year, the College of Nursing has made revisions to their MN/NP and MN Programs; these are essentially 2 separate programs and therefore were submitted to FGS for approval separately: MN Program in September, 2017 and NP Program in February, 2018.

#### September, 2017: MN PROGRAM SUBMISSION:

The **College of Nursing** proposes four (4) course modifications, two (2) course deletions, and one (1) course introduction based on a major curriculum review in the Master of Nursing (Education, Administration and Clinical streams (excluding Nurse Practitioner)). The rationale for this review was to: a) ensure that all course descriptions and course learning outcomes reflected the current state of knowledge in the discipline; b) ensure course descriptions and course objectives (learning outcomes) were written at a level commensurate with the expectations of the Graduate Program; c) ensure that appropriate levelling between master's level courses and similar courses in the PhD Program were established or maintained; d) ensure that all courses continue to align with the mission and vision of the College of Nursing. In addition, courses currently listed in the University of Manitoba Academic Calendar were reviewed, and ten (10) courses not currently offered in either Master of Nursing Program were identified so that the process of deleting them could be initiated by the College of Nursing.

#### Course Modifications:

##### **NURS 7210: Qualitative Research Methods in Nursing**

**3**

Students will develop knowledge in qualitative research in nursing and health care, including the philosophical assumptions, theories, ethical issues, designs, methodologies, and knowledge translation strategies that are integral elements of qualitative research.

##### **NURS 7220: Quantitative Research Methods in Nursing**

**3**

Students will apply the steps of the quantitative research process to address problems identified in nursing practice, education, and/or administration. Students will also analyze the contributions that quantitative research has made to knowledge development in nursing.

**NURS 7340: Evidence-Informed Practice** **3**

Students will evaluate evidence-informed practice and its relationship to health care delivery and policy. Basic epidemiological statistics, literature searching, systematic reviews, critical appraisal, implementation science, and health intervention evaluation are integral elements of the course.

**NURS 7360: Integrative Focus** **6**

The purpose of this 6 credit course is to allow the student to focus in-depth in a substantive area of nursing practice; clinical practice, education or administration. Students will engage in practice in the area of focus, and be guided by the Faculty Advisor with respect to the goals and direction of the practicum and associated readings. Students will participate in seminars facilitated by the faculty at designated times throughout the course. Students have the option of completing this course in one term, or over two terms.

**NET CREDIT HOUR CHANGE** **NO CHANGE**

Course Deletions:

**NURS 7090 Science & Theory in Nursing** **-3**

**NURS 7350 Role Development in Advanced Nursing Practice** **-3**

Course Introductions:

**NURS 7320: Philosophy of Nursing Science** **+3**  
\*NOTE: replaces NURS7090 (name change only)

Students will analyze nursings' theoretical and scientific evolution, and assess issues related to the role that theory and research play in a practice discipline. Emphasis will be placed upon the evaluation of conceptual and theoretical perspectives applicable to the student's chosen area of focus. May not be held with NURS 7090.

**NURS 7352: Leadership in Advanced Practice Nursing** **+3**  
NOTE: essentially replaces NURS7350

Students will develop their knowledge of leadership in advanced nursing practice. Leadership theory, change management, policy development, ethical leadership, models of practice, and professional development are key elements of the course. These will be evaluated within the context of contemporary health care systems, and the legislative and fiscal environments within which leadership in advanced nursing practice takes place. May not be held with NURS 7350.

**NET CREDIT HOUR CHANGE IN MN PROGRAM** **0**

Additional Course Deletions (Courses no longer offered):

<b>NURS 7100: Administration in Nursing</b>	<b>-6</b>
<b>NURS 7160: Cancer Nursing Research</b>	<b>-3</b>
<b>NURS 7170: Community Health Nursing: Assessment of Aggregate Needs</b>	<b>-3</b>
<b>NURS 7250: Foundations of Advanced Practice Nursing</b>	<b>-3</b>
<b>NURS 7260: Health Care in Advanced Practice Nursing 1</b>	<b>-6</b>
<b>NURS 7270: Health Care in Advanced Practice Nursing 2</b>	<b>-6</b>
<b>NURS 7300: Advanced Health Assessment and Diagnostic Reasoning</b>	<b>-6</b>
<b>NURS 7370: Pathophysiologic Concepts and Therapeutics 1</b>	<b>-3</b>
<b>NURS 7380: Pathophysiologic Concepts and Therapeutics 2</b>	<b>-3</b>
<b>NURS 7390: Pathophysiologic Concepts and Therapeutics 3</b>	<b>-3</b>

**NET CREDIT HOUR CHANGE** **-42**

## **February 2018: NP PROGRAM SUBMISSION**

The **College of Nursing** proposes the modification of five (5) courses and six (6) course introductions, based on a major curriculum review in the Master of Nursing, Nurse Practitioner stream. The purpose of this review was to: a) ensure that all course descriptions and course learning outcomes reflect the current state of knowledge in the discipline; b) ensure course descriptions and course objectives (learning outcomes) are written at a level commensurate with the expectations of the MN NP Stream; c) revise selected courses to streamline course instruction and student assessment in keeping with lessons learned from issues arising in the blueprint of the current curriculum; d) ensure that all courses continue to align with the mission and vision of the College of Nursing.

**NOTE:** the following Table lists the current NP Program courses in column 1, and the proposed equivalent revised courses in column 2. Courses listed as 'same' in column 2 are unchanged.

Current Course			Proposed Revised Course			
NURS	Name	Cr. Hrs	NURS	Name		Cr Hrs
7330	Clinical Consolidation	0		Same		0
7340	Evidence-Informed Practice	3		Same		3
7350	Role Development in Advanced Nursing Practice	3	7352	Leadership in Advanced Nursing Practice*		3
7400	Introduction to Nurse Practitioner Practice	3	7402	Applied Pathophysiology and Therapeutics in Nurse Practitioner Practice		2
7410 and 7420	Advanced Health Assessment & Diagnostic Reasoning Clinical Practice 1	3	7412	Advanced Health Assessment		3
7430	Nurse Practitioner 1	6		Same		6
7440	Clinical Practice 2	3	7442	Clinical Practice 1		3
7450	Nurse Practitioner 2	5		Same		5
7460	Community Health: Key Components for Nurse Practitioners	1	7462	Advanced Practice Nursing in Primary Care Settings		2
7470	Nurse Practitioner 3	5		Same		5
7480	Clinical Practice 3	4	7482	Clinical Practice 2		4
7490	Nurse Practitioner 4	5		Same		5
7500	Clinical Practice 4	4	7502	Clinical Practice 3		4
<b>Total</b>		<b>45</b>				<b>45</b>

\*Note – request for approval of this course was submitted with the September, 2017 submission

Course Modifications:

**NURS 7330 Clinical Consolidation** **0**  
This course provides the student with the opportunity to demonstrate the acquisition and integration of the knowledge, skills and attitudes commensurate with the Nurse Practitioner scope of practice in the clinical setting at the entry-level competency level. Pre-requisite: NURS 7502. This course is evaluated on a pass/fail basis

**NURS 7430 Nurse Practitioner 1** **6**  
Within the Nurse Practitioner scope of practice, the student will develop advanced knowledge and skills as a primary care provider to address health issues affecting clients of all ages related to the HEENT (head, ears, eyes, nose, & throat), respiratory, and cardiovascular systems. Pre-requisite: NURS 7412.

**NURS 7450 Nurse Practitioner 2** **5**  
Within the Nurse Practitioner scope of practice, the student will develop advanced knowledge and skills as a primary care provider to address health issues affecting clients of all ages related to the reproductive, hematological, and genitourinary/renal system systems. Pre- requisite: NURS 7430.

**NURS 7470 Nurse Practitioner 3** **5**  
Within the Nurse Practitioner scope of practice, the student will develop advanced knowledge and skills as a primary care provider to address health issues affecting clients of all ages related to the neurological, metabolic and gastro-intestinal systems. Pre-requisite: NURS 7450

**NURS 7490 Nurse Practitioner 4** **5**  
Within the Nurse Practitioner scope of practice, the student will develop advanced knowledge and skills as a primary care provider to address health issues affecting clients of all ages related to mental health, and the musculoskeletal and dermatological systems. Pre-requisite: NURS 7470.

**NET CREDIT HOUR CHANGE** **NO CHANGE**

Course Introductions:

**NURS 7402 Applied Pathophysiology and Therapeutics in Nurse Practitioner Practice** **+2**  
The student will apply advanced knowledge in the pathophysiology and therapeutics underlying nursing concepts common to primary care conditions, and will integrate this knowledge to provide safe and effective clinical reasoning and prescribing practices within the scope of NP practice. Not to be held with NURS 7400 and NURS 7460.

**NURS 7412 Advanced Health Assessment** **+3**  
The student will perform advanced health assessments to create differential diagnoses for well clients of all ages in the context of primary care. Emphasis is on diagnostic reasoning and clinical judgment within the Nurse Practitioner scope of practice. Pre or Co-requisite: NURS 7402. Not to be held with NURS 7410 and NURS 7420.

**NURS 7442 Clinical Practice 1****+3**

This course provides the student with the opportunity to demonstrate the acquisition and integration of the knowledge, skills and attitudes commensurate with the Nurse Practitioner scope of practice in the clinical setting at the beginner level. Pre or Co-requisite: NURS 7430. Not to be held with NURS 7440. This course is evaluated on a pass/fail basis.

**NURS 7462 Advanced Practice Nursing in Primary Care Settings****+2**

The student will examine advanced nursing care in primary care settings, including population health needs, the determinants of health, ethical practice, cultural safety and social justice. Emphasis will be on the development and evaluation of evidence-informed interventions to meet the health needs of Manitobans. Not to be held with NURS 7400 and NURS 7460.

**NURS 7482 Clinical Practice 2****+4**

This course provides the student with the opportunity to demonstrate (the acquisition and integration of the knowledge, skills and attitudes commensurate with the Nurse Practitioner scope of practice in the clinical setting at the intermediate level. Pre-requisite: NURS 7442, pre or co-requisite: NURS 7470. Not to be held with NURS 7480. This course is evaluated on a pass/fail basis.

**NURS 7502 Clinical Practice 3****+4**

This course provides the student with the opportunity to demonstrate the acquisition and integration of the knowledge, skills and attitudes commensurate with the Nurse Practitioner scope of practice in the clinical setting at the proficient level. Pre-requisite: NURS 7482. Pre or co-requisite: NURS 7490. Not to be held with NURS 7500. This course is evaluated on a pass/fail basis.

**NET CREDIT HOUR CHANGE****+18**

**RE: Supplemental regulations:** The current wording from our Supplemental Regulations has been updated to reflect the requested changes in both our MN/NP & MN programs.

**Recommendations**

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

**College of Nursing**

Respectfully submitted,

Dr. Todd A. M. Mondor, Chair  
Faculty Council Committee

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

/ch

Faculty of Graduate Studies Regulation	Supplemental Regulation
	acceptance into the program.
<p><b>4.3.2 Pre-Master's Programs</b></p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the unit may recommend that the student be admitted to a pre-Master's program of study (Section 3).</p> <p>The pre-Master's program of study is intended to bring a student's background up to the equivalent of the required 4-year degree in the major unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.</p>	
<p><b>4.4 Program Requirements</b></p> <p>In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the unit and may follow the unit's supplemental regulations. Any single course cannot be used for credit toward more than one program.</p> <p>All students must complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within one year of initial registration.</p>	
<p><b>4.4.1 Thesis/Practicum Route</b></p> <p>A minimum of 12 credit hours of coursework, unless otherwise stated in the unit's supplemental regulations, plus a thesis or practicum. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the unit's supplemental regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.</p>	<p><b>Thesis Route:</b> All MN students in the College of Nursing who choose the thesis route will complete a minimum of 21 credit hours of coursework.</p> <p><u>Required Courses</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NURS 7090 Science &amp; Theory in Nursing (3 cr.)</li> <li><input type="checkbox"/> NURS 7210 Qualitative Research Methods in Nursing (3 cr.)</li> <li><input type="checkbox"/> NURS 7220 Quantitative Research Methods in Nursing (3 cr.)</li> <li><input type="checkbox"/> NURS 7320 Philosophy of Nursing Science (3 cr.)</li> <li><input type="checkbox"/> NURS 7340 Evidence Informed Practice (3 cr.)</li> <li><input type="checkbox"/> NURS 7350 Role Development in Advanced Nursing Practice (3 cr.)</li> <li><input type="checkbox"/> NURS 7352 Leadership in Advanced Practice Nursing (3 cr.)</li> </ul> <ul style="list-style-type: none"> <li>• NURS 7360 Integrative Focus (6 cr.) or 6 credit hours of elective courses to support the focus of the student's program</li> <li>• GRAD 7000 Master's Thesis</li> </ul>
<p><b>4.4.2 Course-based/Comprehensive Examination Route</b></p> <p>A minimum of 24 credit hours of coursework and comprehensive examination(s). The minimum must include at least 18 credit hours at the 7000 level or above with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed unless supplemental regulations indicate otherwise.</p>	<p><u>Nurse Practitioner Stream</u> All students in the NP stream are required to complete the following 45 credit hours of required courses, as well as several immersions and the clinical consolidation course</p> <p><u>Required Courses:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NURS 7400 Introduction to Nurse Practitioner Practice (3 cr.)</li> <li><input type="checkbox"/> NURS 7350 Role Development in Advanced Practice Nursing (3 cr.)</li> <li><input type="checkbox"/> NURS 7340 Evidence Informed Practice (3 cr.)</li> <li><input type="checkbox"/> NURS 7352 Leadership in Advanced Practice Nursing (3 cr.)</li> </ul>

Faculty of Graduate Studies Regulation	Supplemental Regulation
	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">NURS 7402 Advanced Pathophysiology and Therapeutics in Nurse Practitioner Practice (2 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7412 Advanced Health Assessment (3 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7420 Clinical Practice 1 (4 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7410 Advanced Health Assessment and Diagnostic Reasoning (2 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7430 Nurse Practitioner 1 (6 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7440 Clinical Practice 2 (3 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7442 Clinical Practice 1 (3 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7450 Nurse Practitioner 2 (5 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7460 Community Health (1 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7462 Advanced Practice Nursing in Primary Care Settings (2 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7470 Nurse Practitioner 3 (5 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7480 Clinical Practice 3 (4 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7482 Clinical Practice 2 (4 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7490 Nurse Practitioner 4 (5 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7502 Clinical Practice 3 (4 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7330 Clinical Consolidation (400 clinical hours &amp; scholarly paper)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7500 Clinical Practice 4 (4 cr.)</a></li> </ul> <p>Students who completed a Master of Nursing program and have advanced standing in NURS 7340 and or NURS <del>7352</del><sup>740</sup> or equivalent are required to substitute an elective course.</p> <p>Comprehensive Exam/Capstone Project Route: All MN students in the College of Nursing who choose the comprehensive examination route or Capstone Project route will complete 27 credit hours of coursework (Note: Comprehensive Exam route is not available to students admitted after September, 2016).</p> <p><b>Required Courses</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">NURS 7090 Science &amp; Theory in Nursing (3 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7210 Qualitative Research Methods in Nursing (3 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7220 Quantitative Research Methods in Nursing (3 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7320 Philosophy of Nursing Science (3 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7340 Evidence Informed Practice (3 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7350 Role Development in Advanced Nursing Practice (3 cr.)</a></li> <li><input type="checkbox"/> <a href="#">NURS 7352 Leadership in Advanced Practice Nursing (3 cr.)</a></li> </ul> <p>PLUS – Electives: 6 credit hours of elective course work to support the focus of the student's program and NURS 7360 Integrative Focus (6 cr.); or 12 credit hours of elective course work to support the focus of the student's program</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">GRAD 7010 Comprehensive Exam or NURS 7100 Capstone Project GRAD 7120</a></li> </ul> <p>A maximum of 6 credit hours at the 3000 or 4000 level may be taken to meet program requirements, unless special permission has been obtained from the Associate Dean, Graduate Programs, College of Nursing.</p>
<p><b>4.4.3 Accredited Professional Route</b></p> <p>The credit hours and course requirements shall reflect the requirements of the unit's external</p>	

Every graduate student registering in a thesis/practicum Master's program at The University of Manitoba shall be advised that, as a condition of being awarded the degree, he/she will be required to grant a license of partial copyright to the University and to the Library and Archives Canada for any thesis or practicum submitted as part of their degree program.

**Note:** This license makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.

The thesis release form, including the copyright declaration/infringement form, must be completed on MSpace. This and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully comprehended.

Publication in the above manner does not preclude further publication of the thesis or practicum report or any part of it in a journal or in a book. In such cases, an acknowledgement that the work was originally part of a thesis/practicum at The University of Manitoba should be included.

**Notes:**

**Patents** –Refer to section 6 “Policy of Withholding Theses Pending Patent Applications” in this Guide.

**Restriction of Theses/Practica for Publication** – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

**Library and Archives Canada** – Library and Archives Canada obtains a copy of the thesis via the University's MSpace repository.

**SECTION 5: Doctor of Philosophy General Regulations**

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

Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students ([http://umanitoba.ca/faculties/graduate\\_studies/admin/supplemental\\_regulations.html](http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html)), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, progression and completion.

**5.1 Admission**

**5.1.1 General criteria**

Normally, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program. However, the criteria for admissions into the Ph.D. program are more stringent than for Masters' programs; therefore, the completion of a Master's program does not guarantee admission into the Ph.D. program. Some units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.

In addition to the minimum requirements for admission to the Faculty of Graduate Studies (see: [http://umanitoba.ca/faculties/graduate\\_studies/admissions/min\\_requirements.html](http://umanitoba.ca/faculties/graduate_studies/admissions/min_requirements.html)):

1. Master of Nursing (MN) degree preferable. Other qualifications will be considered on a case by case basis. Prerequisites for entry into the PhD Program include the equivalence of the following MN courses: NURS7090 Science and Theory in Nursing; NURS 7320 Philosophy of Nursing Science; NURS 7210 Qualitative Research Methods in Nursing; and NURS 7220 Quantitative Research Methods in Nursing.

Students engaging in research projects which entail specific nursing practice competencies as outlined by the CRNM require active practicing registration with the CRNM prior to commencing the project.

Applicants or students with RN registration outside of Manitoba and who will require RN registration in Manitoba for the purpose of their thesis research are advised to contact the CRNM at [www.crnmb.ca](http://www.crnmb.ca) prior to application to the PhD in Nursing program.

	<ol style="list-style-type: none"> <li>2. Statement of Interest (no more than 500 words): short biographical sketch, reason for pursuing the doctoral program at the University of Manitoba, College of Nursing, area of substantive interest, prior work in that area of interest, rationale for selection of the faculty advisor, and readiness for doctoral study at this time;</li> <li>3. Current Curriculum Vitae;</li> <li>4. Written confirmation from the faculty member who has agreed to function as the Advisor for the potential doctoral student;</li> <li>5. Two pieces of writing (e.g., scholarly work or publication where the applicant is the principal author, summary of Master's work, documents written for professional work [briefs, advisories, guidelines, protocols, policies]);</li> <li>6. Three letters of recommendation; preferably at least one of which is an academic reference;</li> <li>7. The completion of a minimum 12 credit hours for exceptional MN students from the University of Manitoba who wish to transfer to the PhD program, to include: <u>NURS 7090</u>; <u>NURS 7210</u>; <u>NURS 7220</u>; <u>NURS 7320</u> and <u>NURS 7340</u>.</li> </ol> <p>See Section 5.1.3</p>
<p><b>5.1.2 Direct Admission from the Bachelor's Honours or equivalent</b></p> <p>With special recommendation of the unit concerned, applicants with an honours Bachelor's degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study). Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual unit's approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for 3 years.</p>	<p>Students will not be considered for direct admission from a Bachelor's Honours or equivalent degree.</p>
<p><b>5.1.3 Transfer from the Master's to the Ph.D. program</b></p> <p>Students who have not completed a Master's program may transfer to the Ph.D. program within the same unit upon the recommendation by the Head of the unit to the Faculty of Graduate Studies. The recommendation should be made within 18 months of the student's commencement of the Master's program. The coursework completed and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual unit's approved supplemental regulations specify otherwise.</p> <p>The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one month prior to the term for which the student intends to commence the Ph.D. program. The following are required when making the request: The online Application for Admission indicating a request for transfer. If the transfer is made within one year, no additional application fee must be paid. In the case where the student does not hold a Master's degree, a letter of recommendation from the Head of the unit is also required.</p> <p>If the transfer occurs within 12 months of the initial registration in the Master's program, the student will be assessed Ph.D. fees for 3 years. If the transfer occurs after 12 months, the student will be assessed Ph.D. program fees for 2 years (as they will have already paid fees for the Master's program). Students are cautioned that such transfers may impact on The University of Manitoba Graduate Fellowship duration.</p>	<p>The completion of the following pre-requisite courses (12 credit hours) are required for exceptional students from the Master of Nursing Program at the University of Manitoba who wish to transition to the PhD in Nursing Program:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>NURS 7090 Science and Theory in Nursing (3 credit hours)</u></li> <li><input type="checkbox"/> <u>NURS 7210 Qualitative Research Methods in Nursing (3 credit hours)</u></li> <li><input type="checkbox"/> <u>NURS 7220 Quantitative Research Methods in Nursing (3 credit hours)</u></li> <li><input type="checkbox"/> <u>NURS 7340 Evidence Informed Practice (3 credit hours)</u></li> <li><input type="checkbox"/> <u>NURS 7320 Philosophy of Nursing Science (3 credit hours)</u></li> </ul> <p>Two of the courses must be completed by the application deadline, with the remaining two being completed prior to the start date of the PhD Program. Admission will normally be revoked for any student who has not met the requirement by the stated deadline.</p>

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### Preamble

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

### Observations

1. The **College of Nursing** proposes the modification of two courses, one course introductions and one course deletion. This is to ensure that all course descriptions and course outcomes reflected the current state of knowledge in the discipline. Endure course descriptions and course objectives (learning outcomes) were written at a level commensurate with the expectations of the Graduate Program. Ensure that appropriate levelling between PhD in Nursing courses and similar courses in the Master of Nursing Program were established or maintained. Ensure that all courses continue to align with the mission and vision of the College of Nursing.

#### Course Introduction

**NURS 8002 Advanced Philosophy of Nursing Science** **+3**

Through a critical evaluation of relevant concepts, paradigms, theories, and conceptual frameworks in science and nursing, students will advance their thesis endeavors.

#### Course Deletion

**NURS 8000 Philosophy of Nursing Science** **-3**

**NET CREDIT HOUR CHANGE** **NO CHANGE**

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#### Course Modification

**NURS 8010 Advanced Qualitative Research Methods** **3**

This course will advance the student's critical understanding of the philosophical foundations and application of qualitative research methods in nursing and health care. Students will engage in a critical examination of the epistemological, ethical and methodological underpinnings of qualitative research. The implications of qualitative research, and its advancement and impact on policy development in nursing and health care are integral elements of the course.

**NURS 8020 Advanced Knowledge Translation & Health Care Policy**

**3**

Through critical analysis of knowledge translation and health policy frameworks, students will advance their knowledge of evidence-to-practice strategies that maximize research uptake in interprofessional, clinical, and political contexts. Students will draw on the course concepts to inform their area of research.

**NET CREDIT HOUR CHANGE**

**NO CHANGE**

**Recommendations**

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

**Department of Nursing**

Respectfully submitted,

Dr. Todd A. M. Mondor, Chair  
Faculty Council Committee

/ch

**Comments of the Senate Executive Committee:**

The Senate Executive Committee endorses the report to Senate.

<p>The Head of the unit is responsible for the establishment of an advisory committee for each Ph.D. student. Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her program. The advisory committee must consist of a minimum of three members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.</p> <p>It is expected that, under normal circumstances, Advisory Committee members have a Ph.D. degree or equivalent and have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy). Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Graduate students may not serve on graduate student advisory committees. A staff member at the University of Manitoba at the rank of Assistant Professor or above, cannot have an advisory committee member with an appointment in the same unit. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee. Advisory committee meetings which must be held at least annually are not intended to take the place of meetings between the student and advisor/co-advisor, which should occur with much greater frequency than the advisory committee meetings.</p>	<p>Within one year of registration as a full-time student in the Ph.D. program, or its equivalent for part-time students, an Advisory Committee will be established for each student. The Advisory Committee will consist of a minimum of three faculty members to include the thesis advisor(s) and an internal member who are both from the College of Nursing and members of the Faculty of Graduate Studies, and one member who is external to the College. One of the College of Nursing committee members must be licensed as a Registered Nurse (RN) or a Registered Psychiatric Nurse (RPN). In the case where a student is co-advised, the committee may consist of four faculty members, with the co-advisors constituting a single voice.</p> <p>The process for establishing the advisory committee: the student must submit a letter to the Associate Dean, Graduate Programs, in which he/she requests approval of the committee and provides rationale for each committee member; following approval by the College of Nursing Graduate Programs Curriculum Governance &amp; Quality Assurance Committee, the request is forwarded to the Faculty of Graduate Studies for final committee membership approval.</p> <p>The advisory committee will meet a minimum of once per year with the student. This meeting will involve discussion with the student on issues concerning basic knowledge, thesis research, progress in coursework, or any other issues which impact on the student progress and experience in the Ph.D. program. The Advisory committee will meet with the student and sign a Graduate Studies Progress Report, which will be entered into the student's record.</p>
<p><b>5.3 Program of Study</b></p> <p>As soon as possible, but no later than 24 months after a student has commenced their program, the student's program of study should be registered with the Faculty of Graduate Studies and should include:</p> <ul style="list-style-type: none"> <li>• information about the minimum or expected time for completion of the degree;</li> <li>• coursework to be taken;</li> <li>• any foreign language requirement;</li> <li>• the research area in which the thesis will be written.</li> </ul> <p>The approval of the student's advisor/co-advisor and the Head of the unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory committee and the Head of the unit. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	
<p><b>5.4 Program Requirements</b></p> <p>All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved unit supplemental regulations:</p> <ul style="list-style-type: none"> <li>• Where admission to the Ph.D. is directly from a Master's degree, a <u>minimum</u> of 12 credit hours at the 7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000 level must be at the 3000</li> </ul>	<p>The course-work requirement will consist of a minimum of twelve credit hours of 8000-level course-work:</p> <ul style="list-style-type: none"> <li>• <a href="#">NURS 8000 Philosophy of Nursing Science (3 cr.)</a></li> <li>• <a href="#">NURS 8002 Advanced Philosophy of Nursing Science (3 cr.)</a></li> <li>• <a href="#">NURS 8010 Advanced Qualitative Research</a></li> </ul>

<p>level or above. For those students who hold a Master's degree, a maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.*</p> <ul style="list-style-type: none"> <li>• Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a <u>minimum</u> of 24 credit hours plus a thesis is required. The coursework must include a <u>minimum</u> of 18 credit hours at the 7000 level or higher with the balance of the coursework at the 3000 level or higher. For those students who do not hold a Master's degree, a maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.*</li> </ul> <p>*Unless professional accreditation requirements and/or the unit's supplemental regulations indicate otherwise.</p> <p>All students must complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within one year of initial registration, unless previously completed at the Masters level.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Methods for Nursing</a> (3 cr).</li> <li>• NURS 8020 Advanced Knowledge Translation &amp; Health Care Policy (3 cr)</li> <li>• NURS 8030 Doctoral Student Seminars (0 cr)</li> <li>• A Quantitative Research Methods course (3 cr)</li> </ul> <p>Students may augment their learning, as negotiated with their advisors, with other elective courses to enhance theoretical, clinical, methodological, statistical, and/or policy knowledge.</p>
<p><b>5.4.1 Language Reading Requirements</b></p> <p>Some units specify a language requirement for the Ph.D. degree. Students are advised to check unit supplemental regulations regarding this requirement.</p>	<p>As per the minimum requirements for admission to the Faculty of Graduate Studies (see: <a href="http://umanitoba.ca/faculties/graduate_studies/admissions/min_requirements.html">http://umanitoba.ca/faculties/graduate_studies/admissions/min_requirements.html</a>):</p>
<p><b>5.4.2 Advance Credit</b></p> <p>Advance credit for courses completed prior to admission to a Ph.D. program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completion of the "Recommendation for Advance Credit (Transfer of Courses)" form.</p> <ol style="list-style-type: none"> <li>1. Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section).</li> <li>2. No more than half of the required coursework for the program can be given advance credit.</li> <li>3. A course may not be used for credit toward more than one degree, diploma or certificate.</li> <li>4. The student must register at The University of Manitoba for one academic year as a full-time student and must also complete the thesis at The University of Manitoba.</li> <li>5. Regardless of the extent of advanced credit received, all students are required to pay the program fee.</li> </ol>	
<p><b>5.4.3 Transfer Credit</b></p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ol style="list-style-type: none"> <li>1. must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;</li> <li>2. are considered on an individual basis;</li> <li>3. cannot be used for credit towards another degree;</li> <li>4. may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.</li> </ol> <p>Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; an original transcript and course equivalency must be provided.</p>	
<p><b>5.4.4 Lapse of Credit of Courses</b></p> <p>Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.</p>	
<p><b>5.5 Time Limits</b></p>	

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or program changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider proposals from the College of Pharmacy.

### Observations

1. The **College of Pharmacy** proposes the modification of two (2) course and two (2) course introductions. They wish to change two long course titles only in their required Pharmacy graduate studies seminar courses, PHRM 7160 – Pharmacy Seminar 1 and PHRM 7170 – Pharmacy Seminar 2, and introduce two new required seminar courses (PHRM 7260/7270). This will properly reflect the appropriate seminar courses for each degree program, MSc vs PhD. Currently; they have two existing seminar courses for all of their graduate students, PHRM 7160 – Pharmacy Seminar 1 and PHRM 7170 – Pharmacy Seminar 2. Unfortunately, a transcript issue occurs when a graduate student takes those courses as an MSc student, and then re-takes the courses again as a PhD student. Although the research projects presented as part of these seminar courses would be different for their MSc/PhD studies, the transcript would appear as if the student has repeated the same class. As a result, they need to differentiate between the courses on the transcript when a student takes these courses during their MSc and PhD degrees. In order to correct this issue, they are modifying the long course titles for their two existing seminar courses to read 'PHRM 7160 – Pharmacy Seminar 1 MSc' and 'PHRM 7170 – Pharmacy Seminar 2 MSc', while also introducing two new courses, 'PHRM 7260 – Pharmacy Seminar 1 PhD' and 'PHRM 7270 – Pharmacy Seminar 2 PhD'. The latter two courses would be the exact same as 7160/7170, however, just for our PhD students, and the title change is required to avoid this transcript issue. Additionally, the course changes would simplify student course registration by making it clearer which course is appropriate for each degree program. The changes will create multiple scenarios, please see below:

#### **Description of Pharmacy Seminar Courses**

PHRM 7160 [MSc]/7260 [PhD] - Emphasis is on literature review and background information pertaining to project – hypothesis, study design, etc. No requirement to include research findings.

PHRM 7170 [MSc]/7270 [PhD] – Emphasis is on research findings and analyses, and defense therein. More in depth than 7160.

#### **Scenario 1: M.Sc. student only:**

Required: PHRM 7160.

Elective: PHRM 7170.

When not registered in either of the above, the student must deliver an abbreviated research seminar within the College of Pharmacy.

**Scenario 2: Ph.D. student only:**

Required: PHRM 7260.

Elective: PHRM 7270.

When not registered in any of the above, the student must deliver an abbreviated research seminar within the College of Pharmacy.

**Scenario 3: student completes M.Sc., then pursues Ph.D. (i.e. NEW Ph.D PROJECT)**

Required: PHRM 7260.

Elective: PHRM 7270.

When not registered in either of the above, the student must deliver an abbreviated research seminar within the College of Pharmacy.

**Scenario 4: student is admitted to M.Sc., then transfers to Ph.D. (i.e. M.Sc. project expanded to achieve Ph.D. scope)**

Required: PHRM 7160.

Elective: PHRM 7170, 7260, 7270.

When not registered in either of the above, the student must deliver an abbreviated research seminar within the College of Pharmacy.

\*Here, 7260 ceases to be required because 7160 was taken within the same program.

Course Introductions

**PHRM 7260 Pharmacy Seminar 1 PhD 3**

Seminars and lectures on selected topics in pharmacy. Students are required to present both oral and written reports on research topics.

**PHRM 7270 Pharmacy Seminar 2 PhD 3**

Lectures and groups discussions on recent developments in pharmaceutical fields. Students are required to give an oral presentation. (Prerequisite: PHRM 7260, or 7160 if the student direct transfers from MSc.)

**NET CREDIT HOUR CHANGE +6**

Course Modification

**PHRM 7160 Pharmacy Seminar 1 MSc 3**

Seminars and lectures on selected topics in pharmacy. Students are required to present both an oral and written report on research topics.

**PHRM 7170 Pharmacy Seminar 2 MSc**

**3**

Lectures and group discussions on recent developments in pharmaceutical fields. Students are required to give an oral presentation. (Prerequisite: PHRM 7160).

**NET CREDIT HOUR CHANGE**

**NO CHANGE**

**Recommendations**

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

**Department of Pharmacy**

Respectfully submitted,

Dr. Todd A. M. Mondor, Chair  
Faculty Council Committee

/ch

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.</p>	
<p><b>4.7.3 Academic Performance</b></p> <p>Student progress shall be reported <b>at least</b> annually to the Faculty of Graduate Studies on the "Progress Report" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw from the Faculty of Graduate Studies.</p>	<p>On at least an annual basis, the advisory committee must meet to conduct a formal review of the student's progress in course work and research. The student must submit a typewritten, double-spaced progress report of 2-5 pages (not including references and figures) to each committee member at least seven days prior to the anticipated date of the review meeting.</p> <p>The results of the progress review meeting must be documented on the "Faculty of Graduate Studies Progress Report Form," signed by the advisory committee members, and submitted to the PGSC prior to May 31<sup>st</sup> of each year. After reviewing and signing the report, the Chair of the PGSC or designate will submit the completed form to the Faculty of Graduate Studies in accordance with its deadline.</p> <p>A rating of unsatisfactory progress is considered a failure, and the student's progress will be reviewed subsequently in 4-6 months. In the event that a second rating of unsatisfactory progress is assigned and the progress report forwarded to FGS, the student will be required by FGS to withdraw from the M.Sc. program.</p> <p>Note: Advisory committees are encouraged to meet at other times during the year, in addition to the formal annual reviews, especially if the student or advisor is encountering any difficulties. A progress report may be completed at each additional meeting.</p>
<p><b>4.7.4 Performance in Coursework</b></p> <p>A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p>	
<p><b>4.7.5 Performance not related to Coursework</b></p> <p>In some units, students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is outlined in individual unit supplemental regulations and students should consult these supplemental regulations for specific requirements. Unacceptable performance must be reported to the Faculty of Graduate Studies on the "Progress Report Form" (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the unit Head to the Dean of the Faculty of Graduate Studies.</p>	<p><b>Graduate students and WHMIS:</b> Graduate students working in a laboratory are workers as defined in the WHMIS (Workplace Hazardous Materials Information System) legislation. All students will be trained in the WHMIS requirements and must follow the practices outlined in these policies.</p> <p><b>Graduate students and seminars:</b> Students in the M.Sc. program are required to attend and participate in the College of Pharmacy Graduate Seminar Series during each year they are registered as a full time student.</p>
<p><b>4.8 Requirements for Graduation</b></p> <p>All students must:</p> <ul style="list-style-type: none"> <li>• maintain a minimum degree grade point average of 3.0 with no grade below C+,</li> <li>• meet the minimum and not exceed the maximum course requirements, and</li> <li>• meet the minimum and not exceed the maximum time requirements.</li> </ul> <p>Individual units may have additional specific requirements for graduation and students should consult unit supplemental regulations for these specific requirements.</p>	

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>If two or more examiners do not approve the thesis, then the student is deemed to have failed the distribution.</p> <p><b>4.8.1.3 Oral Examination</b></p> <p>For units requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary regulations of the unit. Students should consult these supplemental regulations for specific requirements. A student has the right to an examination of the thesis/practicum if he/she believes it is ready for examination. It is the unit's responsibility to warn the student of any risk involved should he/she decide to proceed against the unit's recommendation.</p> <p>All members of the examining committee should be present at the examination. If an examining committee member cannot attend the defence, prior approval must be obtained from the Faculty of Graduate studies for the defence to proceed. Under no circumstances can the student participate by video conferencing. Regardless of open or closed status, no recording devices will be permitted.</p> <p>The oral examination shall be open to all members of The University of Manitoba community except in exceptional cases. The oral examination may be closed, for example, when the results of the thesis/practicum research must be kept confidential for a period of time. In such cases, the examining committee and unit Head shall recommend such action to the Dean of the Faculty of Graduate Studies who shall then approve that the final examination be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies.</p> <p>Following completion of the examination of the thesis/practicum, examiners will consider the oral examination and the written thesis/practicum.</p> <p>The examiners will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the thesis to the Faculty of Graduate Studies. The advisor/co-advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee.</p> <p>The judgement of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms "approved" or "not approved" on the thesis/practicum final report form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). Each examiner must indicate his/her opinion by his/her signature. If two or more examiners do not approve the thesis, then the student is deemed to have failed the defence.</p> <p>The examining committee may recommend to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.</p>	<p>Approval of the written thesis by the Examining Committee must be acquired before proceeding to the oral examination. Therefore, each member of the Examining Committee, within one month of the receipt of the thesis, shall submit to the Chair of the PGSC, or delegate, a recommendation to "not approve" or "approve" the written thesis. In the event that the first attempt does not gain approval, a second attempt is allowed. If the second attempt is unsuccessful, the Chair will recommend to FGS that the student be required to withdraw from the program.</p> <p>On approval of the written thesis by the Examining Committee, the student will proceed to the oral examination within 2 weeks.</p> <p>The oral examination will be conducted by the Chair of the PGSC or designate. The Examining Committee will normally consist of the student's advisor and members of the advisory committee.</p> <p>In terms of format, the candidate will present the thesis clearly and concisely within 30 minutes. It should be noted that the ability of the candidate to present the thesis within the time required is considered part of the examination process and will be considered when deciding the result of the examination. At the conclusion of the candidate's presentation, the examiners will be invited to pose questions. Questions will then be invited from other Faculty and members of the audience. <a href="#">Total time not to exceed 2 hours.</a></p> <p>Following completion of the question period, faculty, members of the audience, and the candidate will be dismissed. The examining committee will then meet to discuss the result of the examination, which is Pass or Fail. Two or more examiners' failing votes lead to a failed defence.</p> <p>In the event of failure of the oral examination, a second attempt may be scheduled only if the written thesis was approved on the first attempt. If the second attempt is unsuccessful, the student will be required to withdraw from the program.</p>
<p><b>4.8.1.4 Failure</b></p> <p>In the case of a failure of the thesis/practicum at the Master's level, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student and advisor/co-advisor.</p> <p>A student will be required to withdraw when the thesis/practicum has been rejected twice at the stage where:</p> <ul style="list-style-type: none"> <li>• The examining committee reports on the merits of the written thesis;</li> <li>• The defence; or</li> <li>• A combination of both stages.</li> </ul> <p>The examining process should be completed within one month of distribution of the thesis/practicum.</p>	

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study). Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual unit's approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for 3 years.</p>	
<p><b>5.1.3 Transfer from the Master's to the Ph.D. program</b></p> <p>Students who have not completed a Master's program may transfer to the Ph.D. program within the same unit upon the recommendation by the Head of the unit to the Faculty of Graduate Studies. The recommendation should be made within 168 months of the student's commencement of the Master's program. The coursework completed and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual unit's approved supplemental regulations specify otherwise.</p> <p>The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one month prior to the term for which the student intends to commence the Ph.D. program. The following are required when making the request: The online Application for Admission indicating a request for transfer. If the transfer is made within one year, no additional application fee must be paid. In the case where the student does not hold a Master's degree, a letter of recommendation from the Head of the unit is also required.</p> <p>If the transfer occurs within 12 months of the initial registration in the Master's program, the student will be assessed Ph.D. fees for 3 years. If the transfer occurs after 12 months, the student will be assessed Ph.D. program fees for 2 years (as they will have already paid fees for the Master's program). Students are cautioned that such transfers may impact on The University of Manitoba Graduate Fellowship duration.</p> <p>Where a student with a Master's degree or equivalent is initially admitted and registered in a Master's program, that student may be transferred to the Ph.D. program within the same unit on the recommendation of the student's advisor/co-advisor and Head of the unit, provided that follow up transfer recommendation occurs within 12 months of the initial registration in the Master's program. In such a case, the application fee is waived and fees assessed towards the Master's program will be deducted from the full 2 years of Ph.D. program fees. Transfers later than 12 months must pay an application fee and their fees will be assessed as a 3 year Ph.D.</p>	<p>Students without a recognized Master's degree are admitted initially into the M.Sc. program. If, after 12 months, the student has demonstrated academic excellence, including a cumulative GPA of at least 3.75 (4.5 scale) during the time in the Pharmacy graduate program, then subject to the concurrence of the student's Advisory committee and the PGSC, the student may apply for transfer to the Ph.D. program as outlined below.</p> <p>Students registered in the M.Sc. program who have made excellent progress over the first 12 months in their program may be considered for transfer to the Ph.D. program. The transfer must be completed within 168 months (4 terms) of the student's commencement in the Master's program.</p> <p>Such transfer will be considered only when:</p> <ol style="list-style-type: none"> <li>1. The student requests, in writing, approval of the PGSC to transfer to the Ph.D. program. Documentation including a copy of the student's transcript as well as evidence of research productivity should also be provided. This request should be made to the Chair of the PGSC.</li> <li>2. The advisor provides a letter to the Chair of the PGSC indicating his/her approval of the transfer, and stating they will increase financial support to a level at least two years equivalent to the University of Manitoba Graduate Fellowship for Ph.D. students.</li> <li>3. At least 6 credit hours of course work, exclusive of the mandatory PHRM 7160_Pharmacy Seminar 1 MSc course, were successfully completed (GPA≥3.75 over the current program).</li> </ol> <p>A student may request transfer from the M.Sc. to the Ph.D. program only once. Students who do not transfer may apply to the Ph.D. program after completing their M.Sc. program.</p>
<p><b>5.1.4 Provisional Admission to the Ph.D.</b></p> <p>Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the unit and the Faculty of Graduate Studies to complete dual registration in the Master's and Ph.D. program simultaneously.</p>	<p>Admissions are considered on a case-by-case basis by the PGSC, which will function as the Ph.D. selection committee.</p>
<p><b>5.1.5 English Language Proficiency</b></p> <p>See section 1.1.7.</p> <p>Some units specify an additional language requirement for the Ph.D. degree. Students should check unit supplemental regulations regarding this requirement.</p>	
<p><b>5.1.6 Students with Disabilities</b></p>	

Faculty of Graduate Studies Regulation	Supplemental Regulation
<ul style="list-style-type: none"> <li>• be a member of the Faculty of Graduate Studies,</li> <li>• hold a Ph.D. or equivalent*,</li> <li>• be active in research, and</li> <li>• have expertise in a discipline related to the student's program</li> <li>• have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy)</li> </ul> <p>*Equivalency will be approved by the Dean of the Faculty of Graduate Studies, determined on a case by case basis and assessed by the potential co-advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not considered <i>per se</i> to be equivalent to a Ph.D.</p> <p>The co-advisor will usually be identified either:</p> <p><b>A)</b> at the beginning of a student's program in situations where:</p> <ol style="list-style-type: none"> <li>1. the student desires to draw equally upon the expertise of two individuals, or</li> <li>2. the project is interdisciplinary in nature and requires the expertise of two advisors from their respective disciplines, or</li> </ol> <p><b>B)</b> mid-way through a student's program due to:</p> <ol style="list-style-type: none"> <li>1. the students' project developing in such a way as he/she requiring an additional advisor from a different discipline; or</li> <li>2. the unit introducing a new Faculty member, to the standards of the unit, whose expertise facilitates the student's project.</li> </ol> <p>When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.</p> <p>A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor/co-advisor with an appointment in the same unit.</p> <p>In all instances the Faculty of Graduate Studies must be informed of the co-assignment.</p>	
<p><b>5.2.3 Advisory Committee</b></p> <p>The Head of the unit is responsible for the establishment of an advisory committee for each Ph.D. student. Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her program. The advisory committee must consist of a minimum of three members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.</p> <p>It is expected that, under normal circumstances, Advisory Committee members have a Ph.D. degree or equivalent and have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy). Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Graduate students may not serve on graduate student advisory committees. A staff member at the University of Manitoba at the rank of Assistant Professor or above, cannot have an advisory committee member with an appointment in the same unit. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee. Advisory committee meetings which must be held at least annually are not intended to take the place of meetings between the student and advisor/co-advisor, which should occur with much greater frequency than the advisory committee meetings.</p>	<p>Within six months of beginning the Ph.D. program, each advisor, in consultation with the student, will select an advisory committee and submit their names to the Chair of the PGSC for approval.</p> <p>The Committee must conduct a formal Annual Review of the student's progress, such that the Progress Report form is submitted to the PGSC by a specific date at the end of each academic year.</p> <p>Advisory committees are encouraged to meet at other times during the year, in addition to the formal annual reviews, especially if the student or advisor is encountering any difficulties. A progress report may be completed at each additional meeting.</p>
<p><b>5.3 Program of Study</b></p>	<p>Programs of study will be monitored by advisory committees during student Progress Report Meetings. At the first annual review meeting following the student's</p>

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>As soon as possible, but no later than 24 months after a student has commenced their program, the student's program of study should be registered with the Faculty of Graduate Studies and should include:</p> <ul style="list-style-type: none"> <li>• information about the minimum or expected time for completion of the degree;</li> <li>• coursework to be taken;</li> <li>• any foreign language requirement;</li> <li>• the research area in which the thesis will be written.</li> </ul> <p>The approval of the student's advisor/co-advisor and the Head of the unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory committee and the Head of the unit. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	<p>acceptance into the Ph.D. program, the committee will complete the 'Ph.D. Program of Study and Appointment of Advisory Committee' form. A copy of this form will be retained by the Faculty, and the original will be forwarded to the Faculty of Graduate Studies.</p>
<p><b>5.4 Program Requirements</b></p> <p>All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved unit supplemental regulations:</p> <ul style="list-style-type: none"> <li>• Where admission to the Ph.D. is directly from a Master's degree, a <u>minimum</u> of 12 credit hours at the 7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000 level must be at the 3000 level or above. For those students who hold a Master's degree, a maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.*</li> <li>• Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a <u>minimum</u> of 24 credit hours plus a thesis is required. The coursework must include a <u>minimum</u> of 18 credit hours at the 7000 level or higher with the balance of the coursework at the 3000 level or higher. For those students who do not hold a Master's degree, a maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.*</li> </ul> <p>*Unless professional accreditation requirements and/or the unit's supplemental regulations indicate otherwise.</p> <p>All students must complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within one year of initial registration, unless previously completed at the Masters level.</p>	<p>Students must enroll in the Pharmacy Seminar 1 <a href="#">PhD</a> course (PHRM 72460). However, if PHRM 7160 was completed during the M.Sc. program in Pharmacy, the student may opt to repeat PHRM 72460 or select other courses to meet credit hour requirements. Following completion of PHRM 72460, students in the Ph.D. program are required to present at least one research seminar in the College of Pharmacy Graduate Seminar Series during each year they are registered as a full time student.</p> <p>There are no other required courses, but students must acquire approval from their advisory committee when selecting courses to meet credit hour requirements.</p> <p>Students may take one offering of PHRM 7120 during their program by default; subsequent PHRM 7120 offerings may be taken, provided the offering is from a different course coordinator, and only upon approval from PGSC.</p> <p>Students must provide the Chair of the PGSC, or designate, with written approval of their advisory committee in order to withdraw from a course.</p>
<p><b>5.4.1 Language Reading Requirements</b></p> <p>Some units specify a language requirement for the Ph.D. degree. Students are advised to check unit supplemental regulations regarding this requirement.</p>	
<p><b>5.4.2 Advance Credit</b></p> <p>Advance credit for courses completed prior to admission to a Ph.D. program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completion of the "Recommendation for Advance Credit (Transfer of Courses)" form.</p> <ol style="list-style-type: none"> <li>1. Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section).</li> <li>2. No more than half of the required coursework for the program can be given advance credit.</li> <li>3. A course may not be used for credit toward more than one degree, diploma or certificate.</li> <li>4. The student must register at The University of Manitoba for one academic year as a full-time student and must also complete the thesis at The University of Manitoba.</li> <li>5. Regardless of the extent of advanced credit received, all students are required to pay the program fee.</li> </ol>	

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p><b>5.4.3 Transfer Credit</b></p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ol style="list-style-type: none"> <li>1. must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;</li> <li>2. are considered on an individual basis;</li> <li>3. cannot be used for credit towards another degree;</li> <li>4. may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.</li> </ol> <p>Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; an original transcript and course equivalency must be provided.</p>	
<p><b>5.4.4 Lapse of Credit of Courses</b></p> <p>Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.</p>	
<p><b>5.5 Time Limits</b></p> <p><b>5.5.1 Minimum Time Limit</b></p> <p>The minimum time requirement for the program of study for a Ph.D. degree will normally be two years of study beyond the level of the Master's degree, or three years beyond the level of a Bachelor's degree. The student may be permitted to spend one of these years in an approved program of research or study elsewhere. Such permission must be approved by the Dean of the Faculty of Graduate Studies on the recommendation of the student's advisory committee.</p> <p><b>5.5.2 Maximum Time Limit</b></p> <p>A student's candidature shall lapse if he/she fails to complete the degree within six years following initial registration in the Ph.D. program. For those students who transfer from the Master's to the Ph.D., years spent in the Master's program are counted as years in the Ph.D. program. Ph.D. students who are declared as part-time will receive an additional four months in time to complete their program for every two years (24 months) they are declared as part time (see section 1.4.1).</p> <p>Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies <b>at least three, but no more than four, months</b> prior to expiration of the respective maximum time limit.</p> <p>A student who has not completed the degree requirements within the time limit or within the time limit of any extension that has been granted (see also sections "Extension of Time to Complete Program of Study" and "Leave of Absence") will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p>	
<p><b>5.6 Academic Performance</b></p> <p>Student progress shall be reported <b>at least</b> annually to the Faculty of Graduate Studies on the "Progress Report" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw.</p>	<p>On at least an annual basis, the advisory committee must meet to conduct a formal review of the student's progress in course work and research. The student must submit a typewritten, double-spaced progress report of 2-5 pages (not including references and figures) to each committee member at least seven days prior to the anticipated date of the review meeting.</p> <p>The results of the progress review meeting must be documented on the "Faculty of Graduate Studies Progress Report Form," signed by the advisory committee members, and submitted to the PGSC prior to a specified</p>

Faculty of Graduate Studies Regulation	Supplemental Regulation
	<p>date at the end of each academic year. After reviewing and signing the report, the Chair of the PGSC or designate will submit the completed form to the Faculty of Graduate Studies in accordance with its deadline.</p> <p>In the event that a second rating of unsatisfactory progress is assigned and the progress report forwarded to FGS, the student will be required by FGS to withdraw from the Ph.D. program. Note: Advisory committees are encouraged to meet at other times during the year, in addition to the formal annual reviews, especially if the student or advisor is encountering any difficulties. A progress report may be completed at each additional meeting <a href="#">in accordance to FGS requirements</a>.</p>
<p><b>5.6.1 Performance in Coursework</b></p> <p>A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p>	
<p><b>5.6.2 Performance Not Related to Coursework</b></p> <p>Students may be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, unsatisfactory attendance and lack of progress in research and/or thesis preparation. The student's advisory committee will make a recommendation for required withdrawal to the Head of the unit. The Head of the unit may then recommend to the Dean of the Faculty of Graduate Studies that the student be required to withdraw for reasons of unsatisfactory academic performance.</p>	<p><b>Graduate students and WHMIS:</b> Graduate students working in a laboratory are workers as defined in the WHMIS (Workplace Hazardous Materials Information System) legislation. All students will be trained in the WHMIS requirements and must follow the practices outlined in these policies.</p> <p><b>Graduate students and seminars:</b> Students in the Ph.D. program are required to attend and participate in the College of Pharmacy Graduate Seminar Series during each year they are registered as a full time student.</p>
<p><b>5.7 Academic Requirement for Graduation</b></p> <p>A cumulative degree grade point average of 3.0 or greater is required in those courses that constitute the program of study for graduation in the Faculty of Graduate Studies.</p>	
<p><b>5.8 Candidacy Examination</b></p> <p>The candidacy examination is an absolute requirement of the Faculty of Graduate Studies and, as such, cannot be waived under any circumstances. However, the format and content of the candidacy exam will vary from unit to unit. The purposes of the candidacy exam in doctoral programs is to determine the student's competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analyzing, synthesizing, and communicating ideas about that material in depth.</p> <p>At the time specified by the advisory committee--normally within the first year after the completion of the Ph.D. program coursework but in no case later than one year prior to expected graduation--the student must successfully complete the formal candidacy examination.</p> <p>The examination is conducted according to a procedure established by the unit and approved by the Academic Guide Committee of the Faculty of Graduate Studies. Please see the unit supplemental regulations for the format and composition of the examination committee for the candidacy examination. The candidacy examination must be held at The University of Manitoba.</p> <p>This examination, which is independent from the thesis proposal, may be oral, written, or both and may cover subjects relevant to the general area of the candidate's research. These must be made known to the students.</p> <p>A pass decision of the examiners must be unanimous. Students must be provided with feedback on their performance and access to the reasons for the pass/fail.</p>	<p><b>Goal:</b> The goal of the Candidacy Exam is to determine the student's competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analyzing, synthesizing, and communicating ideas about that material in depth. The areas to be examined should not focus exclusively on the student's thesis-related research activities as these are handled during the Thesis Proposal approval process.</p> <p><b>Scheduling:</b> The Candidacy Exam will occur at a time specified by the advisory committee, normally within the first year after the completion of the Ph.D. program coursework, but in no case later than one year prior to expected graduation.</p> <p><b>Examining Committee:</b> The Candidacy Examining Committee will include the advisor, the advisory committee, and a Pharmacy faculty member appointed by the Dean.</p> <p><b>Responsibility of the Chair:</b> The non-voting chair will supervise all aspects of the examination. It is the responsibility of the Chair to intervene on behalf of the</p>

**Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes**

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**Preamble**

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or program changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
  
2. The Faculty Council of Graduate Studies met on the above date to consider proposals from the Department of Physical Therapy.

**Observations**

1. The **Department of Physical Therapy** proposes the deletion of three courses and three course introductions. The course PT 7400 Selectives consists of three components and it was decided to drop the third component (1 credit hour) of the PT 7400 Selectives course, and integrate any topics that fall under Entry-to Practice Curriculum Guidelines into the first or second year of the MPT curriculum. It was also suggested that some of the more difficult exercise and manual therapy content in year one be shifted into the second year course PT 7400 Selectives course, adding to the remaining two components of PT to maintain the three (3) credit hour status as initially designed. The outcomes of these changes include reduction in double teaching for faculty, a reduction of non-Entry to Practice Curriculum taught in the program, and better sequencing of more difficult exercise and manual therapy skills being taught in the program. Also, extend the course PT 7122: Clinical Skills for Physical Therapy for Cardiorespiratory Conditions (4 credit hours) by one week, i.e. to increase the academics from 6 to 7 weeks. These changes were recommended to address gaps in curriculum and an additional 10.5 contact hours were added. PT7122 is deleted and PT7124 is introduced. To reduce the course PT 7291: Clinical Education for Cardiorespiratory Conditions (6 credit hours) by one week i.e. to decrease the cardiorespiratory clinical placement from 6 to 5 weeks.

**Course Introductions**

**PT 7124 Clinical Skills for Physical Therapy in Cardiorespiratory Conditions +5**

Through lecture, tutorial and laboratory sessions, students apply physical therapy assessment, diagnostic and treatment skills for cardiorespiratory conditions across the lifespan.

**PT 7294 Cardiovascular and Pulmonary Clinical Education +5**

A five-week experiential learning period in the clinical community, providing opportunity for students to assess and treat clients with cardiovascular and pulmonary disorders under supervision. Includes 3-4 hours of preparatory sessions prior to the placements, and 3-4 hours of follow up including debriefing group discussion and presentation of reflective journals. Courses is pass/fail.

**PT 7410 Exercise Prescription and Manual Therapy for Physical Therapists +3**

Through a variety of learning strategies, students further develop exercise prescription and

manual therapy skills in physical therapy assessment, diagnosis and treatment for individuals across the lifespan.

**NET CREDIT HOUR CHANGE** **+13**

Course Deletions

<b>PT 7122 Clinical Skills for Physical Therapy in Cardiorespiratory Conditions</b>	<b>-4</b>
<b>PT 7291 Cardiovascular and Pulmonary Clinical Education</b>	<b>-6</b>
<b>PT 7400 Selectives in Advanced Physical Therapy Practice</b>	<b>-3</b>

**NET CREDIT HOUR CHANGE** **0**

**Recommendations**

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

**Department of Physical Therapy**

Respectfully submitted,

Dr. Todd A. M. Mondor, Chair  
Faculty Council Committee

/ch

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

	<p>the following documentation to the department within the <b>first 6 weeks</b> of classes of the year in which they are admitted:</p> <ul style="list-style-type: none"> <li>➤ Child Abuse Registry Check;</li> <li>➤ Adult Abuse Registry Check;</li> <li>➤ Criminal Record including Vulnerable Sector Check;</li> <li>➤ Completed Health Examination Form and Immunization Record Form;</li> <li>➤ Current Level C certification in Basic Rescuer Cardio Pulmonary Resuscitation (CPR);</li> <li>➤ Certificate of attendance to a Winnipeg Regional Health Authority PHIA (Personal Health Information Act) orientation session;</li> <li>➤ Certificate in Emergency First Aid is strongly recommended but not required.</li> </ul> <p>No student will be allowed to participate in clinical fieldwork education without this documentation.</p>
<p><b>4.3.2 Pre-Master's Programs</b></p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the unit may recommend that the student be admitted to a pre-Master's program of study (Section 3).</p> <p>The pre-Master's program of study is intended to bring a student's background up to the equivalent of the required 4-year degree in the major unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.</p>	
<p><b>4.4 Program Requirements</b></p> <p>In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the unit and may follow the unit's supplemental regulations. Any single course cannot be used for credit toward more than one program.</p> <p>All students must complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within one year of initial registration.</p>	
<p><b>4.4.1 Thesis/Practicum Route</b></p> <p>A minimum of 12 credit hours of coursework, unless otherwise stated in the unit's supplemental regulations, plus a thesis or practicum. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the unit's supplemental regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.</p>	<p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</i></p> <p>MPT Program</p> <ul style="list-style-type: none"> <li>• minimum of 25 consecutive months of course work and clinical education experience (103 credit hours)**</li> <li>• preparation of a professional portfolio</li> </ul> <p>**Required courses:</p> <p>Year 1</p> <p>PT 6100 Foundations of Physical Therapy- 5 credits</p>

	<p>PT 6110 Foundations to Evidenced Based Practice 1 - 1 credit</p> <p>PT 6124 Physical Therapy and Hospital-Based Care- 4 credits</p> <p>PT 6130 Applied Sciences for Physical Therapy 1- 4 credits</p> <p>PT 6140 Neuromusculoskeletal Anatomy for Physical Therapy- 3 credits</p> <p>PT 6221 Clinical Skills for Physical Therapy in Neuromusculoskeletal Conditions 1 – 6 credits</p> <p>PT 6224 Clinical Skills for Physical Therapy in Neuromusculoskeletal Conditions 2 – 6 credits</p> <p>PT 6230 Applied Sciences for Physical Therapy 2 - 6 credits</p> <p>PT 6250 Integrated practice for Neuromusculo – skeletal Conditions - 3 credits</p> <p>PT 6260 Physical Therapy Practice and Professional Issues 1 - 3 credits</p> <p>PT 6291 Neuromusculoskeletal Clinical Education 1- 6 credits</p> <p>PT 6292 Neuromusculoskeletal Clinical Education 2- 6 credits</p> <p>PT 6310 Foundations to Evidenced Based Practice 2 - 2 credits</p> <p>Year 2</p> <p>PT 7230 Applied Sciences for Physical Therapy 3 – 3 credits</p> <p>PT 7330 Applied Sciences for Physical Therapy 4 – 3 credits</p> <p>PT 7121 Clinical Skills for Physical Therapy Neurological Conditions - 5 credits</p> <p>PT 71224 Clinical Skills for Physical Therapy Cardiorespiratory Conditions - 54 credits</p> <p>PT 7150 Integrated Practice for Cardio-respiratory and Neurological conditions – 3 credits</p> <p>PT 7160 Physical Therapy Practice and Professional Issues 2 - 3 credits</p> <p>PT 72914 Cardiovascular and Pulmonary Clinical Education – 56 credits</p> <p>PT 7292 Neurosciences Clinical Education – 6 credits</p>
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	<p>PT 7390 Elective Clinical Education – 6 credits</p> <p>PT 74100 <u>Exercise Prescription and Manual Therapy for Physical Therapists</u> Selectives in Advanced Physical Therapy Practice – 3 credits</p> <p>PT 7500 Physical Therapy Evaluation / Research Project – 6 credits</p>
<p><b>4.4.2 Course-based/Comprehensive Examination Route</b></p> <p>A minimum of 24 credit hours of coursework and comprehensive examination(s). The minimum must include at least 18 credit hours at the 7000 level or above with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed unless supplemental regulations indicate otherwise.</p>	<p><i>Note: Minimum of 18 credit hours must now be taken at the 7000 level or above.</i></p> <p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</i></p> <p>The MPT Program is 103 credit hours.</p>
<p><b>4.4.3 Accredited Professional Route</b></p> <p>The credit hours and course requirements shall reflect the requirements of the unit's external accrediting body.</p>	
<p><b>4.4.4 Language Reading Requirements</b></p> <p>Some units specify a language requirement for the Master's degree. Students should check unit supplemental regulations regarding this requirement.</p>	<p><i>Indicate if (or if not) required</i></p> <p>See Section 1.1.7</p>
<p><b>4.4.5 Advanced Credit</b></p> <p>Advance credit for courses completed prior to admission to a Master's program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completing the "Recommendation for Advance Credit (Transfer of Courses)" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>).</p> <ul style="list-style-type: none"> <li>• Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section).</li> <li>• No more than half of the required coursework for the program can be given advance credit.</li> <li>• A course may not be used for credit toward more than one program.</li> <li>• The student must register at The University of Manitoba for at least two terms within a single academic year as a full-time student and must also complete the thesis at The University of Manitoba.</li> </ul> <p>Regardless of the extent of advanced credit received, all students are required to pay applicable program fees.</p>	
<p><b>4.4.6 Transfer Credit</b></p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ul style="list-style-type: none"> <li>• must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;</li> <li>• are considered on an individual basis;</li> <li>• cannot be used for credit towards another degree;</li> </ul>	

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or program changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider proposals from the Department of Statistics.

### Observations

The Department of Statistics proposes changes to its supplemental regulations, specifically, proposed changes to its Ph.D. and Master's programs. The main change in the Ph.D. program is the elimination of the qualifying examination and strengthening of the admission procedure and candidacy examination. Also, proposed to eliminate the required course STAT 7310 (0 credit) in the Master's program. This change has been approved by the departmental council meeting on June 26, 2017.

### Recommendations

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

#### Department of Statistics

Respectfully submitted,

Dr. Todd A. M. Mondor, Chair  
Faculty Council Committee

/ch

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

<ul style="list-style-type: none"> <li>• One digital version submitted as an e-thesis/practicum at the MSpace website (<a href="http://mspace.lib.umanitoba.ca/">http://mspace.lib.umanitoba.ca/</a>)</li> <li>• Final approval and release forms.</li> </ul>	
<p><b>4.12 Publication and Circulation of Thesis/Practicum</b></p> <p>Every graduate student registering in a thesis/practicum Master’s program at The University of Manitoba shall be advised that, as a condition of being awarded the degree, he/she will be required to grant a license of partial copyright to the University and to the Library and Archives Canada for any thesis or practicum submitted as part of their degree program.</p> <p><b>Note:</b> This license makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.</p> <p>The thesis release form, including the copyright declaration/infringement form, must be completed on MSpace. This and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully comprehended.</p> <p>Publication in the above manner does not preclude further publication of the thesis or practicum report or any part of it in a journal or in a book. In such cases, an acknowledgement that the work was originally part of a thesis/practicum at The University of Manitoba should be included.</p> <p><b>Notes:</b></p> <p><b>Patents</b> –Refer to section 6 “Policy of Withholding Theses Pending Patent Applications” in this Guide.</p> <p><b>Restriction of Theses/Practica for Publication</b> – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.</p> <p><b>Library and Archives Canada</b> – Library and Archives Canada obtains a copy of the thesis via the University’s MSpace repository.</p>	
<p><b>SECTION 5: Doctor of Philosophy General Regulations</b></p> <p>The degree of Doctor of Philosophy (Ph.D.) is granted only upon evidence of general proficiency and of distinctive attainment in a special field. In particular, the candidate must demonstrate an ability for independent investigation, original research or creative scholarship. This is expected to be presented in a thesis with a degree of literary skill and by an oral examination wherein the candidate exhibits mastery of their field. The Ph.D. is a research degree and is not conferred by The University of Manitoba solely as a result of coursework study.</p> <p>Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (<a href="http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html">http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html</a>), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, progression and completion.</p> <p><b>5.1 Admission</b></p> <p><b>5.1.1 General criteria</b></p>	<p>Normally, a Master’s degree in Statistics (or equivalent) from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program. With special recommendation of the department concerned (please see Faculty of Graduate Studies regulations), applicants with an Honours Bachelor’s degree may be considered for admission to Ph.D. study.</p> <p>Applications are reviewed by the Department of Statistics Graduate Committee.</p> <p><b>Applicants must submit a curriculum vitae and evidence of prior research experience. If academic background is deemed lacking in some fundamental areas of Statistics, the Department of Statistics Graduate Committee will, as a condition of admission, determine and require appropriate</b></p>

<p>Normally, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program. However, the criteria for admissions into the Ph.D. program are more stringent than for Masters' programs; therefore, the completion of a Master's program does not guarantee admission into the Ph.D. program. Some units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.</p>	<p>undergraduate courses be taken in the deficient area(s).</p>
<p><b>5.1.2 Direct Admission from the Bachelor's Honours or equivalent</b></p> <p>With special recommendation of the unit concerned, applicants with an honours Bachelor's degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study). Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual unit's approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for 3 years.</p>	
<p><b>5.1.3 Transfer from the Master's to the Ph.D. program</b></p> <p>Students who have not completed a Master's program may transfer to the Ph.D. program within the same unit upon the recommendation by the Head of the unit to the Faculty of Graduate Studies. The recommendation should be made within 18 months of the student's commencement of the Master's program. The coursework completed and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual unit's approved supplemental regulations specify otherwise.</p> <p>The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one month prior to the term for which the student intends to commence the Ph.D. program. The following are required when making the request: The online Application for Admission indicating a request for transfer. If the transfer is made within one year, no additional application fee must be paid. In the case where the student does not hold a Master's degree, a letter of recommendation from the Head of the unit is also required.</p> <p>If the transfer occurs within 12 months of the initial registration in the Master's program, the student will be assessed Ph.D. fees for 3 years. If the transfer occurs after 12 months, the student will be assessed Ph.D. program fees for 2 years (as they will have already paid fees for the Master's program). Students are cautioned that such transfers may impact on The University of Manitoba Graduate Fellowship duration.</p> <p>Where a student with a Master's degree or equivalent is initially admitted and registered in a Master's program, that student may be transferred to the Ph.D. program within the same unit on the recommendation of the student's advisor/co-advisor and Head of the unit, provided that follow up transfer recommendation occurs within 12 months of the initial registration in the Master's program. In such a case, the application fee is waived and fees assessed towards the Master's program will be deducted from the full 2 years of Ph.D. program fees. Transfers later than 12 months must pay an application fee and their fees will be assessed as a 3 year Ph.D.</p>	<p>The student must submit a completed application in order to transfer, as described in the Faculty of Graduate Studies regulations. The student must demonstrate excellent academic achievements so far in the Master's program. A formal application, together with a letter of support from the student's advisor, must be submitted to the Department of Statistics Graduate Committee for approval. Once approved, the application is forwarded to the Faculty of Graduate Studies for approval.</p> <p>The Master's degree will not be awarded in the event of non-completion of the Ph.D. program.</p>
<p><b>5.1.4 Provisional Admission to the Ph.D.</b></p> <p>Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the unit and the Faculty of Graduate Studies to complete dual registration in the Master's and Ph.D. program simultaneously.</p>	
<p><b>5.1.5 English Language Proficiency</b></p> <p>See section 1.1.7.</p> <p>Some units specify an additional language requirement for the Ph.D. degree. Students should check unit supplemental regulations regarding this requirement.</p>	

<p><b>5.1.6 Students with Disabilities</b></p> <p>See Accommodation Policy for Students with Disabilities:</p> <p><a href="http://umanitoba.ca/admin/governance/governing_documents/students/281.html">http://umanitoba.ca/admin/governance/governing_documents/students/281.html</a></p>	
<p><b>5.2 Student Advisor, Co-advisor and Advisory Committee</b></p> <p><b>5.2.1 Student Advisor</b></p> <p>Every Ph.D. student must have an advisor, appointed by the Head of the unit. The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at The University of Manitoba, and therefore should be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic unit. The advisor is directly responsible for the supervision of the student's graduate program. In this capacity, the advisor assists the student in planning the graduate program, and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic unit, the Faculty of Graduate Studies, the university, and external funding agencies. The academic advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the unit and the Faculty of Graduate Studies.</p> <p>The advisor must:</p> <ul style="list-style-type: none"> <li>• be a member of the Faculty of Graduate Studies;</li> <li>• hold a Ph.D. or equivalent*;</li> <li>• be active in research;</li> <li>• have expertise in a discipline related to the student's program;</li> <li>• hold an appointment in the student's unit; and</li> <li>• have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy).</li> </ul> <p>*Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case by case basis and assessed by the potential advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not considered <i>per se</i> to be equivalent to a Ph.D.</p> <p>Usually the student and the advisor choose to work together by mutual agreement. In units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the unit or the selection committee shall appoint a faculty member to advise the student as to the rules and regulations and on a program and course requirements. This interim period must not exceed eighteen months after entry in to the program before a permanent advisor is chosen.</p> <p>A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor/co-advisor with an appointment in the same unit.</p> <p>The advisor and co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit Graduate Chair, the Head of the unit or the Dean of the Faculty of Graduate Studies.</p> <p>Should, during the student's program, the relationship between the student and advisor significantly deteriorate, the matter should be referred sequentially to the unit Graduate Chair, the Head of the unit, then to the Dean of the Faculty of Graduate Studies.</p> <p><b>5.2.2 Co-advisor</b></p>	<p>Normally students will be admitted only with an identified/assigned advisor. In those cases where a student is accepted for study without identifying an advisor, the Graduate Chair will serve as the student's advisor until the student declares an advisor which must be done <del>within 4 months of successfully completing the PhD-qualifying examination</del> within the first 8 months of the Ph.D. program.</p>

In special circumstances, upon approval of the Head of the unit, an advisor and co-advisor may advise a student.

The co-advisor must:

- be a member of the Faculty of Graduate Studies,
- hold a Ph.D. or equivalent\*,
- be active in research, and
- have expertise in a discipline related to the student's program
- have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy)

\*Equivalency will be approved by the Dean of the Faculty of Graduate Studies, determined on a case by case basis and assessed by the potential co-advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not considered *per se* to be equivalent to a Ph.D.

The co-advisor will usually be identified either:

**A)** at the beginning of a student's program in situations where:

1. the student desires to draw equally upon the expertise of two individuals, or
2. the project is interdisciplinary in nature and requires the expertise of two advisors from their respective disciplines, or

**B)** mid-way through a student's program due to:

1. the students' project developing in such a way as he/she requiring an additional advisor from a different discipline; or
2. the unit introducing a new Faculty member, to the standards of the unit, whose expertise facilitates the student's project.

When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.

A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor/co-advisor with an appointment in the same unit.

In all instances the Faculty of Graduate Studies must be informed of the co-assignment.

### 5.2.3 Advisory Committee

The Head of the unit is responsible for the establishment of an advisory committee for each Ph.D. student. Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her program. The advisory committee must consist of a minimum of three members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.

It is expected that, under normal circumstances, Advisory Committee members have a Ph.D. degree or equivalent and have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy). Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Graduate students may not serve on graduate student advisory committees. A staff member at the University of Manitoba at the rank of Assistant Professor or above, cannot have an advisory committee member with an appointment in the same unit. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor,

The Chair of the DSGC is responsible for ensuring that an advisory committee is established for each Ph.D. student. The composition and responsibilities of the advisory committee is governed by the Faculty of Graduate Studies regulations regarding Ph.D. advisory committees.

**The Advisory Committee should be struck and meet with the student within the first 4 months after the appointment of the Ph.D. advisor. At this initial meeting, the Advisory Committee must provide a detailed assessment of the student's background in relation to the proposed area of research, and determine if any courses or other remedial action is required in addition to the requirements set by the Department of Statistics**

<p>must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee. Advisory committee meetings which must be held at least annually are not intended to take the place of meetings between the student and advisor/co-advisor, which should occur with much greater frequency than the advisory committee meetings.</p>	<p>Graduate Committee (see Section 5.1.1). Also at this initial meeting, the Ph.D. Program of Study and Appointment of Advisory Committee forms should be completed and submitted to the Faculty of Graduate Studies.</p> <p>The Advisory Committee shall meet at least once a year to review the student's academic progress and research performance, and complete the Annual Progress Report form (see Sections 2.2 and 2.3). If there is evidence of unsatisfactory performance in academic work and/or research, the committee must discuss the perceived problem in the absence of the student and recommend remedial action. After subsequent discussion with the student, the student should be given clear instructions to take the remedial action, and the Annual Progress Report is completed, with an indication of Unsatisfactory Performance, and submitted to the Faculty of Graduate Studies. If the student's performance remains unsatisfactory, a recommendation shall be sent to the Faculty of Graduate Studies that may result in the student being required to withdraw from the Ph.D. program.</p>
<p><b>5.3 Program of Study</b></p> <p>As soon as possible, but no later than 24 months after a student has commenced their program, the student's program of study should be registered with the Faculty of Graduate Studies and should include:</p> <ul style="list-style-type: none"> <li>• information about the minimum or expected time for completion of the degree;</li> <li>• coursework to be taken;</li> <li>• any foreign language requirement;</li> <li>• the research area in which the thesis will be written.</li> </ul> <p>The approval of the student's advisor/co-advisor and the Head of the unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory committee and the Head of the unit. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	<p>A student's program will normally be developed in conjunction with their Advisor, advisory committee and approved by a Department Representative (Graduate Chair/Department Head). The candidate's advisor cannot act as both advisor and Department Representative.</p> <p>Upon recommendation by the Department of Statistics Graduate Committee and the student's Advisory Committee, the student may be required to take additional coursework beyond the minimum requirement.</p>
<p><b>5.4 Program Requirements</b></p> <p>All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved unit supplemental regulations:</p> <ul style="list-style-type: none"> <li>• Where admission to the Ph.D. is directly from a Master's degree, a <u>minimum</u> of 12 credit hours at the 7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000 level must be at the 3000 level or above. For those students who hold a Master's degree, a maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.*</li> <li>• Where admission to the Ph.D. is directly from an Honours Bachelor degree or</li> </ul>	<p>Department of Statistics requires 12 credit hours of courses, normally taken from the Department of Statistics. Courses will normally be recommended by the candidate's advisor and approved by the Chair of the DSGC.</p> <p>Within the first two years of the Ph.D. program, a minimum of 6 credit hours of courses must be taken in the areas of Advanced Theory of Probability, Advanced Theory of Inference,</p>

<p>equivalent, a <u>minimum</u> of 24 credit hours plus a thesis is required. The coursework must include a <u>minimum</u> of 18 credit hours at the 7000 level or higher with the balance of the coursework at the 3000 level or higher. For those students who do not hold a Master's degree, a maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.*</p> <p>*Unless professional accreditation requirements and/or the unit's supplemental regulations indicate otherwise.</p> <p>All students must complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within one year of initial registration, unless previously completed at the Masters level.</p>	<p>Advanced Applied Statistics, and Advanced Stochastic Processes.</p>
<p><b>5.4.1 Language Reading Requirements</b></p> <p>Some units specify a language requirement for the Ph.D. degree. Students are advised to check unit supplemental regulations regarding this requirement.</p>	
<p><b>5.4.2 Advance Credit</b></p> <p>Advance credit for courses completed prior to admission to a Ph.D. program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completion of the "Recommendation for Advance Credit (Transfer of Courses)" form.</p> <ol style="list-style-type: none"> <li>1. Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section).</li> <li>2. No more than half of the required coursework for the program can be given advance credit.</li> <li>3. A course may not be used for credit toward more than one degree, diploma or certificate.</li> <li>4. The student must register at The University of Manitoba for one academic year as a full-time student and must also complete the thesis at The University of Manitoba.</li> <li>5. Regardless of the extent of advanced credit received, all students are required to pay the program fee.</li> </ol>	
<p><b>5.4.3 Transfer Credit</b></p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ol style="list-style-type: none"> <li>1. must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;</li> <li>2. are considered on an individual basis;</li> <li>3. cannot be used for credit towards another degree;</li> <li>4. may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.</li> </ol> <p>Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; an original transcript and course equivalency must be provided.</p>	
<p><b>5.4.4 Lapse of Credit of Courses</b></p> <p>Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.</p>	
<p><b>5.5 Time Limits</b></p> <p><b>5.5.1 Minimum Time Limit</b></p> <p>The minimum time requirement for the program of study for a Ph.D. degree will normally be two years of study beyond the level of the Master's degree, or three years beyond the level of a Bachelor's degree. The student may be permitted to spend one of these years in an approved</p>	

<p>program of research or study elsewhere. Such permission must be approved by the Dean of the Faculty of Graduate Studies on the recommendation of the student's advisory committee.</p> <p><b>5.5.2 Maximum Time Limit</b></p> <p>A student's candidature shall lapse if he/she fails to complete the degree within six years following initial registration in the Ph.D. program. For those students who transfer from the Master's to the Ph.D., years spent in the Master's program are counted as years in the Ph.D. program. Ph.D. students who are declared as part-time will receive an additional four months in time to complete their program for every two years (24 months) they are declared as part time (see section 1.4.1).</p> <p>Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies <b>at least three, but no more than four, months</b> prior to expiration of the respective maximum time limit.</p> <p>A student who has not completed the degree requirements within the time limit or within the time limit of any extension that has been granted (see also sections "Extension of Time to Complete Program of Study" and "Leave of Absence") will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p>	
<p><b>5.6 Academic Performance</b></p> <p>Student progress shall be reported <b>at least</b> annually to the Faculty of Graduate Studies on the "Progress Report" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw.</p>	
<p><b>5.6.1 Performance in Coursework</b></p> <p>A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p>	
<p><b>5.6.2 Performance Not Related to Coursework</b></p> <p>Students may be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, unsatisfactory attendance and lack of progress in research and/or thesis preparation. The student's advisory committee will make a recommendation for required withdrawal to the Head of the unit. The Head of the unit may then recommend to the Dean of the Faculty of Graduate Studies that the student be required to withdraw for reasons of unsatisfactory academic performance.</p>	<p><del>All Ph.D. Students are required to pass a Ph.D. Qualifying Examination.</del></p> <p><del>The Ph.D. Qualifying examination consists of two written components. Successful completion of the Ph.D. Qualifying examination requires a student obtain a "Pass" on both written components. Students are allowed a maximum of two attempts on each component of the Qualifying examination and must sit for all components not yet passed at each attempt. The first attempt must be made within 14 months of initial registration in their program and, if required, the second attempt must be made within 20 months of initial registration in their program.</del></p> <p><del>The policies, procedures, regulations, timing and exam syllabi governing the Ph.D. Qualifying Examination are posted on the Department of Statistics webpage and are also available from the Department of Statistics Graduate Chair.</del></p> <p><del>The Qualifying examination will be set by members of</del></p>

	<p><del>the DSGC. The exam will be graded anonymously, with each question being graded by at least two individuals. Each candidate is given a "Pass" or "Fail". Students will be notified of the results of the examination within two weeks of their attempt.</del></p> <p>All Ph.D. students are strongly encouraged to attend departmental seminars and graduate thesis defenses during their studies. Attendance will be taken into consideration in the student's forthcoming Annual Progress Report.</p> <p>Each Ph.D. student is required to present at least one public seminar in the area of their Ph.D. research. The student's seminar may be scheduled as part of, or in addition to, the normal departmental seminars. It is the responsibility of the student's Advisory Committee to ensure that seminar attendance is noted on the student's Annual Progress Report.</p>
<p><b>5.7 Academic Requirement for Graduation</b></p> <p>A cumulative degree grade point average of 3.0 or greater is required in those courses that constitute the program of study for graduation in the Faculty of Graduate Studies.</p>	
<p><b>5.8 Candidacy Examination</b></p> <p>The candidacy examination is an absolute requirement of the Faculty of Graduate Studies and, as such, cannot be waived under any circumstances. However, the format and content of the candidacy exam will vary from unit to unit. The purposes of the candidacy exam in doctoral programs is to determine the student's competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analysing, synthesizing, and communicating ideas about that material in depth.</p> <p>At the time specified by the advisory committee--normally within the first year after the completion of the Ph.D. program coursework but in no case later than one year prior to expected graduation--the student must successfully complete the formal candidacy examination.</p> <p>The examination is conducted according to a procedure established by the unit and approved by the Academic Guide Committee of the Faculty of Graduate Studies. Please see the unit supplemental regulations for the format and composition of the examination committee for the candidacy examination. The candidacy examination must be held at The University of Manitoba.</p> <p>This examination, which is independent from the thesis proposal, may be oral, written, or both and may cover subjects relevant to the general area of the candidate's research. These must be made known to the students.</p> <p>A pass decision of the examiners must be unanimous. Students must be provided with feedback on their performance and access to the reasons for the pass/fail.</p> <p>The Dean of the Faculty of Graduate Studies must be informed whether the candidate has passed or failed the candidacy examination on the "Report on Ph.D. Candidacy Examination" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>).</p> <p>Any student who fails the candidacy examination twice will be required to withdraw from the Faculty of Graduate Studies.</p>	<p>The goals of the candidacy examination include (1) evaluating the student's ability to gather and assimilate pertinent information that may form the basis for possible research, and identifying the research frontier, and hypothesizing potential research problems and issues; (2) testing the student's ability to formulate rigorously the research problems and their conceptual as well as theoretical framework, and clearly stating the research goals and objectives, understanding the fundamental principles and issues; (3) examining the student's depth of thought in the particular research specialty; and, (4) examining the student's breadth of subject knowledge required for successful research and writing of the background material, and the student's familiarity with the methodology and exiting results that may be useful, and the student's critical appraisal of the significance and impact of the proposed research.</p> <p><b>Candidacy Examination:</b> The purpose of the Candidacy Examination is to ascertain whether a student is capable of independent and thoughtful research required for the Ph.D.</p>

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

**Timing:** ~~The candidacy examination will occur at a time specified by the advisory committee, no later than one year prior to graduation.~~ The candidacy examination should normally be completed within one year after the formation of the student's Advisory Committee, but no later than one year prior to expected graduation. The student will have a maximum of 6 weeks to submit a grant proposal to the examining committee (see Format below). When the candidacy examination and the annual review are combined, all requirements for both must be met.

**Candidacy Examining Committee:** The candidacy examination committee will consist of the student's advisor, two or more members of the advisory committee, and a non-voting Chair, appointed by the DSGC Chair.

**Format of the Examination:** In preparation for the candidacy exam, students will prepare an NSERC-style research grant proposal, approximately 5 pages in length, focused on their area of research to submit to the examination committee 2 weeks prior to the exam. The format should follow the most recent NSERC Discovery Grant proposal guidelines. This proposal should include a brief introduction to the research area providing relevant background information. The remainder of the proposal should describe the research progress that has been made prior to the Candidacy Examination together with planned future work. It is expected that the future research section should contain elements that are distinct from ongoing research related to the student's thesis. (The proposal should NOT contain additional sections found in a full-length NSERC grant, including budget, research contributions, etc.).

Only the student, the examiners and the chair of the examination will attend the Candidacy Examination. It will consist of a 20-30 minute presentation by the candidate on research already done, with an outline of that planned for the future, followed by questions from the Committee. Emphasis will be placed on examining the student's understanding of the research area, and on his/her ability to discuss critically his/her own research progress to date. Questions on areas not closely related to the research may be asked during the Examination, but the Chair will be responsible for maintaining the relevance of questioning. The time allocated to each examiner is at the discretion of the Chair but will not exceed 20 minutes per examiner. The time allocated to the entire examination will not exceed 2 hours.

Following the question period, the student will be excused and the Committee will determine privately whether the student passed or failed. The Chair will inform the student, the Graduate Chair and the Dean of Graduate Studies, in writing, of this result on the form available for this purpose. A student who fails the Candidacy Examination may attempt the examination

	<p>again, no later than 6 months from the time of the student's first Candidacy Examination attempt. If a student fails this second attempt, a recommendation will be made to the Dean of Graduate Studies that the student be asked to withdraw from the Ph.D. program.</p>
<p><b>5.9 Thesis Proposal</b></p> <p>Some units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific unit supplemental regulations. If units require thesis proposal approval, this exercise is independent from the candidacy examination. Regardless, the proposed thesis research must be approved by the advisory committee and, if necessary, by the Human Research Ethics Board or Animal Care Committee before the work has begun on the thesis research or project.</p>	<p><i>Provide details of format, page limits, other guidelines, evaluation procedures, timeline for completion within the program, and any other regulatory procedural details.</i></p> <p>The Thesis Proposal should be between 2-5 pages (<u>excluding references, tables, figures and appendices</u>). It should contain details about the area or research, any novel methods to be used, a brief review of the literature and anticipated significance. It should also contain a timeline for completion.</p> <p>The Thesis Proposal should be completed within 6 months of the appointment of the advisory committee.</p> <p>The Thesis Proposal consists of a written proposal and a public oral presentation. The goals of the written Thesis Proposal and oral presentation are (1) to examine the student's understanding in the proposed research area; (2) to provide the student with a critical appraisal of the proposed research; (3) to identify specific weaknesses in the student's background knowledge in the proposed research area; and (4) to examine the student's ability to formulate research problems and identify research issues.</p> <p>The written Thesis proposal should be developed between the student and the advisor, in consultation with the Advisory Committee, and submitted to the Advisory Committee at least two weeks prior to the date of the oral presentation. The written Thesis Proposal should be also available for general review within the department at least one week prior to the oral presentation.</p> <p>The oral presentation may be chaired by a member of the Department of Statistics Graduate Committee, designated by the Graduate Chair. The oral presentation of about 20 minutes should be understandable by the general public, by highlighting the general background, goals of the research, proposed research methods, and the expected contribution and significance. Details of the methodology should be avoided. After the oral presentation, the audience will withdraw and the</p>

	<p>student will be examined by the Advisory Committee members only. The total length of the oral presentation and examination should not exceed 90 minutes.</p> <p>Following the question period, the student will be excused and the Advisory Committee will deliberate on the outcome of the Thesis Proposal. Evaluation will be based on the written Thesis Proposal, the clarity of the oral presentation, and the student's ability to answer questions and respond to feedback. The Advisory Committee will also provide useful comments and suggestions to improve the Thesis Proposal. Finally the Thesis Proposal form will be completed together with the attached reservation, if any, and submitted to the Faculty of Graduate Studies. The student's performance on their Thesis Proposal should be reflected on their next Annual Progress Report.</p>
<p><b>5.10 Thesis</b></p> <p>An essential feature of Ph.D. study is the candidate's demonstration of competence to complete a research project and present the findings. The thesis must constitute a distinct contribution to knowledge in the major field of study, and the research must be of sufficient merit to be, in the judgement of the examiners, acceptable for publication.</p> <p>The thesis must be written according to a standard style acknowledged within the candidate's particular field of study and recommended by the unit, be lucid and well written, and be reasonably free from errors of style and grammar (including typographical errors).</p> <p>The final version of the thesis must be submitted by the candidate to the Faculty of Graduate Studies following the guidelines found at:  <a href="http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html">http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html</a></p>	
<p><b>5.11 Thesis Examination Procedures</b></p> <p>The final examination for the Ph.D. degree proceeds in three stages (see <a href="#">Figure 5-1</a>):</p> <ol style="list-style-type: none"> <li>1. Examination of the candidate's thesis by an internal examining committee.</li> <li>2. Examination of the candidate's thesis by an external examiner.</li> <li>3. Oral examination of the candidate by all examiners on the subject of the thesis and any matters relating thereto.</li> </ol>	
<p><b>5.11.1 Formation of the Examining Committee I - University of Manitoba (Internal) Examiners</b></p> <p>The candidate's advisor (and, if appropriate, co-advisor) is considered to be a voting member of the examining committee. The candidate's advisor/co-advisor, in consultation with the Head of the unit, will recommend at least three internal thesis examiners, including the advisor/co-advisor, to the Dean of the Faculty of Graduate Studies for approval via the Thesis Submission Portal on JUMP. One member must hold a primary appointment within the unit and one member must hold no appointment within the unit. All internal examiners must be members of the Faculty of Graduate Studies. It is expected that, under normal circumstances, Examining Committee members have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Under normal circumstances these will be members of the</p>	

## **Report of the Senate Committee on Academic Dress**

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### **Preamble**

The terms of reference for the Senate Committee on Academic Dress can be found on the University Governance website at:

[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/486.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/486.html)

wherein the Committee is charged with the responsibility to recommend to Senate on the colours of the linings of hoods for new degrees.

The Committee met on May 7, 2018 and considered a hood colour for the Master of Finance degree.

### **Observations**

1. The Master of Finance degree was approved by Senate on May 18, 2016 and by the Board of Governors on June 22, 2016.
2. The Asper School of Business proposed a hood with grey lining and a navy blue chevron, taking into consideration that the Master of Business Administration hood has a grey lining with a purple chevron, and that the Bachelor of Commerce-Honours hood has a grey lining with a purple braid.
3. The proposed hood colour was approved by the Asper School of Business Faculty Council on October 13, 2017.

### **Recommendations**

The Senate Committee on Academic Dress recommends **THAT** Senate approve the lining of the hood for the Master of Finance degree to be grey satin (Pantone #422C) with an 11.2 cm navy satin chevron (Patone #289U).

Respectfully submitted,

Prof. Paul Hess, Chair  
Senate Committee on Academic Dress

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

## **Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Agricultural and Food Sciences to modify their advanced entry admission requirements (2018.05.09)**

### **Preamble:**

1. The terms of reference for this committee can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/490.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm).

2. The Faculty of Agricultural and Food Sciences is proposing the modification of the advanced entry admission requirements for the following degree programs:

- B.SC. Agribusiness
- B.Sc. Agriculture
- B.Sc. Agroecology
- B.Sc. Food Science
- B.Sc. Human Nutritional Sciences

3. The proposal was approved by the Agricultural and Food Sciences Faculty Council at its meeting on April 27<sup>th</sup>, 2018 and was endorsed by SCADM on May 9<sup>th</sup>, 2018.

### **Observations:**

1. The Faculty would like to harmonize the admission requirements for the five degree programs in an effort to simplify the application process.

2. The proposed changes will result in a model that uses an adjusted grade point average (AGPA). All university level course work, including repeats will be included in the AGPA calculation. The proposed calculation incorporates some forgiveness based on the number of credit hours an applicant has completed.

3. A number of programs across the campus use a model that allows for some forgiveness in the AGPA calculation.

4. Currently the requirements for four of the five degree programs, the exception being Human Nutritional Sciences, require that applicants present 6 credit hours of Arts courses and 6 credit hours of Science courses in order to be eligible for admission; under the propose model, this requirement has been removed. A breadth requirement exists within the curriculum that will ensure these credit hours are completed prior to program completion.

### **Recommendation:**

The Senate Committee on Admissions recommends that the proposal to modify the advanced entry admission requirements for the five degree programs in Faculty of Agricultural and Food Sciences outlined in the proposal be approved effective for the Fall 2019 intake.

Respectfully submitted  
Susan Gottheil, Chair, Senate Committee on Admissions

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.



UNIVERSITY  
OF MANITOBA

# MEMORANDUM

Faculty of Agricultural and Food Sciences  
256 Agriculture Building, University of Manitoba  
Winnipeg, MB Canada R3T 2N2



May 1<sup>st</sup>, 2018

**TO:** Senate Committee on Admissions

**FROM:** Dr. Jared Carlberg, Associate Dean (Academic)

**RE: Modifications to Advanced Entry Admission Requirements**

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At its meeting on Friday, April 27<sup>th</sup>, Agricultural and Food Sciences Faculty Council approved modifications pertaining to requirements for Advanced Entry admission. The proposal is intended to bring all of our undergraduate degree students under a single set of requirements rather than continuing to have separate requirements for HNS and non-HNS (ie B.Sc. Agribusiness, B.Sc. Agriculture, B.Sc. Agroecology, B.Sc. Food Science) programs, which has been the case since HNS joined Agricultural and Food Sciences in 2014.

Specifically, we propose to:

1. Merge the Human Nutritional Sciences (HNS) Admission Bulletin with the Agricultural and Food Sciences (all other degree) Bulletin, by:
  - a. discontinuing the current HNS bulletin.
  - b. modifying the degree bulletin to include HNS.
2. Harmonize requirements so that all degree programs in the Faculty of Agricultural and Food Sciences have the same Advanced Entry Admissions requirements.
3. Implement revisions to our Academic Calendar to reflect the proposed changes.

The materials that follow provide additional details on what is being proposed, highlight the specific motions passed by our Faculty Council last week, and provide revisions to the relevant section of the Academic Calendar.

## **Faculty of Agricultural and Food Sciences Advanced Entry (all degree programs) Proposal: To Be Implemented Fall 2019**

In July 2014 the Department of Human Nutritional Sciences (HNS) merged with Agricultural and Food Sciences, bringing a suite of undergraduate programs with it, along with the admission requirements for these programs. The effect of this was that Agricultural and Food Sciences has for the last four years had two sets of admission requirements for its degree programs.

Accordingly, it is now proposed that a single set of admissions requirements will apply to all undergraduate degree programs in the Faculty. This will require the deletion of the existing HNS admission requirements and adopting the Agricultural and Food Sciences Degree Programs (Advanced Entry) admission requirements which already apply to the B.Sc. Agribusiness, B.Sc. Agriculture, B.Sc. Agroecology and B.Sc. Food Science programs. After reviewing the current admission requirements in the Applicant Admission Bulletins (Agricultural and Food Sciences and HNS Degree Programs), reviewing other Faculties' admissions requirements, and consulting with the Admissions Office, an updated model is proposed which will allow some forgiveness for transfer students while maintaining high standards and helping ensure students can be successful upon entry. The adoption of a more moderate adjusted GPA than what Human Nutritional Sciences program currently uses for Advanced Entry admission is proposed. Admissions will remain competitive if more applications are received than available spaces.

### *Current Advanced Entry Admissions*

#### B.Sc. Agribusiness, B.Sc. Agriculture, B.Sc. Agroecology, B.Sc. Food Science:

Link to Ag Degree bulletin:

[http://umanitoba.ca/student/admissions/media/agriculture\\_bulletin.pdf](http://umanitoba.ca/student/admissions/media/agriculture_bulletin.pdf)

All Applicants must: Complete a minimum of 24 credit hours from a recognized university or college. Achieve a Cumulative Grade Point Average (CGPA) of 2.0 or higher (see Section 4: Selection Process, A. Calculation of the Cumulative Grade Point Average (CGPA)). The Cumulative Grade Point Average (CGPA) will be calculated using all post-secondary course work including original grades of repeated courses.

#### B.Sc. Human Nutritional Sciences:

Link to HNS bulletin: [http://umanitoba.ca/student/admissions/media/agriculture\\_hns\\_bulletin.pdf](http://umanitoba.ca/student/admissions/media/agriculture_hns_bulletin.pdf)

All applicants must: have completed a minimum of twenty-four (24) credit hours of university level course work, with a minimum Adjusted Grade Point Average of 2.00. Course work must consist of 6 credit hours of Arts course work, 6 credit hours of Science course work, and 12 credit hours of electives. Work completed at the college level may be acceptable (see Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA)).

(AGPA) All university degree level course work, including repeats, will be included in the calculation of the Adjusted Grade Point Average (AGPA). An Adjusted Grade Point Average (AGPA) is calculated by excluding the lowest credit hours of university level course work in accordance with the following table:

<b>Total credit hours completed in previous program</b>	<b>Number of Credit Hours deleted</b>
30-44	6
45-59	9
60-74	12
75-89	15
90-104	18
105-123	21
124+	24

### **Recommendation/Comments from Admissions Office**

Both Adjusted and Cumulative GPAs work from an Admissions Office perspective, who indicated they do not have a preference or recommendation other than advising us to choose based on whether or not we want to allow for forgiveness in the GPA calculation for students who have struggled in a course or two, or during their first year at university, etc. Capacities for programs (90 space for HNS, 165 for all other programs) are Senate approved and cannot be merged; enrolment caps would remain as is.

### **Removal of 6 CH of Arts & Science requirement**

3 students in the 2017-2018 admission period didn't meet the 6 CH of Science or 6 CH of Arts. And 5 students needed to take summer courses to meet that Arts/Science requirement. We could have admitted these students earlier. HNS Program Committee and Department Head both support the removal of this requirement.

### **Current GPA Practices by other Faculties on Campus**

Arts, Science and Agriculture (except HNS) use cumulative GPA whereas all other faculties use a version of Adjusted GPA.

The current HNS Adjusted GPA provides quite a bit of forgiveness in terms of credit hours deleted (chart above), Health Sciences uses the same requirements (product of Human Ecology).

Environment has program specific requirements (Credit hours adjusted, Assessment standards, and Degree GPA). Asper and Kinesiology look at most recent credit hours (60 and 30).

Architecture and Social Work use a less extreme credit hour deletion chart than HNS looking at lower credit hours (60 and less). Engineering is opposite and only deletes credits if over 90.

### **Proposed Revisions (3 Motions)**

- a) Current Advanced Entry Admission Requirements for the Human Nutritional Sciences program be discontinued

**MOTION 1** –that the current Human Nutritional Sciences Admission Requirements be discontinued effective Fall 2019.

- b) Proposed Advanced Entry Admission Requirements and Selection Process (all degree programs)

Move Human Nutritional Sciences Programs to Agricultural and Food Sciences Degree Programs (Advanced Entry) Admission requirements.

## **Advanced Entry (applicants with university/college background) – all degree programs**

Programs offered:

- Bachelor of Science in Human Nutritional Sciences (B.Sc. (HNS))
- Bachelor of Science (B.Sc.) Agribusiness
- Bachelor of Science (B.Sc.) Agriculture
  - Animal Systems
  - Agronomy
  - Plant Biotechnology
- Bachelor of Science (B.Sc.) Agroecology
- Bachelor of Science (B.Sc.) Food Science

### **Eligibility Requirements (Section 2 of the Admissions Bulletin)**

#### **Academic Requirements**

Applicants in this category will have fulfilled all Eligibility Requirements as described below. Applicants who do not fulfill all Eligibility Requirements will be deemed ineligible.

All applicants must have completed a minimum of twenty-four (24) credit hours of university level course work, with a minimum Adjusted Grade Point Average of 2.00. Work completed at the college level may be acceptable (see Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA)).

#### **NOTES:**

- If the number of eligible candidates exceeds the available spaces, an adjusted grade point average higher than the minimum may be required for admission.
- It is expected that these courses will be completed by the end of the April 2019 examination period for the fall intake, and August 2019 for winter intake. Students who need to complete courses during the 2019 Summer Session for the fall intake, and 2019 Fall Term for winter intake to meet the minimum 24 credit hour requirement will only be considered for admission on a space available basis after all other eligible students have been considered.
- The written English and Mathematics requirements are satisfied by required courses in each program. These courses will be available to students upon admission.
- Applicants wanting to complete their degree in the minimum amount of time should consider taking the courses listed in the [First Year Planning Guide](#).
- Applicants who have been awarded a first degree from a recognized university, with a minimum adjusted grade point average of 2.00 or better may be eligible for admission to the Human Nutritional Sciences Second Degree program. Applicants with degrees will be ranked with the rest of the Advanced Entry applicants.
- Red River College graduates from the Culinary Arts program are eligible to apply to the Human Nutritional Sciences program in the Faculty of Agricultural and Food Sciences and will receive 60 credit hours of transfer credit.

If changed to APGA, it would not be applied to our International Articulation Agreements.

## Selection Process (Section 4 of the Admissions Bulletin)

### Calculation of the Adjusted Grade Point Average (AGPA)

All university degree level course work, including repeats, will be included in the calculation of the Adjusted Grade Point Average (AGPA). An Adjusted Grade Point Average (AGPA) is calculated by excluding the lowest credit hours of university level course work in accordance with the following table:

Number of credit hours completed	Number of credit hours dropped
0 – 29	0
30 – 59	6
60 +	12

#### NOTES:

- It is the applicant's responsibility to inform the Admissions Office in writing of any **deferred exams or grade changes**. All final grades, including grade changes must be submitted to the Admissions Office by the document deadline in order for them to be included in the final selection process. Grade changes will not be accepted after the documentation deadline date. If a grade is not available by the documentation deadline date, an 'F' grade will be used in the final admission determination and calculation.
- The Faculty of Agricultural and Food Sciences accepts credit for community college, technical college, or other accredited college course equivalents as assigned by the relevant discipline departments at the University of Manitoba. Such courses are considered for potential transfer credit to the programs and only those courses will be used in establishing eligibility and in the calculation of AGPA.

**MOTION 2** – that Faculty Council endorses the above proposed Advanced Entry Academic Requirements and Selection Process for all Faculty of Agricultural and Food Sciences Degree Programs.

#### c) Introduction of a Winter Admissions Intake to Advanced Entry (Degree Programs)

For years where admission quotas are not met with the first round of admissions (May) the Faculty would like to introduce a Winter Admissions Intake option (January). Admission to the Winter term is on a space available basis only. It is expected that required course work will be completed by the end of the August 2018 examination period for Winter admission. Students who need to complete courses during the 2018 Fall Session for Winter admission in order to meet the Admission Requirements will only be considered for admission on a space available basis after all other eligible students have been considered.

**MOTION 3** – that the Faculty of Agricultural and Food Sciences offer a winter intake, pending space availability.

Calendar Revisions

(<http://crscalprod.ad.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=341&chapterid=4235&topicgroupid=22822&loadusercredits=False>)

## SECTION 2: Admission Requirements

### Advanced Entry

~~B.Sc. in Agribusiness, Agriculture, Food Science or Agroecology – A minimum cumulative grade point average of 2.0 over a minimum of 24 credit hours. The cumulative grade point average will be calculated using all post-secondary course work including original grades of repeated courses. If the number of eligible candidates exceeds the available spaces, a cumulative grade point average higher than the minimum may be required.~~

~~B.Sc. in Human Nutritional Sciences – A minimum 24 credit hours of university-level coursework, with a minimum adjusted grade point average of 2.0. Coursework must include 6 credit hours of Arts and 6 credit hours of Science courses. If the number of eligible candidates exceeds the available spaces, an adjusted grade point average higher than the minimum may be required for admission.~~

B.Sc. in Agribusiness, Agriculture, Agroecology, Food Science, or Human Nutritional Sciences – A minimum 24 credit hours of university-level coursework, with a minimum adjusted grade point average of 2.0. If the number of eligible candidates exceeds the available spaces, an adjusted grade point average higher than the minimum may be required for admission.

For complete Degree admissions requirements, deadlines and application form, please visit the [University of Manitoba Admissions page](#).

High School Requirements for prerequisites in required degree courses:

	English 40S	Math 40S - Pre-Calculus	Math 40S - Applied	Biology 40S	Chemistry 40S	Physics 40S
B.Sc. Agribusiness	60%	60%		recommended but not required		
B.Sc. Agriculture (Agronomy, Animal Systems, Plant Biotechnology)	60%	60% OR	70%	50%	50%	
B.Sc. Agroecology	60%	60% OR	70%	50%	50%	
B.Sc. Food Science	60%	60%		50%	50%	
B.Sc. Human Nutritional Sciences	60%	50% OR	50%	required for students taking BIOL 1020	50%	
Pre-Veterinary Studies	60%	60% OR	70%	50%	50%	50%

### Transfers of Credit

Courses taken outside the Faculty of Agricultural and Food Sciences or outside of the University of Manitoba may also qualify for credit towards the degree if the course content and the student's performance are deemed appropriate by the department concerned. Students should contact the Student Services Office at 204-474-9295 for more information.

## **Report of the Senate Committee on Admissions concerning a proposal from the College of Nursing to amend the admission requirements for the Bachelor of Nursing degree program (2018.04.11)**

### **Preamble:**

1. The terms of reference for this committee can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/490.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm).
2. The College of Nursing is proposing that the admission requirements for the College of Nursing be amended to include the following:
  - Applicants must complete, with a minimum grade of C, either BIOL 1412 Physiology of the Human Body or a combination of BIOL 2410 Human Physiology I and Biology 2420 Human Physiology II. If taken, both BIOL 2410 and BIOL 2420 grades will be included in the AGPA calculation.
  - Applicants must complete, with a minimum grade of C, either MBIO 1220 Essentials of Microbiology or MBIO 3010 Mechanisms of Microbial Disease.
  - Applicants must complete the University of Manitoba written English and Mathematics requirement with a grade of C or better at the 1000 level prior to admission.
3. The proposal was passed at the February 27, 2018 College of Nursing Council meeting and was endorsed by SCADM on April 11<sup>th</sup>, 2018.

### **Observations:**

1. The current list of required courses calls for BIOL 1410, BIOL 1412, and MBIO 1220. It has been practice for some time, based on review and consultation with the Department of Biological Sciences, to accept BIOL 2410 and BIOL 2420 in lieu of BIOL 1412, and to accept MBIO 3010 in lieu of MBIO 1220.
2. Although BIOL 2410, BIOL 2420, and MBIO 3010 was evaluated by the appropriate department for content a number of years ago, the substitution was never brought forward to Senate for approval.
3. Current admission regulations allow for a student to be admitted to the degree program with a grade of D in the courses used to fulfill the Mathematics and Written English requirement which is contrary to the College's degree requirements.

### **Recommendation:**

The Senate Committee on Admissions recommends that the proposal to modify the admission requirements for the Bachelor of Nursing degree program be approved effective for the Fall 2019 intake.

Respectfully submitted  
Susan Gottheil, Chair, Senate Committee on Admissions

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.



UNIVERSITY OF MANITOBA | Rady Faculty of Health Sciences

College of Nursing  
Helen Glass Centre for Nursing  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone 204-474-7452  
Fax 204-474-7682

March 28, 2018

Ms. Susan Gottheil  
Chair  
Senate Committee on Admissions

Please find attached proposals as follows:

1. Proposed changes to our admission requirements for the Bachelor of Nursing Program related to the Mathematics and Written English course requirements.
2. A proposed amendment for the Bachelor of Nursing Program admission requirements to add MBIO 3010 – Mechanisms of Microbial Disease to the list of courses for admission.
3. A proposed amendment for the Bachelor of Nursing Program admission requirements to add BIOL 2410 – Human Physiology I and BIOL 2420 – Human Physiology II to the list of courses for admission.

If you have any questions about this submission, please let me know. Thank you.

Sincerely,

Marie Edwards, RN, PhD  
Associate Dean  
[Marie.Edwards@umanitoba.ca](mailto:Marie.Edwards@umanitoba.ca)  
204-474-8218

## University of Manitoba – College of Nursing, Rady Faculty of Health Sciences

### Proposed New Policy Amendment - for Implementation September 2018

#### Admission requirements for the Bachelor of Nursing Program

The College of Nursing is proposing an amendment to the admissions policy for the Bachelor of Nursing Program to add BIOL 2410 – Human Physiology I and BIOL 2420 – Human Physiology II to the list of courses for admission.

#### Background:

Admission Criteria: The courses approved as admission requirements for the College of Nursing include BIOL 1410 – Anatomy of the Human Body and BIOL 1412 – Physiology of the Human Body.

It has been the practice for some time to accept:

BIOL 2410 – Human Physiology I **AND** BIOL 2420 – Human Physiology II in lieu of BIOL 1412 – Physiology of the Human Body, provided the applicant achieved a grade of C or higher in both courses.

These courses were evaluated a number of years ago by the appropriate department and BIOL 2410 – Human Physiology I and BIOL 2410 – Human Physiology II together, were acknowledged as equivalent to BIOL 1412 – Physiology of the Human Body.

Though the College of Nursing has accepted both BIOL 2410 and BIOL 2420 informally, we want to formalize this practice.

This question was discussed at the Undergraduate Curriculum Governance and Quality Assurance Committee (January 24, 2018) and the Advanced Standing and Admissions Committee (February 8, 2018), and the following motion was passed at the February 27, 2018 College Council meeting.

#### Proposed Admission Policy:

That the admission requirements for the College of Nursing be amended to include the following, with all other relevant provisions remaining in place:

- a) That applicants must complete, with a minimum grade of C, **EITHER** BIOL 1412 – Physiology of the Human Body **OR** a combination of BIOL 2410 – Human Physiology I and BIOL 2420 – Human Physiology II;
- b) If taken, both BIOL 2410 – Human Physiology I and BIOL 2420 – Human Physiology II grades will be included in the AGPA.

**Observations**

Formalizing current practices will give prospective nursing students more options to complete admission requirements.

**University of Manitoba -- College of Nursing, Rady Faculty of Health Sciences**

**Proposed New Policy Amendment - for Implementation September 2018**

**Admission requirements for the Bachelor of Nursing Program**

The College of Nursing is proposing an amendment for the Bachelor of Nursing admission requirements to add MBIO 3010 – Mechanisms of Microbial Disease to the list of courses for admission.

**Background:**

Admission Criteria: The courses approved as admission requirements for the College of Nursing include MBIO 1220 – Essentials of Microbiology. It has been the practice for some time to accept:

MBIO 3010 – Mechanisms of Microbial Disease in lieu of MBIO 1220 – Essentials of Microbiology, provided the applicant achieved a grade of C or higher.

This course was evaluated a number of years ago by the appropriate department which indicated MBIO 3010 – Mechanisms of Microbial Disease covered the same content and more than MBIO 1220 – Essentials of Microbiology.

Though the College of Nursing has accepted MBIO 3010 – Mechanisms of Microbial Disease informally, we want to formalize this practice.

This question was discussed at the Undergraduate Curriculum Governance and Quality Assurance Committee (January 24, 2018) and the Advanced Standing and Admissions Committee (February 8, 2018), and the following motion was passed at the February 27, 2018 College Council meeting.

**Proposed Admission Policy:**

That the admission requirements for the College of Nursing be amended to include the following, with all other relevant provisions remaining in place:

- a) That applicants must complete, with a minimum grade of C, **EITHER** MBIO 1220 Essentials of Microbiology **OR** MBIO 3010 – Mechanisms of Microbial Disease.

**Observations:**

Formalizing current practices will give prospective nursing students more options to complete admission requirements.

## **University of Manitoba – College of Nursing, Rady Faculty of Health Sciences**

### **Proposed New Policy Amendment for Implementation in September 2018**

#### **Admission requirements for the Bachelor of Nursing Program:**

The College of Nursing is proposing an amendment to the Bachelor of Nursing Program admission requirements that applicants require a minimum grade of C in their Math and a minimum grade of C in their Written English course requirements prior to admission.

#### **Background:**

An issue was brought to our attention that we have been using a process where students may be admitted to our program with a grade of D in the Math and/or Written English course requirement, and this appears to be contrary to our degree requirements (no grade lower than a C). This issue showed up in the Registrar's Office degree audit process.

This issue was reviewed by the College of Nursing Advanced Standing and Admissions Committee on February 8, 2018 and the following motion was passed at the February 27, 2018 College Council meeting.

#### **Proposed Admission Policy:**

That the admission requirements for the College of Nursing be amended to include the following, with all other relevant provisions remaining in place:

- a) That applicants to the College of Nursing require a minimum grade of C in their Math and a minimum grade of C in their Written English course requirements prior to admission.

#### **Observations:**

Requiring a minimum grade of 'C' in both the Math and Written requirement will bring these courses in line with all other nursing courses.

The degree audit system, UM Achieve, will now be able to assist students accurately.

## **Report of the Senate Committee on Admissions concerning a proposal from Max Rady College of Medicine to amend the admission requirements for the Doctor of Medicine program (2018.05.09)**

### **Preamble:**

1. The terms of reference for this committee can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/490.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm).
2. The Max Rady College of Medicine is proposing:
  - The AGPA used in selection of applicants for interview and the selection of applicants for admission shall be calculated using grades from all undergraduate courses identified on the official transcripts submitted by the application deadline.
  - The admission requirements for the Undergraduate Medical Education program be amended to include situational judgement testing (SJT) as part of the admission requirements (see Appendix I for the detailed criteria)
3. The proposal was passed by the Max Rady College of Medicine Dean's Council on April 24<sup>th</sup>, 2018 and by the Max Rady College of Medicine Executive Council on May 8<sup>th</sup>, 2018. The proposal was endorsed by SCADM on May 9<sup>th</sup>, 2018.

### **Observations (AGPA calculation):**

1. The Adjusted Grade Point Average (AGPA) is a component of the composite score used in the selection of candidates for interview, and the AGPA is additionally used as a component of the composite score for offers of admissions and creation of the wait-list for admission.
2. Currently the AGPA is initially calculated from undergraduate grades submitted at the time of application; thereafter the AGPA is recalculated based on grades submitted after completion of courses between the time of application and completion of the academic year. The process of AGPA calculation is significantly human resource intensive and results in delays in offers of admission.
3. The implication is the AGPA used in calculation of the composite score for determining the selection of interviewed applicants for admission will not be altered by grades achieved after the application deadline.
4. Admissions policies and timelines specific to transcript submission at other Canadian MD programs have been reviewed: the above noted policy recommendation would be consistent with other institutions.

### **Observations (situational judgement testing):**

1. SJT has been demonstrated to effectively evaluate non-cognitive skills and interpersonal characteristics.
2. Many medical schools across the country have already incorporated SJT into their admission criteria.

3. The Admission Committee will monitor the effect of CASPer™ on the diversity of applicants selected for interview and admission, and mitigate the reduction of diversity, if any, as influenced by the introduction of CASPer™ as a screening and selection tool.
4. CASPer™ is a video format SJT that presents a series of hypothetical scenarios and asks candidates how they would respond to that situation. Each scenario is based on one or more competencies, and the test taker's responses provide insight into his/her ability within each relevant competency.
5. Outcome studies have identified the reliability and predicative validity of CASPer™ in the domains of interpersonal skills, integrity and ethics for medical and other health professionals.
6. The Admissions Committee in the College is specifically aware that there is limited information to date on the potential impact of Casper™ on the selection of Indigenous Canadian applicants.

**Recommendation:**

The Senate Committee on Admissions recommends that the proposal to modify the admissions requirements for the Doctor of Medicine program be approved effective for the Fall 2019 intake.

Respectfully submitted

Susan Gottheil, Chair, Senate Committee on Admissions

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

## Appendix I

Situational judgment testing shall become an eligibility requirement for all applicants to the Doctor of Medicine (MD) Program. The Max Rady College of Medicine shall implement situational judgment as assessed by the Computer-Based Assessment for Sampling Personal Characteristics (CASPer™). The Max Rady College of Medicine specifically recommends the following:

- CASPer™ will become an eligibility requirement for applicants to all applicant pools and streams commencing with the application cycle for academic year 2019/2020.
- CASPer™ shall not be used in the selection of registrants from the Canadian Indigenous applicant pool. Since applicants from the Canadian Indigenous applicant pool may also be considered in the general applicant category the CASPer™ must be written as it will be used in selection in the general applicant pool.
- Applicants to the Manitoba applicant pool and the out-of-province applicant pool must achieve a threshold CASPer™ score greater than 1.5 standard deviations below the mean for their respective applicant pool in order to maintain their eligibility.
- The CASPer™ score shall contribute 30% of the composite score used in the selection of applicants for the multiple mini Interview (MMI).
- In the selection of interviewed applicants for admission, the CASPer™ score shall contribute 10% to the composite score with a corresponding reduction in the weighting of the MMI score from 45% to 35%.
- The Admission Committee will monitor the effect of CASPer™ on the diversity of applicants selected for interview and admission, and mitigate the reduction of diversity, if any, as influenced by the introduction of CASPer™ as a screening and selection tool.



Rady Faculty of  
Health Sciences

**Max Rady College of  
Medicine**  
Department of  
Admissions  
260 Brodie Centre  
727 McDermot Ave  
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R3E 3P5

**A Proposal to the Senate Committee on Admissions  
from the Max Rady College of Medicine  
Recommending Revised Admissions Criteria for the  
Undergraduate Medical Education Program**

**Submitted by:**

**Bruce D. Martin, MD  
Director, Admissions  
Max Rady College of Medicine  
Rady Faculty of Health Sciences  
May1, 2018**

## **Preamble:**

There have been substantial changes to the Undergraduate MD Program Admissions policies over the past decade. The following summarizes the more recent changes implemented by the Senate upon recommendation by the Max Rady College of Medicine:

In 2011: the creation of new admissions streams to advance the MD/PhD Program and to create the Bilingual Stream within the Manitoba Applicant Pool; clarification of the definition of a Manitoba resident for purposes of admission and equivalency of resident status for members of the Canadian Forces; requirements for documentation of Indigenous ancestry; and recommendations specific to applicants with known blood-borne pathogens. The modifications came into effect for the applicants of the academic year 2012-2013.

In 2015: amendments to the admissions policies to enhance the diversity of registrants by advantaging eligible applicants who have characteristics or attributes that may have contributed to the historical underrepresentation of such individuals in medical education programs. The submission also recommended reduction of the out-of-province registrant pool to five per cent of registrants. The modifications came into effect for the applicants of the academic year 2016-2017.

In 2016: amendments to the admissions policies to allow applicants to request elimination of grades from a prior program of study; creation of equivalency of “Manitoba Resident” for residents of the Territories; and elimination of prerequisites in biochemistry and humanities and social sciences pursuant to the implementation of MCAT<sup>2015</sup>. The modifications came into effect for the applicants of the academic year 2018-2019.

At this time the Max Rady College of Medicine is proposing amendments to the existing admissions policies in the following areas:

- A. The addition of situational judgement testing to the eligibility requirements.
- B. Recommendations specific to the calculation of the adjusted grade point average.

## **Observations:**

The recommendations for revised admissions policies reflect the Max Rady College of Medicine Admissions Committee’s continued commitment to best practices in the selection of registrants who will contribute to the health human workforce necessary for the College to fulfill its social contract. The proposed recommendations are consistent with current best practices involved in the selection of candidates who have the academic capacity and personal attributes to proceed through the curriculum to successful registration for the practice of medicine.

### **A. The Addition of Situational Judgement Testing to the Eligibility Requirements**

There is an evolving literature to support the use of situational judgment testing (SJT) in the selection of health professional students. SJT has been demonstrated to effectively evaluate non-cognitive skills and interpersonal characteristics. Currently our admissions processes

solely use academic attributes for selection of applicants for interview. Implementation of SJT would add an additional dimension in the selection of applicants for interview.

McMaster University developed the Computer-Based Assessment for Sampling Personal Characteristics (CASPer™) to evaluate applicants' personal and professional attributes. CASPer™ is a video format SJT that presents a series of hypothetical scenarios and asks candidates how they would respond to that situation. Each scenario is based on one or more competencies, and the test taker's responses provide insight into his/her ability within each relevant competency. Outcome studies have identified the reliability and predicative validity of CASPer™ in the domains of interpersonal skills, integrity and ethics for medical and other health professionals. There are current evaluations of the impact of utilizing SJT and specifically Casper™ on the diversity of registrants: initial studies have identified positive diversity results on gender (females score slightly better than males), lower socio-economic status, and under-represented minorities. Studies also suggest that Casper™ supplements the MMI in measuring personal and professional qualities. The following Canadian Medical Schools are currently utilizing Casper™ in their undergraduate admissions processes: Dalhousie University; McGill University; University of Ottawa; McMaster University; and the University of Alberta. Memorial University of Newfoundland utilizes SJT in partnership with the UK Clinical Aptitude Test (UKCAT) Consortium.

The following images reflect the current and proposed criteria for the components of the composite scores used in the selection of applicants for interview, and the selection of interviewed applicants for admission:

### Selection of Applicants for Interview

#### Current:

AGPA (27.3%)	MCAT (72.7%)
--------------	--------------

#### Proposed:

AGPA (20%)	MCAT (50%)	CASPer (30%)
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### Selection of Interviewed Applicants for Admission

#### Current:

AGPA (15%)	MCAT (40%)	MMI (45%)
------------	------------	-----------

#### Proposed:

AGPA (15%)	MCAT (40%)	MMI (35%)	CASPer10%
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The Admissions Committee has deliberated extensively on the impact of all selection processes on diversity. The Admissions Committee is specifically aware that there is limited information to date on the potential impact of Casper™ on the selection of Indigenous Canadian applicants; accordingly, Casper™ shall not be used for selection in the Canadian Indigenous Applicant

Pool. The Admissions Committee is committed to evaluating the impact of implementing Casper™ on the diversity of all eligible applicants, interviewed applicants and registrants; there will be collaborative participation with other institutions in this regard.

## **B. Recommendations Specific to the Calculation of the Adjusted Grade Point Average**

The Adjusted Grade Point Average (AGPA) is a component of the composite score used in the selection of candidates for interview, and the AGPA is additionally used as a component of the composite score for offers of admissions and creation of the wait-list for admission. Currently the AGPA is initially calculated from undergraduate grades submitted at the time of application; thereafter the AGPA is recalculated based on grades submitted after completion of courses between the time of application and completion of the academic year. The process of AGPA calculation is significantly human resource intensive; the recalculation of the AGPA for interviewed applicants results in delays in offers of admission while awaiting final course grades and university transcripts.

The Admissions Committee has recommended that the AGPA used in selection of applicants for interview and selection of applicants for admission shall be calculated solely from undergraduate grades identified in the official transcripts submitted by the application deadline.

- The implication is the AGPA used in calculation of the composite score for determining the selection of interviewed applicants for admission *will not* be altered by grades achieved after the application deadline.
- The proposal will not affect the requirement for accepted and wait-listed applicants to submit a final transcript for courses completed between the time of application and June 30<sup>th</sup> of the year of admission.
- The proposal does not influence the current policy that allows the dropping of low grades for applicants who have completed ninety (90) or more undergraduate credit hours.
- The proposal does not influence the current policy that allows applicants to request elimination of undergraduate grades from a first program of study.

Admissions policies and timelines specific to transcript submission at other Canadian MD programs have been reviewed: the above noted policy recommendation would be consistent with other institutions.

### **Recommendations:**

The Max Rady College of Medicine recommends the following policy changes for consideration by the Senate Committee on Admissions:

- A. Situational judgment testing shall become an eligibility requirement for all applicants to the Doctor of Medicine (MD) Program. The Max Rady College of Medicine shall implement situational judgment as assessed by the Computer-Based Assessment for Sampling Personal Characteristics (CASPer™). The Max Rady College of Medicine specifically recommends the following:

- CASPer™ will become an eligibility requirement for all applicants commencing with the application cycle for academic year 2019/2020.
- CASPer™ shall not be used in the selection of registrants from the Canadian Indigenous applicant pool. Since applicants from the Canadian Indigenous applicant pool may also be considered in the general applicant category the CASPer™ must be written as it will be used in selection in the general applicant pool.
- Applicants to the Manitoba Applicant Pool and the Out-of-Province Applicant Pool must achieve a threshold CASPer™ score greater than 1.5 standard deviations below the mean for their respective applicant pool in order to maintain their eligibility.
- The CASPer™ score shall contribute 30% of the composite score used in the selection of applicants for the Multiple Mini Interview (MMI).
- In the selection of interviewed applicants for admission, the CASPer™ score shall contribute 10% to the composite score with a corresponding reduction in the weighting of the MMI score from 45% to 35%.
- The Admission Committee will monitor the effect of CASPer™ on the diversity of applicants selected for interview and admission, and mitigate the reduction of diversity, if any, as influenced by the introduction of CASPer™ as a screening and selection tool.

And

- B. The Adjusted Grade Point Average (AGPA) used in selection of applicants for interview and selection of applicants for admission shall be calculated from grades from all undergraduate courses identified in the official transcripts submitted by the application deadline.

These recommendations were passed by the Admissions Committee on March 28, 2018. The recommendations were subsequently accepted by the Max Rady College of Medicine Dean's Council on April 24, 2018 and will be presented to the Max Rady College of Medicine Executive Council on May 8, 2018.

**Report of the Senate Committee on Instruction and Evaluation RE: Modification of Maximum Attempts, Suspension, Reinstatement and Degree Grade Point Average regulations, Faculty of Agricultural and Food Sciences**

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**Preamble:**

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_comm\\_itees/502.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_comm_itees/502.html).
2. At its meeting on May 17, 2018 SCIE considered a proposal from the Faculty of Agricultural and Food Sciences to modify its academic regulations regarding *Maximum Attempts, Suspension, Reinstatement and Degree Point Average*.

**Observations:**

1. The Faculty is proposing to modify a number of its academic regulations in order to harmonize their undergraduate degree programs under a single set of academic regulations, as outlined below and included in the attached documents.
  - a) The Faculty is proposing to modify its *Maximum Attempts and Suspension* regulations for all its undergraduate degree programs by allowing a student to attempt a maximum of 150 credit hours to obtain the 120 credit hours required to graduate. Where it is mathematically impossible for a student to complete the degree within the maximum 150 credit hours, a student would be suspended. Suspended students would be required to remain out of the Faculty for one academic year from the date of suspension and would be required to apply for reinstatement.
  - b) The Faculty is proposing to modify its *Reinstatement Policy* by permitting a student who has served a suspension of one academic year to attempt reinstatement by completing a minimum of 12 credit hours in one term with no grade less than "D" and a Term Grade Point Average of at least 2.0. The student would start the program afresh, with previous grades of "C" or better applicable to the program, as well as the courses attempted for reinstatement. A student who does not meet the requirements for reinstatement would be required to withdraw.
  - c) The Faculty is proposing to modify its *Degree Grade Point Average* regulation to include all effective courses completed at each point of assessment, including all repeated, extra and failed course attempts. The proposed modification, in addition to harmonizing the Faculty's undergraduate programs, would also align with the University's *Grade Point Averages Policy* (Senate, June 22, 2016) and the *Repeated Courses Policy* (Senate, June 22, 2016). The Faculty is proposing that any student admitted prior to the implementation of the proposed modified *Grade Point Average* regulation continue to be assessed under the regulation in place at the time of admission until they graduate.

**Recommendation**

The Senate Committee on Instruction and Evaluation recommends:

***THAT Senate approve the proposed modifications to Maximum Attempts, Suspension, Reinstatement and Degree Grade Point Average regulations, Faculty of Agricultural and Food Sciences, effective September 1, 2018.***

Respectfully submitted,

Dr. Diane Hiebert-Murphy, Chair  
Senate Committee on Instruction and Evaluation

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.



# MEMORANDUM

Faculty of Agricultural and Food Sciences  
256 Agriculture Building, University of Manitoba  
Winnipeg, MB Canada R3T 2N2



18 May 2018

**TO:** Senate Committee on Instruction and Evaluation

**FROM:** Dr. Jared Carlberg, Associate Dean (Academic) *Jr Carlberg*

**RE:** **Modifications to Academic Regulations**

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At its Faculty Council meeting on Friday, April 27<sup>th</sup>, Agricultural and Food Sciences approved modifications pertaining to several Academic Regulations. Our proposal is intended to bring all of our undergraduate degree students under a single set of regulations rather than continuing to have separate policies for HNS (B.Sc. Human Nutritional Sciences) and non-HNS (ie B.Sc. Agribusiness, B.Sc. Agriculture, B.Sc. Agroecology, B.Sc. Food Science) programs.

Specifically, we propose modifications to harmonize the following regulations:

1. Maximum attempted hours/suspension (all attempts used)
2. Reinstatement policy
3. Degree Grade Point Average (DGPA) policy

The materials that follow provide more details on what we are proposing, and highlight the specific motions passed by our Faculty Council, now proposed to SCIE.

## Academic Regulations Proposal

- a) **Maximum attempted hours/suspension (all attempts used)**
- b) **Reinstatement policy**
- c) **Degree Grade Point Average (DGPA) policy**

Agricultural and Food Sciences has been working towards having one set of academic regulations for all of its undergraduate degree programs. Previous steps toward accomplishing this have included harmonizing regulations such as the Dean's Honour Roll and removing the "challenge for credit" provision from HNS academic regulations. Further harmonization of regulations will help ensure fairness across programs and prevent confusion among students and staff. A number of changes to regulations intended to bring about greater harmonization among programs appear below.

- a) **Maximum attempted hours/suspension (all attempts used)**: This item pertains to the number of credit hours that a student may attempt in pursuit of an undergraduate degree

### *Current non-HNS regulations*

#### Scholastic Requirements

To obtain a B.Sc. (Agriculture), B.Sc. (Agribusiness), B.Sc. (Agroecology) or B.Sc. (Food Science) degree, a student must pass 120 credit hours including degree required courses.

A maximum of 144 credit hours (24 full-courses or the equivalent) may be attempted to obtain the 120 credit hours.

### *Current HNS regulations*

#### Scholastic Requirements

To graduate, a student must have passed 120 credit hours acceptable for credit in the current degree program and have obtained a minimum of 240 quality points.

A maximum of 150 credit hours (25 courses or the equivalent) may be attempted in order to obtain the 120 credit hours.

#### Assessment

There is a maximum of 30 credit hours of attempts allowed for each academic program; once those attempts are used (repeated courses, grades of F or D), it is impossible to graduate.

#### Suspension (All Attempts Used)

Where it is mathematically impossible for a student to complete the degree by repeating failed courses, a suspended student, after remaining out of the faculty for one calendar year, may attempt reinstatement. By completing at least 12 credit hours in one term with a minimum 'D' grade in all courses and a term grade point average of at least 2.0, the

student will be reinstated. The student will start the program afresh, with previous grades of 'C' or better applicable to the program.

Proposal for all degree programs:

Maximum Attempts

A maximum of 150 credit hours may be attempted to obtain the 120 credit hours required to graduate. This means that a student cannot repeat more than 30 credit hours (e.g. retake a course to obtain a higher grade) over the duration of their program.

Suspension (All Attempts Used)

Where it is mathematically impossible for a student to complete the degree within the maximum 150 credit hours (i.e. has exceed 30 credit hours of attempts) a student is suspended and after remaining out of the faculty for one calendar year, may attempt reinstatement.

**Motion 1** – Faculty Council recommends to Senate Committee on Instruction and Evaluation that a maximum of 150 credit hours may be attempted to obtain the 120 credit hours and that a suspension (all attempts used) be implemented for all degree programs in the Faculty of Agricultural and Food Sciences.

**b) Reinstatement Policy:**

*Current reinstatement policy Ag Degree (Non-HNS):*

A student must remain out of faculty for a period of one year and then apply for re-entry. The student must complete at least 12 credit hours with a minimum Grade Point Average of 2.50 in courses approved by the faculty in the academic term or session in which reinstatement is being attempted. The student loses credit for all courses in which a grade of "D" was obtained prior to being reinstated. The student is given credit for courses in which grades of "C" or better were obtained, as well as the courses attempted for reinstatement. The student is reinstated and placed in the category of "good academic standing." A student who does not meet the reinstatement requirements as listed above will be required to be withdraw from the Faculty. A student who is placed on academic suspension for the second time, will not be permitted reinstatement in the faculty.

*Current reinstatement policy HNS:*

By completing at least 12 credit hours in one term with a minimum 'D' grade in all courses and a term grade point average of at least 2.0, the student will be reinstated. The student will start the program afresh, with previous grades of 'C' or better applicable to the program.

Proposed Reinstatement for all degree programs:

After remaining out of the Faculty for one academic year a student can attempt reinstatement by completing a minimum of 12 credit hours in one term with no grade less than D and a term grade point average of at least 2.0. The student will start the program afresh, with previous grades of 'C' or better applicable to the program, as well as the courses attempted for reinstatement. A student who does not meet the reinstatement requirements as listed above will be required to be withdraw from the Faculty. A student, who has been reinstated and is then placed on academic suspension for the second time, will not be permitted to attempt reinstatement again, after the one year suspension is served the student will then be required to withdraw from the Faculty.

**Motion 2** – *Faculty Council recommends to Senate Committee on Instruction and Evaluation that the reinstatement policy for all suspended students in the Faculty of Agricultural and Food Sciences is as follows:*

*After remaining out of the Faculty for one academic year a student can attempt reinstatement by completing a minimum of 12 credit hours in one term with no grade less than D and a term grade point average of at least 2.0. The student will start the program afresh, with previous grades of 'C' or better applicable to the program, as well as the courses attempted for reinstatement. A student who does not meet the reinstatement requirements as listed above will be required to be withdraw from the Faculty. A student, who has been reinstated and is then placed on academic suspension for the second time, will not be permitted to attempt reinstatement again, after the one year suspension is served will be required to withdraw from the Faculty.*

**c) Degree Grade Point Average (DGPA) calculation:**

The university changed the Grade Point Averages Policy ([http://umanitoba.ca/admin/governance/media/Grade Point Averages Policy - 2016 09 01.pdf](http://umanitoba.ca/admin/governance/media/Grade_Point_Averages_Policy_-_2016_09_01.pdf)) where it states:

**The following rules apply in regards to calculating GPA at the University:**

When a Student repeats a course or takes an equivalent course or mutually exclusive course (for example, a course that may not be held for credit with the original course), all attempts at that course shall be used in the calculation of the TGPA and CGPA. Whether or not grades for repeated courses are used toward the DGPA will be subject to Faculty policy.

*Our current policies are as follows:*

A student's Grade Point Average (GPA) will be determined from the number of "effective" courses which apply at a particular stage. The effective courses consist of all

courses passed in addition to all failures which have not been cleared or substituted for in the student's record. Students will normally be assessed once per year in May.

### Repeating Courses

A student may repeat any course for the purpose of attaining a better grade. The latest registration of a repeated course will count in GPA calculations.

### Recommendation:

The Faculty of Agricultural and Food Sciences align the DGPA policy to match the University of Manitoba's GPA policy, which was introduced on September 1, 2016 where all attempts at a course are used towards the GPA.

This would allow a more accurate representation of a student's DGPA as its shown on Aurora and for assessment purposes. As one of the assessment criteria is maximum course attempts, this change will also make it more feasible to track total attempts. If, alternatively, we were to use the "best or most recent" attempt we would have to un-apply the original grade manually at the end of the term. This would make it more difficult to track the number of attempts via reporting unless we go through every student record manually.

### Proposal for all degree programs:

#### Degree GPA

A student's Degree Grade Point Average (DGPA) will be determined from the number of effective courses completed at each point of assessment. The effective courses consist of all courses applicable to the degree program, including repeated, extra and failed course attempts.

### Repeating Courses

A student may repeat any course for the purpose of attaining a better grade. All attempts will be used in the DGPA calculations.

### Transition plan

Any student admitted prior to the implementation of the new policy will be grandfathered under the old policy (best or most recent attempt used for DGPA) until they graduate for assessment purposes.

**Motion 3** – *Faculty Council recommends to Senate Committee on Instruction and Evaluation that the Faculty of Agricultural and Food Sciences adopt the following DGPA and repeat regulations:*

*Degree GPA: A student's Degree Grade Point Average (DGPA) will be determined from the number of effective courses completed at each point of assessment. The effective courses consist of all courses applicable to the degree program, including repeated, extra and failed course attempts.*

*Repeating Courses: A student may repeat any course for the purpose of attaining a better grade. All attempts will be used in the DGPA calculations.*

## SECTION 3: Faculty Academic Regulations

### 3.1 Academic Regulations for all Degree Programs

*IMPORTANT NOTE: There are additional regulations specific to programs. Please see Sections 3.2 and 3.3 for more information.*

The provisions of the chapter, [General Academic Regulations and Requirements](#), and the chapter, [University Policies](#), apply to all students. In addition, the Faculty of Agriculture and Food Sciences has regulations and requirements, published below, that apply specifically to its Human Nutritional Sciences (HNS) students.

#### **Degree GPA**

**A student's Degree Grade Point Average (DGPA) will be determined from the number of effective courses completed at each point of assessment. The effective courses consist of all courses applicable to the degree program, including repeated, extra and failed course attempts.**

Repeating courses

Please refer to the University of Manitoba's Repeated Course Policy in the University Policies and Procedures section of this *Calendar*.

**A student may repeat any course for the purpose of attaining a better grade. All attempts will be used in the DGPA calculations.**

#### **Maximum Attempts**

**A maximum of 150 credit hours may be attempted to obtain the 120 credit hours required to graduate. This means that a student cannot accumulate extra courses, repeats (e.g. retake a course to obtain a higher grade) and/or fails which result in more than 30 credit hours over the duration of their program.**

#### **Suspension (All Attempts Used)**

**Where it is mathematically impossible for a student to complete the degree within the maximum 150 credit hours (i.e. has exceeded 30 credit hours of attempts, as described above) a student is suspended and after remaining out of the faculty for one calendar year, may attempt reinstatement.**

#### **Reinstatement Policy**

**After remaining out of the Faculty for one academic year on suspension, a student can attempt reinstatement by completing a minimum of 12 credit hours in one term with no grade less than D and a term grade point average of at least 2.0. Upon success, the student will start their program afresh, with previous grades of 'C' or better applicable to the program, as well as the courses attempted for reinstatement. A student who does not meet the reinstatement requirements as listed above will be required to withdraw from the Faculty. A student, who has been reinstated and is then placed on academic suspension for the second time, will not be permitted to attempt reinstatement again, after the one year suspension is served the student will then be required to withdraw from the Faculty.**

### 3.2 Academic Regulations for the Agriculture, Agribusiness, Agroecology, and Food Science Programs

Scholastic Requirements

To obtain a B.Sc. (Agriculture), B.Sc. (Agribusiness), B.Sc. (Agroecology) or B.Sc. (Food Science) degree, a student must pass 120 credit hours including degree required courses.

~~A maximum of 144 credit hours (24 full courses or the equivalent) may be attempted to obtain the 120 credit hours.~~

A minimum passing grade of "D" in prescribed courses is required of all students in the faculty.

Elective courses in which passing grades were not obtained need not be repeated however if taken after admitted to the degree program will count towards the Degree Grade Point Average.

~~A student's Grade Point Average (GPA) will be determined from the number of "effective" courses which apply at a particular stage. The effective courses consist of all courses passed in addition to all failures which have not been cleared or substituted for in the student's record. Students will normally be assessed once per year in May.~~

#### Probation Standards

Effective Courses to Date		Minimum GPA
1-10	(0-30 credits)	1.80
11-20	(33-60 credits)	1.85
21-30	(63-90 credits)	1.90
31-40	(93-120 credits)	1.95
40+	(120+credits)	2.00

#### Academic Suspension Regulations

A student is placed on academic suspension when one of the following occurs:

- When a student fails to obtain 12 Weighted Grade Points in the first year program; or
- When a student fails to meet the probational standards after attempting a minimum of 24 credit hours while on probation; or
- **When a student exceeds the maximum 30 credit hours of attempted hours in a program. See section 3.1.**

**Suspended students must remain out of the Faculty of Agricultural and Food Sciences for one academic year from the date of suspension and must apply for reinstatement. See reinstatement policy in section 3.1**

- ~~When a student accumulates failures in excess of 24 credit hours.~~

#### ~~Re-entry Regulations~~

~~A student must remain out of faculty for a period of one year and then apply for re-entry.~~

~~The student must complete at least 12 credit hours with a minimum Grade Point Average of 2.50 in courses approved by the faculty in the academic term or session in which reinstatement is being attempted.~~

~~The student loses credit for all courses in which a grade of "D" was obtained prior to being reinstated.~~

~~The student is given credit for courses in which grades of "C" or better were obtained, as well as the courses attempted for reinstatement.~~

~~The student is reinstated and placed in the category of "good academic standing."~~

~~A student who does not meet the reinstatement requirements as listed above will be required to be withdraw from the Faculty.~~

~~A student who is placed on academic suspension for the second time, will not be permitted reinstatement in the faculty.~~

### 3.3 Academic Regulations for the Human Nutritional Sciences Programs

#### Scholastic Requirements

##### Graduation and ~~Grade Point Average~~

To graduate, a student must have passed 120 credit hours acceptable for credit in the current degree program and have obtained a minimum of 240 quality points. This is equivalent to a Degree Grade Point Average of 2.0. A pass indicates a grade of 'D' or better. ~~A student's Degree Grade Point Average (DGPA) will be determined from the number of effective courses which apply at a particular stage. The effective courses consist of all courses passed, in addition to all failures which have not been cleared, or substituted for, in the students record. A maximum of 150 credit hours (25 courses or the equivalent) may be attempted in order to obtain the 120 credit hours.~~

##### Assessment

The status of each student will be assessed in May of each year in which a student is registered. All Direct Entry students will be assessed formally upon completion of at least 24 credit hours in May of each year using the Faculty of Agricultural and Food Sciences' assessment standards for HNS students. Assessments can include the following comments:

- Faculty minimum met (grade point average meets the standards listed below);
- Dean's Honour Roll
- Academic Warning
- Probationary status (see below)
- Suspension (see below)
- Suspension - all attempts used (see ~~below~~ **section 3.1**)

Academic warning indicates a grade point average between the minimum required at the effective credit hours (year) and the DGPA requirement of 2.0.

~~There is a maximum of 30 credit hours of attempts allowed for each academic program; once those attempts are used (repeated courses, grades of F or D), it is impossible to graduate.~~

##### Probationary Standards

HNS students must achieve or exceed the following standards at the specified stages in their academic careers. Failure to obtain the standard results in probation. Once placed on probation, students who fail to meet the appropriate performance level at the next assessment following the next registration will be academically suspended. A student is not permitted to be on probation for two consecutive years.

Assessment Standards		
Effective Credit Hours	Minimum Grade Point Average	
9 – 21 credit hours	< 2.0	Academic Warning
24 – 30 credit hours	1.80	
33 – 60 credit hours	1.85	
63 – 90 credit hours	1.90	
93 – 117 credit hours	1.95	
120+ credit hours	2.0	

##### Suspension

Suspended HNS students must remain out of the Faculty of Agricultural and Food Sciences for one academic year from the date of suspension and must apply for reinstatement. **See reinstatement policy in section 3.1**

~~Where mathematically possible for a suspended student to complete the degree by repeating failed courses, a suspended student shall be automatically reinstated after remaining out of the Faculty for one calendar year, or by achieving a degree GPA above the probationary standard.~~

#### ~~Suspension (All Attempts Used)~~

~~Where it is mathematically impossible for a student to complete the degree by repeating failed courses, a suspended student, after remaining out of the faculty for one calendar year, may attempt reinstatement. By completing at least 12 credit hours in one term with a minimum 'D' grade in all courses and a term grade point average of at least 2.0, the student will be reinstated. The student will start the program afresh, with previous grades of 'C' or better applicable to the program.~~

## **Report of the Senate Committee on Instruction and Evaluation RE: Modification of Distinction and First Class Honours Regulations, Faculty of Arts**

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### **Preamble:**

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/502.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html).
2. At its meeting on April 19, 2018 SCIE considered a proposal from the Faculty of Arts to modify its Distinction and First Class Honours regulations.

### **Observations:**

1. The Faculty is proposing to modify its Distinction regulations by adjusting the minimum credit hours required for second degree students to satisfy academic distinction requirements. Currently, in order to meet the requirements of graduating “With Distinction”, students completing a second degree in the Bachelor of Arts (General), the Bachelor of Arts Integrated Studies, or the Bachelor of Arts (Advanced) programs could be required to complete up to 30 credit hours in addition to what is required to satisfy their degree requirements. Second degree students in the Bachelor of Arts (Honours) program are not required to complete any additional credit hours in addition to their degree requirements in order to meet the credit hour requirements of graduating with First Class Honours. The following wording has been proposed to correct this inconsistency:
  - a) In order to obtain a Bachelor of Arts Integrated Studies or a Bachelor of Arts (General) “Degree with Distinction”, a student must achieve a final minimum Degree Grade Point Average of 3.80, and must complete a minimum of 60 credit hours at the University of Manitoba.
  - b) In order to obtain a Bachelor of Arts (Advanced) “Degree with Distinction”, a student must achieve a final minimum Degree Grade Point Average of 3.80 and must complete a minimum of 90 credit hours at the University of Manitoba.
2. The Faculty is proposing to modify its First Class Honours regulation by removing reference to residency requirements that no longer exist and instead indicating that completing a minimum of 90 credit hours at the University of Manitoba would be required to qualify for the First Class Honours designation.

### **Recommendation**

The Senate Committee on Instruction and Evaluation recommends:

***THAT Senate approve the modification of Distinction and First Class Honours regulations, Faculty of Arts, effective September 1, 2018.***

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

Respectfully submitted,

Dr. Diane Hiebert-Murphy, Chair  
Senate Committee on Instruction and Evaluation



UNIVERSITY  
OF MANITOBA

Faculty of Arts

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Winnipeg, Manitoba  
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**DATE:** March 8, 2018  
**TO:** Marcia Yoshida, Secretary, Senate Committee on Instruction and Evaluation  
**FROM:** Jeff Taylor, Dean, Faculty of Arts   
**SUBJECT:** *Modification to Faculty of Arts Distinction Regulations*

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This memo is to confirm that, at its meeting on January 31, 2018, Arts Faculty Council approved a modification to the Faculty of Arts "Degree with Distinction" and "First Class Honours" Regulations.

Please forward the following information to the Senate Committee on Instruction and Evaluation for consideration.

c: J. Leboe-McGowan, Associate Dean  
G. Sobie, Secretary, Academic Regulations Policy Committee



**DATE:** December 15, 2017  
**TO:** J. Taylor, Dean, Faculty of Arts  
**FROM:** J. Leboe-McGowan, Chair, Faculty of Arts Academic Regulations Policy Committee (ARPC)  
**SUBJECT:** ARPC Proposal for Faculty Executive to Consider – Academic Distinctions

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**PREAMBLE**

The terms of reference of the above Committee stipulate that it shall recommend to Faculty Council, through the Arts Executive Committee, with respect to undergraduate regulations relating to admission, General, Advanced and Honours degree programs, examinations, grading system, required performance levels and all requirements for receiving degrees.

At its meeting on November 29, 2017, the Committee discussed the following matter:

**ARPC recommends modification to Section 5.11 of the Faculty of Arts section of the Undergraduate Calendar.**

**Observations:**

Currently, there exists an inconsistency in the requirements for academic distinctions between Second Degree Students who graduate from the B.A. General Degree, B.A. Integrated Studies Degree, and B.A. Advanced Degree programs, compared to Second Degree Students who graduate from the B.A. Honours degree program.

Generally speaking, the Faculty of Arts allows students who apply to the Faculty of Arts in pursuit of a second degree to transfer in up to 60 credit hours of transfer credit.

Within the current regulations, reference to what must be completed at the U of M after being admitted as a Second Degree student for the General, BAIS, and Advanced Degree students, forces completion of 30 additional credit hours at the University of Manitoba as a Second Degree Student, in order to establish their eligibility to graduate "With Distinction". For example, under the current regulations, BAIS and General Degree students who wish to graduate "With Distinction" are required to complete a minimum of 60 credit hours after admission, when they may only need to complete 30 credit hours to graduate. Under the same regulations, Advanced Degree students are required to complete a minimum of 90 credit hours after admission, when they may only require 60 credit hours to graduate.

Second Degree Honours Degree students are not held to the same standard of what needs to be completed at the U of M after admission. The "First Class Honours" regulations refer to a minimum residency requirement (U of M course work) stating that, "Students must have completed a minimum of 90 credit hours of acceptable coursework at the University of Manitoba in a 120 credit hour Honours program.). The difference here is that there is no reference to completing the 90 credit hours after admission to the Second Degree program. For former University of Manitoba

students, this means that Honours students could complete as few as 60 credit hours for their second degree, and while doing so also qualify for "First Class Honours", whereas a similar type of student (former U of M graduate) pursuing a second degree in one of the General, BAIS, or Advanced degree programs would be required to complete 30 credit hours in addition to their degree requirements in order to qualify for the "With Distinction" notation.

**Rationale:**

It is difficult to reconcile why two Second Degree students, who completed their first degrees at the U of M, would be required to complete a different number of credit hours in order to satisfy the Faculty of Arts academic distinction regulations.

Having a separate set of regulations for Second Degree students creates confusion and inequity. A single set of regulations for academic distinctions will increase clarity and equity for all students.

The proposed wording allows the Faculty of Arts to continue to require students to complete a significant portion of their degree at the U of M while satisfying academic distinction requirements, and also allows these Second Degree Students (whose first degree is from the U of M) to forego the completion of an additional 30 credit hours of course work that may not be necessary for their second degree.

For a Second Degree Student who completed their first degree at the University of Manitoba:					
Applies to:	Max. Cr. Hrs. transferred to 2 <sup>nd</sup> Degree	Req'd Cr. Hrs. for Program	Min. Req'd Cr. Hrs. to Satisfy Degree Req's	Min. Req'd Hrs to Satisfy Academic Distinction Req's under current regulations	Min. Req'd Hrs to Satisfy Academic Distinction Req's under proposed regulations
General Degree	60	90	30	60	30
BAIS	60	90	30	60	30
Advanced	60	120	60	90	60
Honours	60	120	60	60	60

**Recommendation:**

For the reasons provided above, Faculty of Arts ARPC unanimously recommends revising the Faculty of Arts Undergraduate Calendar, section 5.11 Dean's Honour List and Graduating with Distinction or First Class Honours, as follows:

**Current Wording:**

**5.11 Dean's Honour List and Graduating with Distinction or First Class Honours**

**Dean's Honour List**

To qualify for this list a student must be registered in one of the four degree programs offered by the Faculty of Arts and complete at least 12 credit hours offered by the University of Manitoba during a term and attain a minimum term grade point average of 3.75. The notation "Dean's Honour List" will be included on the student's transcript specific to that term.

## **With Distinction**

Students graduating with a B.A. General or a B.A. Integrated Studies Degree as a first degree will have their degree granted "With Distinction" if they have a minimum degree grade point average of 3.80 on all coursework taken at the University of Manitoba and provided a minimum of 60 credit hours of acceptable coursework is completed at the University of Manitoba. (Students seeking a second degree will be eligible for this recognition provided they complete a minimum of 60 credit hours of acceptable coursework at the University of Manitoba following admission to their second degree program.)

Students graduating with a B.A. Advanced Degree as a first degree will have their degree granted "With Distinction" if they have a minimum degree grade point average of 3.80 on all coursework taken at the University of Manitoba and provided a minimum of 90 credit hours of acceptable coursework is completed at the University of Manitoba. (Students seeking a second degree will be eligible for this recognition provided they complete a minimum of 90 credit hours of acceptable coursework at the University of Manitoba following admission to their second degree program.)

This distinction will be noted on the parchment and on the student's transcript.

## **First Class Honours**

Students graduating with a B.A. Honours Degree will have their degree granted with "First Class Honours" if they have a minimum degree grade point average of 3.80 on all acceptable coursework completed at the University of Manitoba and have met the following residency requirements:

- Students must have completed a minimum of 78 credit hours of acceptable coursework at the University of Manitoba in a 108 credit hour Honours program;
- Students must have completed a minimum of 84 credit hours of acceptable coursework at the University of Manitoba in a 114 credit hour Honours program;
- Students must have completed a minimum of 90 credit hours of acceptable coursework at the University of Manitoba in a 120 credit hour Honours program.

Effective 2015, all Honours programs will require 120 credit hours.

The notation "First Class Honours" will appear on both the parchment and the student's transcript.

## **Proposed wording:**

### **5.11 Dean's Honour List and Graduating with Distinction or First Class Honours**

#### **Dean's Honour List**

To qualify for this list a student must be registered in one of the four degree programs offered by the Faculty of Arts and complete at least 12 credit hours offered by the University of Manitoba during a term and attain a minimum term grade point average of 3.75. The notation: "Dean's Honour List", will be included on the student's transcript specific to that term.

#### **Degree with Distinction (Bachelor of Arts Integrated Studies and 3-Year General Degree)**

To obtain a Bachelor of Arts General or a Bachelor of Arts Integrated Studies "Degree with Distinction" a student must achieve a final minimum Degree Grade Point average of 3.80, and must complete a minimum of 60 credit hours at the University of Manitoba. The term "Degree with Distinction" will appear on the student's parchment and the student's transcript of marks.

#### **Degree with Distinction (Bachelor of Arts Advanced Degree)**

To obtain a Bachelor of Arts Advanced "Degree with Distinction" a student must achieve a final minimum Degree Grade Point average of 3.80, and must complete a minimum of 90 credit hours at the University of Manitoba. The term

“Degree with Distinction” will appear on the student’s parchment and the student’s transcript of marks.

**First Class Honours (Honours Degree Only)**

To obtain a Bachelor of Arts Honours Degree with “First Class Honours”, a student must achieve a final minimum Degree Grade Point average of 3.80, and must complete a minimum of 90 credit hours at the University of Manitoba. The term “First Class Honours” will appear on the student’s parchment and the student’s transcript of marks.

\*\*\*\*\*

I ask that this report be transmitted to the meeting of Arts Executive on Tuesday January 23, 2018. I will be happy to present the report at this meeting upon your invitation.

**Report of the Senate Committee on Instruction and Evaluation RE: Revision of Regulation on Accommodations for Missed Undergraduate Term Examinations, I.H. Asper School of Business.**

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**Preamble:**

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/502.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html).
2. At its meeting on April 19, 2018 SCIE considered a proposal from the I.H. Asper School of Business to revise its *Regulation on Accommodations for Missed Undergraduate Term Examinations*.

**Observations:**

1. The Faculty is proposing a number of revisions to *Section 2.0 Events Qualifying for Accommodations* as outlined below and included in the attached document:
  - a) In section 2.6, Commerce Socials has been added as an eligible event, allowing CSA Commerce Social Co-Chairs and Vice President Social Events to be accommodated for term tests or exams scheduled the evening of or the morning after these events. In section 2.18, the Canadian Business Schools Conference has been added as an eligible event.
  - b) A variety of editorial and formatting revisions have been made throughout the document, including updating event and position titles.

**Recommendation**

The Senate Committee on Instruction and Evaluation recommends:

***THAT Senate approve the revision of the Regulation on Accommodations for Missed Undergraduate Term Examinations, effective September 1, 2018.***

Respectfully submitted,

Dr. Diane Hiebert-Murphy, Chair  
Senate Committee on Instruction and Evaluation

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

March 20, 2018

**MEMORANDUM**

To: Marcia Yoshida, Academic Specialist

From: Laura Bean, Undergraduate Program Manager

Subject: I. H. Asper School of Business Regulation on Accommodations for Missed Undergraduate Term Examinations

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The Asper School of Business submits the following changes to our supplementary Regulation on Accommodations for Missed Undergraduate Term Examinations for consideration. The motions for these revisions were passed by the Asper School of Business Faculty Council at meetings held on March 16, 2018.

# I. H. ASPER SCHOOL OF BUSINESS

## Regulation on Accommodations for Missed Undergraduate Term Examinations (Formerly: Asper School of Business Policy on Deferrals of Term Exams)

### Preamble

To fulfill the I.H. Asper School of Business mission to provide undergraduate students “with the opportunity to develop skills and acquire knowledge that will enable them to contribute meaningfully as leaders in organizations”, students are encouraged to participate in student government activities and student events. It is recognized that such participation may at times necessitate a student to miss a term examination (defined as an exam, other than the final exam, requiring the student to take the exam in person or in real-time online).

This regulation document defines what is and what is not an acceptable reason for accommodations for missed term examinations in Asper School courses stemming from participation in student government activities and student events. This regulation applies only to term examinations, not final examinations, for which the University’s Final Examinations and Final Grades Policy will apply. Further, missing a final examination requires applying for a deferred exam via the Undergraduate Program Office.

The University’s below list of acceptable reasons that qualify for accommodation for missed final examinations will also apply to term examinations in Asper School undergraduate courses. In addition, this regulation document lists activities and events that qualify for accommodations should students have to miss a term examination for participating in one of those.

- i) medical and/or compassionate condition
- ii) participation in an inter-university, provincial, inter-provincial, national, or international scholastic or athletic event
- iii) religious obligations

Missing deadlines for submitting assignments or term work completed outside of class are not eligible for accommodation under this regulation, as it is expected that the student could have planned their schedule around the event or activity to complete the submission on time.

This document does not address the issue of participation marks in class. Losing participation marks by not being in class is a measurable cost of attending or participating in student events and conferences. It is up to the instructor to make an accommodation for class participation marks if he/she sees fit.

### Section 1.0 Requirements for Accommodation

- 1.1 In order to have an accommodation, a student must provide the professor with a written request for an accommodation at least five working days prior to the date of the term examination. At this time, the professor may require proof of attendance at the event. If no application is received by the cutoff time, the professor is under no obligation to provide an accommodation.
- 1.2 The exam must occur at the same time as the event or activity the student is involved in, factoring a reasonable travel time to and from the event. Participation in an activity or event must actually prevent the student from attending the exam. It is not acceptable for

students to apply for an accommodation on the grounds that they are involved in organizing an event or activity that prevents them from studying for the exam or taking the exam. No event is considered so significant that it precludes a student from studying for an exam. Students are expected to manage their time and develop the ability to prioritize their work.

## Section 2.0 Events Qualifying for Accommodation

The students noted under each of the following events should be provided with accommodations for missed term examinations provided they meet the eligibility requirements listed above.

- 2.1 CSA Corporate Golf Tournament  
~~CSA Special Events Coordinator~~ **Professional Development Co-Chairs** and Vice President of Operations
- 2.2 Celebrating Co-op  
All Asper Co-op students  
The date and time of this event will be conveyed to faculty members at least ten working days prior to the deadline for the course outlines to be submitted so that faculty can avoid scheduling examinations on this date.
- 2.3 ~~Asian~~ Lunar New Year **Festival & Dinner**  
~~CSA International Communications Co-Chairs and Vice President of Student Services~~  
**Academic Events**
- 2.4 Commerce Business Banquet  
Asper B.Comm. students  
The date and time of this event will be conveyed to faculty members at least ten working days prior to the deadline for the course outlines to be submitted so that faculty can avoid scheduling examinations on this date.
- 2.5 Commerce Graduation Banquet  
CSA Graduation Co-Chairs, President and Vice President of ~~Programming~~ **Academic Events**
- 2.6 **Commerce Socials**  
**CSA Commerce Socials Co-Chairs and Vice President Social Events**  
**Students may be accommodated (as per Section B) for term tests or exams scheduled the evening of or the morning after these events.**
- 2.67 CSA Etiquette Evening  
CSA Professional Development Co-Chairs and Vice President of Student Services
- 2.78 ~~Excellence in Aboriginal Business Leadership~~ **Visionary Indigenous Business Excellence (VIBE)** Award Dinner  
All student members of **AIBEP** (~~Aboriginal~~ **Indigenous** Business Education Partners) and **AACS UMICS** (~~Association of Aboriginal~~ **University of Manitoba Indigenous** Commerce Students), CSA President, and Vice President of ~~Operations~~ **Internal**
- 2.89 Five Days for the Homeless (opening and closing ceremonies only)

CSA Event Chairs, Vice President of ~~Programming~~ **Social Events**, and sleepers

**2.910** First Year Case Competition

Competing students, CSA ~~Special Events Co-coordinators~~ **Academic Competition Co-Chairs**, and Vice President of ~~Operations~~ **Academic Events**

**2.4011** IDEA Dinner

Students chosen on merit

**2.4112** MISA Biztek

MISA executive council members

**2.4213** Shinerama

CSA Event Chairs and the Vice President of Programming

**2.4314** Suit Up Fashion Show

CSA ~~Professional Development~~ **Special Events** Co-Chairs and Vice President of ~~Student Services~~ **Social Events**

**2.4415** UMAC Fish Dinner

Event planners (two or three)

**2.4516** UMFO Banquet

Event planners (two or three)

**2.4617** UMMA Conference

Event planners (two or three)

**2.4718** Conferences and Competitions

The following conferences and competitions provide an executive level experience to all participants. The events are attended by members of the CSA executive and students chosen on merit to participate in the event/activity or are registered to take the specified exam. The conferences range in length from a weekend to as long as one week. They all provide an opportunity to broaden student understanding of the real world of business.

**2.4718.1** AIESEC Canada (Association Internationale des Etudiants en Sciences Economiques et Commerciales)

**2.4718.2** ANPA Case Competition (Alberta Not-for-Profit Association Case Competition)

**2.4718.3** APEX Conference (Achieving Professional Excellence, York University)

**2.4718.4** CEO Manitoba Conference, Elevator Pitch, and Bus Crawl (Collegiate Entrepreneurs' Organization)

**2.4718.5** ~~ASBAA Toronto trip (Asper School of Business Accounting Association)~~ **Sanctioned Asper School Trips (e.g. ASBAA Toronto Trip)**

**2.4718.6** BASC Competition (Business and Accounting Student Case Competiton)

**2.18.7** CABS Conference (Canadian Association of Business Schools)

**2.18.8** **Canadian Business Schools Conference**

**2.18.9** CAS Exams (Casualty Actuarial Society)

**2.4718.710** CASE-IT Competition

- 2.18.11 CFA Exams
- 2.18.12 CFA Institute Research Challenge
- 2.4718.813 CSA General Council Retreat
- 2.4718.914 ECCC (Engineering & Commerce Case Competition)
- 2.4718.4015 Excalibur Case Competition
- 2.4718.4416 ICBC (Inter Collegiate Business Competition)
- 2.4718.4217 Investors Group Case Competition
- 2.4718.4318 JDC West Competition
- 2.4718.4419 Munich Re Cup (National Actuarial Case Competition)
- 2.4718.4520 NBSC (National Business School Conference)
- 2.4718.4621 Operations Stimulus Case Competition
- 2.4718.4722 QBET (Queen's Conference on the Business Environment Today)
- 2.4718.4823 QMAC (Queen's Marketing Competition)
- 2.4718.4924 RMBS (Rocky Mountain Business Seminar)
- 2.4718.2025 Roundtable (incoming and outgoing CSA Executives)
- 2.4718.2426 SOA Exams (Society of Actuaries)
- 2.4718.2227 Ted Rogers Management Conference (Ryerson University)
- 2.4718.2328 West Coast Leadership Retreat
- 2.4718.2429 Western/~~Eastern~~ Canadian Leadership Retreat

#### 2.4819 Candidates in Student Government Elections

Business students who are running for UMSU President, UMSU Vice President, CSA President, CSA Vice President of Operations **Internal**, CSA elected positions, or University Senate should be allowed accommodations for missed term examinations during the public fora as decared by the CRO (Chief Returning Officer). This period varies for UMSU elections and is normally one week for CSA elections.

#### 2.4920 Events Not Listed in Section 2.0

For events not listed in category 2.0 above, the Associate Dean (Undergraduate) will consider and approve or deny the request for accommodation, provided student participation in the event potentially satisfies at least one of the following requirements:

- Enhance the academic reputation of the Asper School of Business
- Lead to academic knowledge development
- Build corporate social responsibility in the student
- Involve networking with members of the business community

### Section 3.0 Options for Accommodation

Three options are available to deal with missed term examinations (see below). These options are granted at the discretion of the professor, who is not obliged to choose an option simply because it is convenient to the student. The student should be informed which of the three options has been chosen by the professor, and this will be done within four business days after the submission of the request for accommodation.

- 3.1 Option A  
The professor allows the student to write the exam at a later time or date, at the professor's discretion.
- 3.2 Option B  
The professor allows the student to take the exam at an earlier date or time, at the professor's discretion.
- 3.3 Option C  
The professor adds the weight of the missed term examination onto another examination(s) that is to be taken in the future. The professor decides which examination(s) these marks will be added to.

With each of the options A or B, the professor will offer the student a choice of writing times for the examination no earlier or later than one week before or after the original exam date respectively. Once the student and professor have agreed on the writing time, the student is obligated to write the examination at that agreed-upon time. If the examination is not written, the professor will decide whether another examination time will be granted or a grade of zero will be assigned to the missed examination.

Any option chosen must not violate the University's Final Examinations and Final Grades Policy or Procedures.

#### Section 4.0 Right of Revocation

The professor is not bound by these regulations if the student fails to meet the requirements listed in Section 1.1 and 1.2 above.

FC April 12, 2002

Revised June 23, 2006 (Associate Dean Tyrchniewicz)

FC June 3, 2011

Revised October 28, 2016 (Undergraduate Program Committee)

FC December 9, 2016

SCIE February 16, 2017

Senate April 5, 2017

**FC March 16, 2018**

**Senate \_\_\_\_\_, 2018**

THE SENATE COMMITTEE ON UNIVERSITY RESEARCH  
REPORT ON THE REVIEW OF THE  
**CENTRE ON AGING**

**Preamble:**

1. The terms of reference for the Senate Committee on University Research (SCUR) can be found at:

[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/510.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/510.html)

2. At its meeting on May 17, 2018, SCUR received a report from the *Centre on Aging* for its periodic review, as per University policy.

3. The Policy for *Research Centres, Institutes and Groups*, stipulates that all research centres/institutes be reviewed by the Senate Committee on University Research (SCUR) on a periodic basis but not less than once every 5 years. Accordingly and following the approval by Senate of this Policy, the Senate Committee on University Research established a schedule for the review of all research centres/institutes

4. For each research centre/institute identified for review, a sub-committee of the Senate Committee on University Research was established. In accordance with the Policy, the task of each sub-committee was to recommend to SCUR on whether a formal, independent review committee should be struck to conduct a full review. If a sub-committee was of the view that a full review of a specific research centre/institute was not warranted, it was further charged with recommending to SCUR on the continuance or termination of the research centre/institute.

**Observations:**

1. The review process followed that which is outlined in sections 2.6 to 2.13 of the Procedures, and involved a review of annual reports of each centre/institute as well as a report prepared by each research centre/institute director which (as per section 2.8 of the Procedures) contained:

- a) A description of how and why the centre/institute has achieved or revised its original objectives; a detailed listing of its research and training accomplishments; a current membership list; and a detailed financial statement;
- b) a five-year plan which identifies future research directions and development strategies;
- c) letters indicating continued support for the research/centre institute from appropriate department heads and faculty/school deans/directors; and
- d) the names of individuals who could provide external assessments of the research centre/institute.

2. *The membership of this sub-committee was as follows:*  
Andrew Halayko, Rady Faculty of Health Sciences (Chair)  
Stefi Baum, Faculty of Science  
Jonathan Beddoes, Faculties of Engineering and Architecture

3. *The assessment of the sub-committee was as follows:*

General

The committee was impressed with the quality and robustness of the report, and the appendices submitted. Formatting and presentation of details and was clear and were provided in a manner that specifically addressed the key issues for review. Overall, the committee appreciates the breadth, excellence, abundance and novelty of the work that the Centre is spearheading, and that is being completed by its members. Ample training opportunities and success in this domain is readily apparent, with novel training opportunities, and ongoing support to foster trainee development. The research affiliates and the Centre are quite successful in attracting extramural grant support. Research productivity is outstanding. The Centre clearly has strong local recognition and offers outreach activities that engage the larger academic community locally and regionally. National and international recognition of individual members and the Centre as an important node in aging-related research is apparent. Strategic and tactical partnerships are important and the attached letters indicate that this is supporting the Centre's efforts to attain its goals and objectives. There is a sense of strong leadership, and it appears that decision-making about future direction and strategic planning is transparent and inclusive.

(a) *The extent to which the research centre/institute has fulfilled:*

(i) *The general objectives of research centres/institutes as stipulated under the Policy*

The Centre on Aging has been productive, and a significant resource as a University Research Centre for 35 years. It is currently under leadership of Dr. Michelle Porter (2015-2020). Since its inception, the Centre's structure has facilitated efforts to conduct, encourage, stimulate and disseminate research in aging throughout the University. It has a record of accomplishment in supporting research, building research capacity, and for knowledge dissemination, that includes the incorporation of research findings into policies, interventions and services. The Centre has supported seed grants; summer studentships; faculty-graduate student research grants; student scholarships/fellowships; and travel to conferences.

The committee agrees that the Centre is meeting the general objectives of research centres. They are without doubt strengthening and coordinating uniquely focused research and scholarly activities. The Center on Aging has very clearly identified goals and objectives. It has been and will continue to be an established entity, bringing together scholars from different disciplines. The Centre is maintaining high levels of research productivity, and is fostering research training and attracting post-doctoral fellows, visiting professors, and other scholars. The Centre has initiatives that include scholars at other universities and/or institutions. It is successfully acquiring external funding for operations. The Centre has strong internal and external communication and outreach activity with academics, the public and the government/policy sector. Moreover, they maintain important cross sector partnerships, including with AGE-WELL NCE, and the Canadian Longitudinal Study on Aging.

(ii) *Its specific objectives, as indicated on its establishment;*

The committee appreciates the Centre's achievements and commends its success in meeting its specific goals/objectives. These are organized to generate, support, and promote interdisciplinary research on aging at Manitoba universities to promote improvement of the lives of older adults, their families, caregivers, and communities.

Specific Goals include:

- Goal 1: Rigorous Research
- Goal 2: Knowledge Mobilization
- Goal 3: High-Quality Training in Aging

#### Goal 4: Effective Partnerships

*(b) Highlight past research training and funding of the centre. Discuss the appropriateness of its proposed five-year plan for future research directions and development strategies and;*

The Centre on Aging appears to be very active, with widespread faculty/student involvement. The Centre maintains an email listing of students interested in the field of aging (n=265; 53 students per year). The Centre leads several unique training programs, including: Graduate Specialization in Aging (GSA) for MSc and PhD students (15 Master's & 1PhD during 2012–2017); the Students Targeting Aging Research (STAR) group; and, a Summer Research Training Institute in partnership with Nursing, Kinesiology and Education. Notably, during the last cycle the Centre on Aging awarded 18 scholarships and grants to students at a value of \$42,500. The report did not specifically provide information on the number of graduate trainees that completed training in the research programs of Research Affiliates, nor was it readily evident to what extent graduate trainees under the supervision of Research Affiliates were successful in obtaining extramural awards and stipendiary funds. Based on the success of the Research Affiliates, the committee feels that it is likely that the number of graduate research trainees is substantive. We do suggest that the Centre institute a program to track the development and “graduation” and achievements of such trainees moving forward.

Extramural funding in the last five-year cycle is substantive: \$139,985,490 from multi-year operating grants, group grants, seven Canada Research Chairs, and two Endowed and Sponsored Research Chairs.

There is an impressive list of publications/presentations, which highlights the collective productivity and excellence of the members. A total of 941 journal articles and book chapters between July 1, 2012 and June 30, 2017 were listed. The committee reached out to the Director requesting clarification about the number of papers that are of direct relevance to aging and work at the Centre. We received a rapid and helpful response that confirmed that 42% of articles are directly related to aging, and 37% more are associated with aging-related topics. This collection of 550 aging-relevant articles represents outstanding productivity and knowledge dissemination by the Centre and its Research Affiliates.

The committee notes that that the five-year plan proposed was the result of a comprehensive strategic planning process involving leaders, members, staff, advisory board and stakeholders. The outcomes from the planning process informed the development of the Mission, Vision, Goals, and Terms of Reference for the Center for the next five years. Overall, the strategic plan is a good platform to enable specific action and new initiatives in the next five years. The committee suggests that within the strategic plan, the Centre and its Advisory board also consider what the most significant new challenges and opportunities that might evolve in the area of aging in five-to-ten years, and position the Center to be a leader in these areas in a longer-view perspective.

The strategic plan proposed is very ambitious, with eight initiatives identified, and within these 54 activities to pursue. The rationale and significance for these initiatives are provided, and for the most part are sound. The committee suggests that the Centre carefully prioritize individual initiatives and monitor ongoing progress to ensure that if not all of these can be fully achieved over the next five years, those with potential for the greatest immediate and sustained impact are delivered in priority order.

Notwithstanding the comment above, the committee suggests that there are additional opportunities for the Centre to engage researchers in Engineering (eg. Biomedical Engineering) and Computer Science (Faculty of Science). Such interaction could foster important work to exploit and investigate technological approaches that could address

aging-related living issues, particularly for housebound (winter bound) individuals. Focus in this area would also position the Centre to respond to and be at the forefront of big issues and needs that will arise in the aging area over the next 5-10 years.

Governance and reporting structure for the Centre may require streamlining. There appears to be ~87 Research Affiliates, but an organizational chart on page 18 suggests that all individuals report to the Director. This has potential for only 'loose' connection between Research Affiliates and the Director, suggesting that it will be difficult for the Centre to easily develop cross-cutting and highly strategic research themes or directions. Should the Centre consider identifying 'theme leaders' to improve coordination and collaboration?

Further to Governance: there is a very solid Advisory Board construct in place to provide oversight, direction and external opinion on Centre activities and progress. The committee notes that there is not a specific plan to engage external experts in the course of the next five-year cycle. Though these individuals need not be included in the Advisory Board, the Centre should consider (bi)annual opportunities to obtain external opinion and review to ensure the Center is at the forefront of issues and trends in the field at large.

(c) *Its current and projected financial viability.*

The Centre is on solid financial ground and the committee anticipates this will continue to be the case over the coming five-year cycle. Operating funds of \$187,290 (2016-17) and capitalized revenue from a \$48,000 endowment support general operations, including two FT staff, PT student assistant. These funds also support the Director's teaching release, stipend support for trainees, student training activities and programs, travel to conferences, academic programs, and outreach/knowledge translation initiatives. External funding to affiliates supports research with the Centre. Current funds to support for the latter initiatives includes Seniors and Healthy Aging Branch (\$107,000 for five years) and New Horizons (\$21,673.90)).

**Recommendation:**

**THAT the *Centre for Aging*, be renewed for a term of 5 years, from September 3, 2018 through September 2, 2023.**

Respectfully submitted,

Dr. Digvir Jayas, Chair  
Senate Committee on University Research

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

THE SENATE COMMITTEE ON UNIVERSITY RESEARCH  
REPORT ON THE REVIEW OF THE  
WINNIPEG INSTITUTE FOR THEORETICAL PHYSICS (WITP)

**Preamble:**

1. The terms of reference for the Senate Committee on University Research (SCUR) can be found at:

[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/510.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/510.html)

2. At its meeting May 17, 2018, SCUR received a report from the Winnipeg Institute for Theoretical Physics for its periodic review, as per University policy.

3. The Policy for *Research Centres, Institutes and Groups*, stipulates that all research centres/institutes be reviewed by the Senate Committee on University Research (SCUR) on a periodic basis but not less than once every 5 years. Accordingly and following the approval by Senate of this Policy, the Senate Committee on University Research established a schedule for the review of all research centres/institutes

4. For each research centre/institute identified for review, a sub-committee of the Senate Committee on University Research was established. In accordance with the Policy, the task of each sub-committee was to recommend to SCUR on whether a formal, independent review committee should be struck to conduct a full review. If a sub-committee was of the view that a full review of a specific research centre/institute was not warranted, it was further charged with recommending to SCUR on the continuance or termination of the research centre/institute.

**Observations:**

1. The review process followed that which is outlined in section 2.6 to 2.13 of the Procedures, and involved a review of annual reports of the centre/institute as well as a report prepared by the research centre/institute director which contained:
  - (a) A description of how and why the centre/institute has achieved or revised its original objectives; a detailed listing of its research and training accomplishments; a current membership list; and a detailed financial statement;
  - (b) a five-year plan which identifies future research directions and development strategies;
  - (c) letters indicating continued support for the research/centre institute from appropriate department heads and faculty/school deans/directors; and
  - (d) the names of individuals who could provide external assessments of the research centre/institute.

2. The membership of this sub-committee was as follows:

**Member:** Dr. John Doering (Chair)

**Member:** Dr. Michelle Porter

**Member:** Dr. Anita Brule-Babel

3. The assessment of the sub-committee is as follows:

(a) The extent to which the research centre/institute has fulfilled:

(i) The general objectives of research centre/institutes as stipulated under the Policy:

The WITP has fulfilled the following general objectives of a research centre as it:

- has clearly identified goals and objectives;
- has some degree of permanence;
- brings together scholars from different areas of specialization;
- maintains a high level of research productivity;
- fosters the training of future researchers;
- attracts post-doctoral fellows; and
- cooperates with scholars at other universities.

(ii) Its specific objectives, as indicated on its establishment:

The specific objectives of WITP are as follows:

1. *Enhance research output*
2. *Increase visibility nationally and internationally*
3. *Increase the cooperation and collaboration amongst researchers*
4. *Enhance facilities for training of highly qualified research personnel, such as graduate students and postdoctoral fellows*
5. *Enhance the ability of Members to attract external research support*

The 2018 review document supplied by WITP clearly indicates that it has achieved all of its objectives.

(b) Highlight past research training and funding of the centre. Discuss the appropriateness of its proposed five-year plan for future research directions and development strategies:

Past training includes 47 research associates / post-doctoral fellows, 135 graduate students and 87 undergraduate students. The Institute plans to continue with its five (5) objectives in the same manner that it has historically.

(c) Its current and projected financial viability

WITP has a modest budget of \$55,000 for over the next five (5) years. Funding has been secured from the University of Manitoba (\$25,000), the University of Winnipeg (\$25,000) and Brandon University (\$5,000). These funds are used for conference support, summer school and summer symposium for graduate and undergraduate students, visitor support, and a thesis prize.

**Recommendation:**

**THAT the *Winnipeg Institute for Theoretical Physics* be renewed for a term of 5 years, from September 3, 2018 through to September 2, 2023.**

Respectfully submitted,

Dr. Digvir Jayas, Chair  
Senate Committee on University Research

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

## **Report of the Senate Committee on Rules and Procedures Regarding Revisions to the Election of Students to Senate Procedure**

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### **Preamble**

1. The terms of reference of the Senate Committee on Rules and Procedures are found on the University Governance website wherein the Committee is charged with the responsibility to consider and to make recommendations to Senate on any matter concerning rules and procedures.
2. The Committee met on May 18, 2018 to consider proposed revisions to the Election of Students to Senate Procedure.

### **Observations**

1. The University of Manitoba Students' Union (UMSU) and the Graduate Students' Association (GSA), jointly, proposed revisions to the Election of Students to Senate procedure. The proposal was to change the term of office for students elected to Senate. Currently, the one-year term runs from April 1 to March 31. The proposal was for the term to run from May 1 to April 30.
2. The reasoning for the change was to bring the student Senate term in line with the terms for the student unions' executive and the student association councils. The change would also allow more time for the student councils to conduct their elections.
3. If approved, the term that began on April 1, 2018 would end on April 30, 2019 as a transitional term.
4. The Committee reviewed the revised Procedure, and supported the proposed changes.

### **Recommendation**

The Senate Committee on Rules and Procedures recommends:

**THAT Senate approve the revised Election of Students to Senate Procedure, effective upon approval by Senate.**

Respectfully submitted,

Dr. Jeffery Taylor, Chair  
Senate Committee on Rules and Procedures

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

## **ELECTION OF STUDENTS TO SENATE**

### **Provisions of *The University of Manitoba Act* respecting Election of Students**

#### **Elections**

26(1)(l) twenty-eight (28) persons elected by, and from amongst, the students of the university in the method determined under clause 34(1)(cc), and, in addition, the president of the University of Manitoba Students' Union.

34(1) ... the senate shall ...

(cc) by by-law, determine the method of election of students elected to the senate under clause 26(1)(l).

#### **Term of Office**

28(1)(b) the term of each member elected by the students of the university under clause 26(1)(l) shall be as determined by the senate under clause 34(1)(cc).

#### **Notification of Name of Member**

28(3) The body possessing the power of appointment or election of a member of senate shall forthwith after the appointment or the election by it of a member of the senate give notice thereof in writing to the secretary of the senate; and no appointed or elected member of the senate has the right to sit or act as a member of the senate unless his appointment or election is so certified in writing to the secretary of the senate.

### **Number of Students to be Elected**

The total number of students to be elected is twenty-eight (28), and the students of the respective faculties, schools and colleges shall be entitled to elect such persons as follows:

- Agricultural and Food Sciences: 1
- Architecture: 1
- Arts: 3
- Education: 2
- Engineering: 2
- Environment, Earth, and Resources: 1
- Fine Arts: 1
- Graduate Studies: 3
- Health Sciences: 5

elected by the students in each professional college as follows:

○ Dentistry (including Dental Hygiene):	1
○ Medicine:	1
○ Rehabilitation Sciences:	1
○ Nursing:	1
○ Pharmacy:	1
• Kinesiology and Recreation Management:	1
• Law:	1
• Management:	2
• Music:	1
• Science:	3
• <u>Social Work:</u>	<u>1</u>
<u>Total =</u>	<u>28</u>

### Procedures

1. The Returning Officer of each faculty, school or college shall be the Senior Stick or equivalent or delegate.
2. The Registrar of the University of Manitoba shall provide each Returning Officer, prior to the end of the second week in ~~February~~ ~~January~~, with a list of students of the University of Manitoba registered in that faculty, school or college, which list shall constitute the official list of students of that faculty, school or college and the Voters' List for the purpose of the election. If a student entitled to vote in a particular faculty, school or college is omitted from the official voters' list the student may apply to the Dean of the faculty or school, or to the Registrar, for written permission to vote in that faculty, school or college. Such written permission may be given at any time prior to the closing of polls and shall be delivered by each student to the Returning Officer or delegate prior to casting a ballot.
3. Each student of the University whose name appears on the official list of students referred to in #2 above shall be eligible to nominate, be nominated and to vote. Voting shall be by placing an "X" opposite the name of each candidate of choice; provided, however, that a student may mark such "X" opposite only as many names of candidates as there are students to be so elected from that faculty or school. No ballot shall be spoiled by reason only of a student placing an "X" opposite fewer number of names of candidates than there are students to be so elected to the Senate from that faculty, school or college.
4. The terms of office of those elected shall be from 1 ~~May~~ ~~April~~ in the year of an election until ~~30 April~~ ~~31 March~~ of the following year.
5. If a student elected by a faculty, school or college ceases to be a student of that faculty, school or college but continues to be a student, the student may, at the option of

the student council of the faculty, school or college that elected the student, continue as their representative.

6. For the purposes of this by-law, the registration of a student shall be deemed to continue until the final date of registration for the next regular session has elapsed and the student has not re-registered.

7. The student candidates, up to the number to be elected, receiving the highest number of votes shall be deemed to be elected.

8. In the event that two (2) or more candidates receive an equal number of votes, and only one (1) of them is to be elected, the one (1) of them to be so elected shall be decided by the casting vote of the Returning Officer of that faculty, school or college, or by such other method as that faculty, school or college student council may decide.

9. Each faculty, school or college student council shall have the responsibility of conducting the nominations and elections of its own students to Senate, but may appoint an Elections Committee to conduct the nominations and elections of such students, and to appoint such Deputy Returning Officers, scrutineers and other election officers as are deemed necessary to conduct the nominations and elections.

10. Any ten (10) or more students of the faculty or school whose names appear on the official list of students referred to in #2 above may nominate any other student of that faculty, school or college as a candidate for election to the Senate by signing and causing to be filed with the Returning Officer a nomination paper in the form set out in #11 below, which nomination paper shall be accompanied by the consent in writing of the person therein nominated. No other method of nomination shall be provided for, and no other requirement, other than that stated in this paragraph, shall have any force or effect.

11. All nominations for election of students of the University to Senate shall be in the following form: (NOTE: The signatures and student numbers shall be legible and correspond with the names, initials and student numbers under which they are registered in the University.)

We, the undersigned students of the Faculty/School/College of \_\_\_\_\_ hereby nominate (here set out name in full and student number of candidate under which he or she is registered as a student), a member of the \_\_\_\_\_ year/class (if applicable) of the Faculty/School/College of \_\_\_\_\_ as a candidate for election to the Senate of the University of Manitoba at the election to be held on (here insert date).

WITNESS OUR HANDS this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Signed in the Presence of:

(space for ten (10) signatures and student numbers)

I, the person nominated in the foregoing nomination paper, hereby consent to such nomination.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Signed in the Presence of: \_\_\_\_\_.

12. If the number of students nominated pursuant to the nominations filed as hereinbefore provided within the time fixed for such nominations does not exceed the number of students to be elected to the Senate, the Returning Officer shall forthwith declare those students who have been duly nominated to have been elected. Notwithstanding the foregoing, if the Faculty, School or College Student Council by-laws subject such nominations to a "Yes/No" referendum, only those nominees who receive a majority of YES votes shall be declared elected. Abstentions shall not be included in the count.

13. The date of election shall be established by each faculty, school and college student council providing, however, that the date so fixed shall not be later than the third Friday in ~~April~~ March or such later date as approved by the Office of the University Secretary. All polls shall be opened at nine o'clock in the forenoon (9:00 a.m.) and shall be kept open until four o'clock in the afternoon (4:00 p.m.) on election day. If the election is held over two (2) or more days, the poll may be opened for less time each day, provided the polls are open for at three and one-half (3.5) hours each day. Any faculty or school having a significant number of evening classes shall make provision for advance polling during the evening for the convenience of students in such classes.

14. The Returning Officer shall establish and provide for such polling divisions as considered advisable.

15. The ballots cast at any poll shall be counted as soon as possible after the holding of the election, and the Returning Officer shall certify the result of the elections to the University Secretary and to each candidate, and shall, in addition, retain all ballot papers subject to #19 of this procedure.

16. Irregularities in the nomination process or in the conduct of the election shall be reported to the University Secretary. At any time before the day fixed for the election, the University Secretary, after investigation, may extend the time for doing any act. The decision of the University Secretary shall be final and binding.

17. One (1) day after the certification of the vote to the University Secretary and to the candidates as aforesaid, the Returning Officer shall cause to be posted in each faculty, school and college a copy of the certification.

18. Any candidate may, within five (5) days of the date of delivery of the certification of the election to the University Secretary challenge the validity of the election by delivering personally to the University Secretary a statement in writing containing the

particulars of such challenge. If such statement is so delivered to the University Secretary, the Executive Committee of Senate shall establish a Committee to hear and determine matters contained in such statement and to report thereon to Senate.

19. If no such statement is delivered as hereinbefore provided within the five (5) days aforesaid, then the election shall be deemed to be final, and the University Secretary shall certify to each candidate that no statement challenging the election has been so delivered.

20. If no challenge is made by any of the candidates to the validity of the election within five (5) days of the date of certification of the result by the Returning Officer, the ballot papers shall be destroyed.

21. The Senate, notwithstanding any non-compliance with a procedural matter and notwithstanding any irregularity in the conduct of the election, may approve the results of any election.

22. The decision of the Senate shall be final and binding as to all matters concerning the election.

23. Vacancy: If a vacancy occurs in the office of a student representative on Senate other than by expiration of a term of office, such vacancy shall be filled by an election of those entitled to vote for the said office, on a date that the University Secretary shall designate.

24. Removal of a Member: A member of Senate elected by a student body under these rules and procedures may be removed from office by the vote of the students who are eligible to vote within that faculty, school or college. Such vote may be conducted either by referendum or by general meeting for which appropriate notice has been given. The student council of the faculty, school or college concerned shall determine when and how such general meeting may be called or such referendum held, and shall be in charge of the conduct of such meeting or referendum. Such general meeting or referendum shall be called or conducted by the student council either on its own motion or upon receipt of a removal petition signed by at least ten (10%) percent of the students eligible to vote for student representatives within that faculty, school or college.

Amended by Senate November 5, 2014

Amended by Senate December 2, 2015

May 18, 2018

## **Report of the Senate Committee on Rules and Procedures Regarding Revisions to the Senate Meeting Rules**

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### **Preamble**

1. The terms of reference of the Senate Committee on Rules and Procedures are found on the University Governance website wherein the Committee is charged with the responsibility to consider and to make recommendations to Senate on any matter concerning rules and procedures.
2. The Committee met on May 18, 2018 to consider proposed revisions to the Senate Meeting Rules.

### **Observations**

1. The Office of the University Secretary undertook a review of the Senate Meeting Rules in order to ensure that the Rules were up-to-date and reflected current practice, and also to consolidate the Rules into one document.
2. The Committee reviewed the revisions, and supports the proposed changes.

### **Recommendation**

The Senate Committee on Rules and Procedures recommends:

**THAT Senate approve the revised Senate Meeting Rules, effective upon approval by Senate.**

Respectfully submitted,

Dr. Jeffery Taylor, Chair  
Senate Committee on Rules and Procedures

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

## SENATE MEETING RULES

### PREFACE

The following rules and procedures are based on a number of fundamental principles, including the following:

1. The right of the majority to decide;
2. The right of a minority to be heard, it being agreed that this right requires not only special protection but also practical limitations;
3. The right of absentees to be protected from significant deviation from agreed procedures and announced proceedings;
4. The right of interested parties to be informed.

Many years of practice in democratic institutions throughout the world have demonstrated the usefulness of such rules and procedures in maintaining these principles and providing for efficiency of debate and decision.

It should always be remembered, however, that the rules are a means, not an end; and the Chair, with the support of Senate, should not permit them to be used to create a nuisance or unnecessarily delay proceedings.

Substantive motions should be handled with considerable formality, but whenever possible the Chair should try to deal with procedures by general agreement.

### DEFINITION OF “PUBLISH”

Unless otherwise limited by the context, “publish”, as used herein, means:

1. Dispatch by email to all members of the relevant body; and  
~~or messenger in sufficient time to be received, in the normal course of events, not later than the time specified in the rule, by:~~
2. Publication on the University Governance web page.

- ~~• all members of the relevant body;~~
- ~~• the University Bulletin and The Manitoban;~~
- ~~• the University Library and all of its branches;~~

- ~~such other interested parties and news media as may be specified from time to time by the Senate or the Executive Committee of Senate.~~

## MEETINGS

### 1. Regular Meetings

Senate shall meet monthly between ~~regularly during the academic year from the months of October and~~ June, in accordance with the schedule prepared by the University Secretary ~~of which shall be developed~~ and published at least one (1) month before the beginning of each academic year ~~by the University Secretary~~. Notwithstanding this schedule, the Executive Committee of Senate, which shall continue to meet monthly, shall have the authority to cancel a meeting of Senate if it determines that the amount and nature of the agenda items make it practicable to defer consideration, and provided that notice of such cancellation is given to members of Senate at least seven (7) days prior to the date Senate is scheduled to meet.

### 2. Special Meetings

From time to time there may be special meetings of Senate to deal with matters specified in the notice thereof. Special meetings shall be called by the Chair of Senate, either on the direction of Senate, or on his/her own motion, or on the advice of the Executive Committee, or on the written request of any twelve (12) members of Senate.

### 3. Summer Months - Urgent Matters

If, in the view of the Chair of Senate, the University Secretary, or the Executive Committee, any matter arises in July, August or September that is urgent and requires immediate consideration, a special meeting of Senate shall be called for that purpose.

## NOTICES OF MEETINGS

### 1. Regular Meetings

The publication of the schedule of regular meetings shall be deemed to be due notice of all such meetings.

### 2. Special Meetings

Notices of special meetings shall be published no later than forty-eight (48) hours in advance of the designated time of such meetings.

## OPEN SESSIONS

Normally all meetings of Senate shall be open to members of the University community, the general public, and representatives of the news media, subject to the limitations of space and orderly conduct.

1. At least fifteen (15) places in the Senate Chamber shall be available for non-members, of which three (3) shall be held specifically for representatives of the news media.
2. Non-members, including representatives of the news media, may reserve places at a specific meeting by applying to the office of the [University](#) Secretary ~~of Senate~~ any time between the time of publication of the agenda and two (2) hours before the time of the meeting.
3. The Executive Committee may authorize the [University](#) Secretary to make long-term reservations, provided that the number of such long-term reservations does not exceed fifty (50%) percent of the minimum number of places available to non-members of Senate.

## CLOSED SESSIONS

Occasionally the Senate may hold meetings or portions of meetings from which all non-members except those specifically invited may be excluded.

Closed sessions shall be held only for the purpose of discussing confidential business.

## USE OF AUDIO/VISUAL RECORDING EQUIPMENT AT SENATE

1. Senate meetings are open, except for confidential matters to be considered in closed session, and members of the media and others are welcome to attend as visitors and may record those portions of the meeting that are of interest to them.
2. The use of video cameras and still photography are restricted to *bona fide* members of the media. Others who may wish to record Senate proceedings are limited to the use of audio recordings.
3. Guidelines for the use of recording devices at Senate meetings:
  - (a) Members of the media who wish to make audio or video recordings or use still photography during any portion of Senate meetings shall contact the [Executive Director of Public Affairs](#) ~~Media Relations Officer, University Relations Office~~, not later than 10:00 a.m. on the day that Senate is scheduled to meet;

- (b) The Executive Director of Public Affairs~~Media Relations Officer~~ shall inform the University Secretary of Senate of any such request so as to permit the University Secretary to inform members of Senate at the beginning of the meeting;
- (c) The Executive Director of Public Affairs~~Media Relations Officer~~ shall be responsible for advising the members of the media on the placement of cameras and recording equipment so as to cause the least amount of disruption to the meeting;
- (d) Senators and members of the University community who wish to make audio recordings at a Senate meeting shall inform the University Secretary of Senate not later than 10:00 a.m. on the day that Senate is scheduled to meet. The University Secretary shall advise anyone wishing to make such recordings on the placement of equipment if special arrangements are required; and
- (e) Anyone wishing to record a specific agenda item shall be informed of the approximate time when this item will be open for discussion. The order of business normally shall not be altered unless Senate so agrees.

## AGENDA

### 1. Regular Meetings

Subject to rules governing "Order of Business", ~~(section 6.10)~~, the Agenda of each regular meeting shall be determined by the Executive Committee and published at least five (5) days in advance of each meeting, together, normally, with all relevant documents.

### 2. Special Meetings

The Agenda of special meetings shall be determined by the Executive Committee and shall normally be published with the notice of the meeting together with relevant documents.

### 3. Matters of Urgency

Matters arising after the publication of the Agenda of a given meeting may not be brought before that meeting unless, in the opinion of the Chair, they are of sufficient urgency and importance to require one of the following special procedures:

- (a) If time permits, a special notice of the matter shall be published;

- (b) If time does not permit, a special notice, then, notwithstanding [the rules governing "Order of Business"6-10](#), the matter may be added to the Agenda with the consent of at least two-thirds (2/3) of the members present and voting;
- (c) The Chair shall then propose where such matters shall appear on the Agenda.

#### 4. **Closed Sessions**

- (a) When drawing up the Agenda for any meeting of Senate, the Executive Committee shall make a preliminary adjudication as to whether or not an item of business is, *prima facie*, of a confidential nature;
- (b) All items so designated shall appear last on the Agenda unless otherwise provided for in the published Agenda;
- (c) If the Executive Committee has made a preliminary adjudication as to the confidentiality of any item of business, the published ~~a~~Agenda shall be labelled "Confidential" and pages upon which relevant materials appear shall be labelled "Confidential" and either mailed to members of Senate only or distributed at the closed session at which the business is discussed. [Whenever possible, such information will also be made available for inspection by members of Senate in the Office of the University Secretary on the day preceding the meeting of Senate.](#)

### **QUORUM**

No meeting of Senate may be officially called to order unless a quorum is present.

1. The quorum of any Senate meeting held during the months of October to May, inclusive, shall be forty (40). During the months of June, July, August and September, it shall be twenty-five (25). Assessors are not included in determining the quorum.
2. If a quorum is not present when fifteen (15) minutes have elapsed after the scheduled time of the meeting, the names of those present shall be recorded and the meeting of Senate shall stand adjourned until a time to be fixed by the Executive Committee.
3. After a meeting of Senate has been properly called to order, the meeting shall be deemed to be properly constituted until such time as a member of Senate other than the Chair calls attention to the loss of a quorum or until the meeting has been adjourned (see also "Duration of Meeting").

## ORDER OF BUSINESS

The order of business at regular meetings of Senate shall normally be as follows, and shall be changed only if authorized by the Executive Committee in its publication of the Agenda or by unanimous consent of those present at the time a change is proposed, provided that such change does not affect the rights of members who are not present.

### 1. Matters to be Considered in Closed Session

(a) Reports of the Senate Committee on Honorary Degrees shall be considered in closed session.

~~(a)~~(b) For all other matters, ~~A~~at the beginning of a meeting of Senate, if there are items listed as “Confidential” on the Agenda, the Speaker of the Executive Committee shall make the following motion with respect to each item placed under “Confidential Business”:

“I move that item No. (blank) on the Agenda be discussed in closed session.”

~~(b)~~(c) Debate on each motion shall be limited strictly to the propriety of moving into closed session when the item is reached later in the Agenda.

~~(e)~~(d) If the Chair considers that it is not possible to debate the propriety of moving into closed session without revealing those matters which Senate might ultimately consider to be confidential, the Chair may require that the balance of the debate on the motion be conducted in closed session.

~~(d)~~(e) If a motion to go into closed session is defeated, then such motion may be rescinded only by a vote of two-thirds (2/3) of those members of Senate present (and voting) provided, however, that a motion to rescind shall be entertained only at the time when the relevant item is before the meeting.

~~(e)~~(f) If the motion to go into closed session has been carried, then such motion may be reversed by a majority of those members of Senate present and voting, provided, however, that the motion to rescind shall be entertained only when the relevant item is before the meeting.

~~(f)~~(g) **Publication.** After Senate has finally decided a matter which has been discussed in a closed session, a decision shall be made as to whether, when, and how the decision taken by Senate shall be made public.

**2. Matters for Concurrence Without Debate**

- (a) The Executive Committee may from time to time place on the Agenda certain items which it recommends that Senate adopt without debate.
- (b) On motion of a member, supported by at least nine (9) other members, any item listed in this section of the Agenda may be transferred to “Additional Business”.
- (c) Debate on such motions shall be confined to the propriety of transferring the items and shall not exceed two (2) minutes in length.

**3. Matters Forwarded for Information**

- (a) On motion of a member, supported by at least nine (9) other members, any matter contained in this section of the Agenda may be transferred to “Additional Business”.
- (b) Debate on such motions shall be confined to the propriety of transferring the items and shall not be more than five (5) minutes in length.
- (c) When such a matter has been transferred and is before Senate under “Additional Business”, only procedural motions shall be in order and substantive motions may be received only as notices of motion.

**4. Report of the President**

- (a) The report of the President may concern any matter considered by the President to be of interest to Senate and may, at the discretion of the President, include reports from any other University officials.
- (b) Senate may discuss matters arising out of the report of the President, provided that the time devoted to this item shall not exceed thirty (30) minutes unless Senate, by a two-thirds (2/3) majority vote, extends the time.
- (c) Only procedural motions shall be in order and substantive motions may be received only as notices of motion.

**5. Question Period**

- (a) Unless extended with support of at least two-thirds (2/3) of the members present and voting, the time devoted to this item shall not exceed fifteen (15) minutes.
- (b) Questions shall normally be submitted in writing to the Secretary not later than 10:00 a.m. on the [Friday](#) preceding the meeting.

- (c) The Chair shall determine whether or not such questions concern matters within the jurisdiction of Senate, and if the Chair considers them to be within the jurisdiction shall either answer them or arrange for them to be answered by some other appropriate person.
- (d) If there is not sufficient time to prepare an adequate response for the ensuing meeting of Senate, the Chair shall so inform Senate and indicate when the response may be expected.
- (e) If, in the opinion of the Chair or any other member of Senate, a question does not seem to warrant the time or expense required to prepare an answer, a motion of objection to the question may be put. Such motion shall not require a seconder, shall be debatable only to the extent of a brief statement of objection from the mover and a brief response from the questioner, and shall require support of at least two-thirds (2/3) of the members present and voting.
- (f) If time permits, questions may also be put from the floor. The relevance of such questions shall be determined by the Chair.
- (g) Supplementary questions shall be permitted only for the purpose of clarification. The Chair may accept an oral question as a notice of question to be answered at a later date. Objection to an oral question may be raised by the Chair or any other member of Senate.
- (h) Only members and Assessors of Senate shall have the right to submit questions.

**6. Adoption of Minutes of Previous Meeting(s)**

**7. Business Arising from the Minutes**

This may include some motions for which notice was given at a previous meeting.

**8. Report of the Executive Committee and Report of the Senate Planning and Priorities Committee**

**9. Reports of Other Committees of Senate and Faculty/School Councils**

**10. Additional Business**

- (a) Motions for which notice was given at a previous meeting and which were not dealt with under "Business Arising from the Minutes" ~~6.9.7.~~
- (b) Matters transferred from "Concurrence Without Debate".

- (c) Matters transferred from “For Information”.
- (d) Matters submitted to the Executive Committee after the previous meeting but in sufficient time to be included on the Agenda.
- (e) Notice of motions to be presented at a later meeting.

## 11. **Confidential Business**

[If not dealt with earlier in the meeting.](#)

## 12. **Adjournment**

### **DURATION OF MEETING**

1. Normally a meeting of Senate shall dispose of the business set forth in the Agenda in a single session, including a fifteen (15) minute coffee break approximately two (2) hours after the meeting has been called to order.
2. When four (4) hours have elapsed after a meeting has been called to order, and a quorum is present, the members present shall decide whether to continue or to take a recess or to adjourn. If the decision is to adjourn, the Executive Committee shall determine whether or not it is necessary to call a special meeting to complete the business.
3. When four (4) hours have elapsed after a meeting has been called to order, if a quorum is not present, the official meeting shall be adjourned and the Executive Committee shall determine whether or not it is necessary to call a special meeting to complete the business.

### **INTRODUCTION OF BUSINESS**

Business may be put before the meeting by the Chair referring to an item on the Agenda or calling upon a member for a report or “recognizing” (i.e., naming) a member who wishes to make a motion or to speak to a motion.

1. A member who wishes to be recognized shall raise his/her hand or rise in his/her place and, if necessary, call “Mister/Madam Chair”.
2. Except as set forth in #3 below, a member may not proceed to address the meeting until recognized by the Chair. (The naming of members is particularly important for the ~~tape~~-recording [of the meeting by the Secretary.](#))

3. In the following cases, members may speak without first being recognized by the Chair:
  - (a) Questions of Order, Privilege or Appeal
  - (b) Parliamentary Inquiries
  - (c) Objection to Consideration of a Motion
  - (d) Motion to Reconsider
  - (e) Request for Count of Votes

## REPORTS

### 1. Form

Normally reports shall be in the form prescribed by Senate (see “Form of Reports to Senate”). The Executive Committee may refuse to accept a report not in proper form.

### 2. Procedures for Handling Reports

- (a) Unless otherwise specifically indicated in its terms of reference, each Committee of Senate shall, in the first instance, submit its report to the Executive Committee.
- (b) Each report shall be submitted in writing and, at the will of either the Committee concerned or the Executive Committee, it may be supported by the presence of one or more members of the Committee to answer questions.
- (c) Should the Executive Committee not approve of some or all of the recommendations of a report, it shall seek informal approval of the reporting Committee Chair for making alterations which, if approved, shall be incorporated in the report.
- (d) If the informally proposed changes are not agreeable to the Committee Chair, then the Executive Committee shall have the right to refer the report formally to the reporting Committee for reconsideration.
- (e) This process of reconsideration may be repeated but, at any time after one such reconsideration, the reporting Committee shall have the right to submit its report directly to Senate (at which time the Executive Committee or members thereof have the right to propose amendments and/or recommittal).

- (f) Committee reports shall be submitted to Senate by the Chair, or deputy, or the reporting Committee and shall not require seconding.
- (g) The first speaker to the motion shall be the Chair, or deputy, of the reporting Committee. Normally, the second speaker shall be a representative of the Executive Committee, [if the Executive Committee has comments on the report.](#)
- (h) Chairs of Senate Committees - Not Members of Senate. A Chair of a Senate Committee, who is not a member of Senate, in presenting the Committee's report to Senate, shall, on behalf of the Committee, move the adoption of any recommendations contained therein.
- (i) Oral Reports. The reporting member of a Committee may supplement a written report by an oral statement, provided that no substantive motions may be made with respect to the oral portion. Procedural motions and notice of motions shall, however, be in order.

### 3. **Reports to Senate from Other than Senate Committees**

- (a) Reports, other than reports from Senate Committees or from individuals, shall be submitted to the Executive Committee in the same as are Senate Committee reports.
- (b) The Executive Committee shall decide on an *ad hoc* basis how each report should be presented to Senate.
- (c) Whenever possible, reports shall be presented to Senate by the Chair of the Committee or by the individual who has prepared the report.

## **MOTIONS**

1. Normally, all motions concerning substantive matters shall be published with the Agenda.
2. The Chair may order that amendments to such motions be submitted in writing.
3. Seconding
  - (a) Recommendations of committees and other motions published with the Agenda need not necessarily be "seconded" unless there is a reasonable doubt that no more than one (1) member of Senate supports them.
  - (b) All other motions require seconding except the following:

- (i) request for permission to withdraw a motion;
  - (ii) points of order, privilege or parliamentary inquiry;
  - (iii) objections to consideration.
- (c) It is not necessary that a seconder be “recognized” either at the meeting or in the minutes.

#### 4. Order of Precedence of Motions

When any one of the following motions is immediately pending, those listed above it are in order, and those below are out of order:

- (a) fixture of time of the next meeting
- (b) to adjourn or recess
- (c) question of privilege
- (d) point of order or parliamentary inquiry
- (e) appeal
- (f) suspend a rule
- (g) withdraw (or review) a motion
- (h) call for count of vote or motion to ballot
- (i) objection to consideration
- (j) postpone to certain day
- (k) refer
- (l) amend
- (m) postpone indefinitely
- (n) main motion (reconsider and rescind)

## **AMENDMENTS**

A motion may be amended by adding, deleting, or substituting specific words, phrases, or paragraphs even to the extent of substituting an entirely different motion provided it relates to the subject matter of the original motion.

1. Motions may be amended without formal motion, provided that no member objects; otherwise a formal motion, duly seconded, is necessary.

### **2. Amending an Amendment**

Motions to amend an amendment are allowed, but may not themselves be amended.

### **3. Successive Amendments**

An amendment to a main motion must be disposed of before further discussion or voting is permitted on the main motion to which it relates. This also applies to amendments to amendments.

After amendments have been disposed of, the main motion may be further amended any number of times, so long as each successive amendment is different from those already considered.

### **4. Relationship of an Amendment to a Main Motion**

If, after an amendment to a main motion or to an amendment has been passed, the main motion or amendment to which it relates is defeated, then all related amendments are likewise taken to have been defeated.

### **5. Motions Which May Not Be Amended**

- (a) Adjourn
- (b) Amend an amendment
- (c) Appeal a ruling by the Chair
- (d) Close nominations
- (e) Close debate
- (f) Objection to consideration
- (g) Reconsider
- (h) Suspend a rule

- (i) Ask leave to withdraw a motion
  - (j) Postpone indefinitely
6. Any proposed amendment which would merely have the effect of negating the motion, i.e., if the same effect could be achieved by defeating the motion, is out of order.
7. An amendment cannot introduce an independent question; but an amendment can be hostile to, or event defeat, the spirit of the original motion and still be germane (*Robert's* p.113).
8. **Amendment Proposing to Substitute Another Motion**

When a motion is made to amend by substituting another motion, the procedure shall be as follows:

- (a) The original motion is opened for debate and amendment;
- (b) The proposed substitute motion is opened for debate and amendment;
- (c) When both motions have been perfected, they are read, the original motion first;
- (d) The question is put whether the substitution should take place;
- (e) If the motion to substitute is adopted, there can be no further amendments but further debate is permissible. The question on the substitute motion is put;
- (f) If the motion to substitute is lost, debate continues on the original motion, as amended. There can be further amendments.

### **STATING THE QUESTION**

All motions must be stated clearly by the Chair or Secretary before debate thereon may commence.

### **DIVIDING THE QUESTION**

A motion may be altered by dividing it into two (2) or more specified parts. Such division is not in order unless each part, as divided, can stand by itself irrespective of the other part or parts.

1. **Motion to Divide**

If a motion to divide is adopted, each part of the main motion (or amendment) becomes a separate motion in itself.

2. **Consideration by Paragraph or Seriatim**

A report or long motion consisting of a series of resolutions, paragraphs, articles or sections may be considered by opening the different parts to debate and amendment separately, without a division of the question.

**DEBATE**

1. **Duration of Debate**

No more than forty-five (45) minutes of any one meeting of Senate shall be devoted to discussion of any one Agenda item unless at least two-thirds (2/3) of the members present and voting adopt a resolution to extend the debate.

2. **Undebatable Motions**

The following motions shall not be debated:

- (a) adjourn
- (b) consideration by paragraph
- (c) limit, extend or close debate
- (d) call for count of votes
- (e) fix time for next meeting
- (f) close nominations
- (g) objection to consideration
- (h) suspend a rule
- (i) withdraw a motion

## VOTING

### 1. **Majority Votes**

Except as stated in #2 below, a motion shall require the support of a majority of members present and voting.

### 2. **Two-Thirds Majority**

Two-thirds (2/3) support by those present and voting shall be required to pass the following motions:

- (a) objection to consideration
- (b) close debate
- (c) suspend a rule
- (d) limit debate
- (e) extend length of time of debate
- (f) rescind when proper notice has not been given
- (g) close nominations

### 3. **Unanimous Consent**

On non-contentious issues, the Chair may dispense with taking a vote, provided no member objects.

### 4. **Method of Voting**

Voting shall normally be by show of hands. However, in elections or on motions to censure individuals, committees or groups, a secret ballot shall be used.

### 5. **Other Methods of Voting**

Motions to provide for other methods of voting require the consent of a majority of the members present and voting.

### 6. **Chair and Tie Vote**

As a member of Senate, the Chair has a right to one (1) vote on all motions presented to Senate, such vote to be counted at the same time as all other votes. A tie vote shall be

regarded as defeating the motion. The Chair may cast one (1) vote to break a tie, if at the time the question was called the Chair did not vote.

## **ADJOURNMENT**

### **1. A Motion to Adjourn, Once Adopted, Terminates a Meeting**

Such a motion may not interrupt a speaker or a vote, but does take precedence over other pending business. It may be reintroduced at any time, as long as other business has intervened.

### **2. Adjournment to a Fixed Time**

This may be amended. Amendments to such a motion are debatable.

### **3. Recess**

A motion to recess may be amended, and the amendment may be debated. It does not terminate the meeting, and the business is resumed at the point where it was broken off before the recess.

## **INFORMAL CONSIDERATION OF BUSINESS**

### **1. Committee of the Whole**

A motion to go into Committee of the Whole interrupts the business to which it is applied. Such a motion shall state clearly the business for consideration by the Committee.

If the motion is passed, the Chair shall immediately call another member to the chair and shall sit as a member of the Committee.

The only motions in order shall be the following:

- to amend
- to adopt
- to "rise and report" (as it cannot adjourn)
- to appeal a ruling from the Chair

At the end of deliberation by the Committee of the Whole, the Chair of the Senate shall resume the chair and the Chair of the Committee of the Whole shall then report any conclusions, recommendations or summaries arrived at, for formal ratification by Senate.

## 2. **As if in Committee of the Whole**

Similar to Committee of the Whole, except that the Chair of Senate shall not relinquish the chair; at the end of the informal discussion the Chair shall make certain that the conclusions are formally presented for disposition by Senate.

## **RECORDS OF PROCEEDINGS**

### 1. **Official Record**

The official record of meetings of Senate shall be the Minutes taken by the Secretary and approved by Senate.

### 2. **Minutes**

The Secretary shall record the Minutes ~~in a narrative style~~ including, at a minimum, [a summary of the discussions](#), any recommendations, motions, amendments and the vote thereon.

When a substantive motion or amendment thereto is ruled out of order, such motion should not be recorded in the minutes unless so directed by Senate.

### 3. **Publication**

All minutes shall be published as soon as possible following the meetings.

### 4. **Electronic Records**

Electronic recordings shall be made of all meetings of Senate (except confidential sessions).

These shall be accessible to all interested parties.

These recordings may be erased after [the approval of the minutes of the meeting by Senate](#) ~~two (2) years have elapsed~~.

### 5. **[Records](#)Index**

A comprehensive [record](#) ~~index~~ of minutes [and agendas](#) of Senate and of the Senate Executive Committee shall be maintained in the Office of the University Secretary and made available for reference.

## ELECTIONS

To the Board of Governors and the Executive Committee:

1. Elections shall normally be held at the May~~June~~ meeting of Senate.
2. A motion to close nominations shall be entertained only if the number of nominations is at least equal to twice the number of vacancies to be filled, or if, prior to obtaining such number, no one objects to the putting of the motion, which shall require two-thirds (2/3) majority for adoption.
3. Before the vote is taken, each nominee, if present, shall stand to be identified and the nominee's University association (i.e., faculty, school, department etc.) shall be announced. If the person nominated is not present, the nominator must state that the person nominated has consented to the nomination.
4. Only before the close of nominations or after the first ballot shall any person have the right to withdraw.
5. All voting shall be by secret ballot. To cast a vote for a particular candidate, Senators shall print clearly the name of such candidate on the ballot provided.

Following the announcement of the results, the ballots shall be destroyed by the Returning Officer.

6. If a tie results from any one of the elections which prohibits the unique determination of the appropriate terms of office, the question shall be resolved by another election involving only the candidates who have so tied.
7. Those elected shall take office on June 1~~immediately~~.
8. The University Secretary shall be the Returning Officer for all elections.

## AUTHORITY

Matters not dealt with in these rules shall be resolved in accordance with procedures set forth in the current editions of *Robert's Rules of Order* and *Bourinot's Rules of Order*, provided that if there is conflict between these two authorities, Bourinot shall rule. Matters not provided for in either authority shall be resolved by reference to the procedures of Parliament.

## AMENDMENT OF THESE RULES AND PROCEDURES

Rules and procedures governing meetings of Senate may be amended by a majority vote of those present and voting at a duly constituted meeting of Senate, provided that notice of the proposed amendment has been given and that a quorum is present at the time the vote is taken.

### SUSPENSION OF RULES

1. "Suspension" shall mean the temporary setting aside of a rule for a specifically declared purpose at a specific meeting of Senate.
2. Rules intended to protect the rights of members not present may not be suspended, even with the unanimous consent of those present.
3. Other rules may be suspended with support of at least two-thirds (2/3) of the members present and voting.

### SMOKING DURING SENATE MEETINGS

All forms of smoking during Senate meetings in the Senate Chamber are prohibited.

### MOTIONS FOR SPECIFIC PURPOSES

The sections below list the most frequent motions according to their objects and describe the procedures followed in using them.

Neither a motion "To Table" nor a motion for the "Previous Question" is in order at meetings of Senate.

#### 1. **To Prevent or Postpone Action**

The following motions are designed to prevent or postpone action on a motion:

- (a) To Object to Consideration: If passed, the question to which it applies may not be raised again until the next meeting. It requires no second, cannot be debated or amended, and requires a two-thirds (2/3) vote. It may be moved at any time (even interrupting a speaker) before the motion objected to is formally before the house for debate, i.e., before it has been "stated".
- (b) To Withdraw a Motion: Before a motion is formally open to debate, it may be withdrawn at will by its original mover. After that time, it may be withdrawn only with the consent of Senate. If a single member objects to

withdrawal, then a formal motion to withdraw must be moved, seconded, and voted upon without debate. If withdrawn, the motion may not be made again until another meeting.

- (c) To Postpone to a Fixed Time: This interrupts consideration of the business to which it relates. It can be amended only by changing the time specified and is debatable only with respect to the propriety of the postponement, it requires a simple majority for passage.
- (d) To Postpone Indefinitely: This motion interrupts consideration of business; may not be amended, and is debatable only with respect to the propriety of the postponement. It requires a simple majority for passage.
- (e) To Commit or Recommit: If the motion is adopted, the subject under consideration is referred to committee or committees. When the committee named is the same as that which reported the original question to the meeting, the motion is to recommit. It may be debated and amended, and requires a simple majority.

## 2. **Motions to Hasten or Expedite** (all requiring two-thirds majority)

- (a) To Close Debate: If adopted, such a motion has the effect of causing an immediate vote on the question to which it applies. Unless otherwise specified, it applies to the principal motion and all related amendments. Such a motion may not be debated or amended. It requires a two-thirds (2/3) majority for passage.
- (b) To Suspend a Rule: This motion applies to a specific question under consideration, and the rule or rules suspended are in force again as soon as the question under consideration is disposed of. The motion interrupts consideration of the business to which it applies. It cannot be debated or amended. It requires a two-thirds (2/3) vote for passage.
- (c) To Limit Debate: This motion has the effect of fixing a time at which debate on a subject shall be terminated. It is not debatable, but it can be amended as to time. The amendment may be debated. A motion to limit debate requires a two-thirds (2/3) vote for passage.

## 2. **To Change a Decision**

- (a) To Reconsider a Question: A motion to reconsider a resolution may be made at the same or any subsequent meeting. This motion can be applied either to negative or positive action taken previously on a main motion or amendment. It must be moved and seconded by members who did not vote on the losing side in the first instance (i.e., who either voted affirmatively or abstained).

The mover may not interrupt a vote, but may interrupt another speaker. If made when it interrupts the discussion of other business, the motion to reconsider is held until the business interrupted is disposed of. It may be debated, but cannot be amended. It requires a simple majority.

If passed, it invalidates previous action on a question, that question becoming the next item of business. If rejected, a motion to reconsider cannot again be entertained.

- (b) To Rescind a Resolution: At any meeting after that at which a motion was adopted, a member may move to rescind it. If the motion to rescind is adopted, the previous action is cancelled. The motion to rescind is debatable and amendable. It requires a simple majority if notice has been given; if not, it requires support of either two-thirds (2/3) of those present and voting, or a majority of the total membership of Senate, whichever is the greater number.

### 3. **Motion to Maintain Rules**

- (a) Point of Order: The Chair may interrupt any speaker on any business at any time to call a member to order, or to rule a motion out of order. Similarly, a member may interrupt a speaker or business by rising to a point of order which, when stated, is decided upon by the Chair immediately. There shall be no second, or debate, except that the Chair may, at the Chair's discretion, submit the question to the meeting and permit a brief debate thereon.
- (b) Appeal from Decision of the Chair: Such an appeal must be immediately after the disputed ruling. It must be seconded. It can be debated, but not amended. It requires a majority vote. If there is a tie-vote, the challenge shall be considered defeated.
- (c) Parliamentary Questions and Matters of Privilege: Any member may interrupt a speaker or any business in order to request information regarding proper procedure or with respect to facts under discussion. The Chair immediately rules as to whether the question or request is a proper interruption and acts accordingly. There is the usual right of appeal from the Chair's ruling.

## **FORM OF REPORTS TO SENATE**

All committee reports to Senate must include an indication of the terms of reference of the committee and a clear statement of its recommendations (if any). In addition, when applicable, reports should include information concerning areas considered, opinions

gathered, tests performed and analysis of data, together with a brief summary and explanation of the background of any motions put forward.

Reports of *ad hoc* committees shall also include a list of the members of the committee.

The General Format:

### 1. Preamble

Standing Committees shall indicate the number and nature of meetings and indicate [where](#) the ~~page number in the Senate Handbook on which the~~ committee's terms of reference may be found.

*Ad Hoc* Committees, when reporting, shall indicate the date upon which their terms of reference were approved by Senate. If a report is final, it should contain a motion that the committee be disbanded.

### 2. Observations

Answers to questions, reports on procedures, statements about progress of business not yet ready for resolution, and where applicable, reports should include areas considered, tests performed, and analysis of data.

### 3. Recommendations - Specific Motions for Action

These may be accompanied by explanatory observations, but the motions should stand out prominently. Statistics and other supporting material, if any, might be provided in appendices. The report must be signed by the Chair, and in the case of *ad hoc* committees, the names of the other members should appear at the end of the report.

It is most important that recommendations, if any, be stated as clearly, precisely, and obviously as possible. They should be framed in the motions, beginning with "It is MOVED that ..." or "It is RECOMMENDED that ..."

[Recommendations should also include the effective date for implementation of the recommendation, if known.](#)

## Report of the Senate Committee on Nominations

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### Preamble

The terms of reference for the Senate Committee on Nominations may be found on the University Governance website at:

[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/507.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/507.html)

The Committee met on June 4, 2018 to consider nominations to fill vacancies on the standing committees of Senate.

### Observation

Listed below are Senate committees with vacancies to be filled, along with the names of the nominees being proposed, their faculty/school, and the expiry date of their terms. Following the list is the membership list for each of those committees, including the names of the nominees, which have been highlighted.

### Recommendations

The Committee recommends to Senate the following list of faculty nominees:

COMMITTEE	NOMINEE(S)	FACULTY/ SCHOOL	TERM END DATE
<b>Senate Committee on Academic Review</b>	Prof. Robert Currie (S)*	Agricultural and Food Sciences	2021.05.31
<b>Senate Committee on Honorary Degrees</b>	Prof. Kelley Main (S) <i>(term starts July 1, 2018)</i>	Management	2019.05.31
<b>Senate Committee on Libraries</b>	Mr. Michael Shaw (S)	Science	2021.05.31
<b>Senate Planning and Priorities Committee</b>	Prof. Derek Oliver (S)	Engineering	2021.05.31
<b>Senate Committee on University Research</b>	Dean Gady Jacoby (S)	Management	2021.05.31

The Committee recommends to Senate the following list of student nominees:

COMMITTEE	NOMINEE(S)	FACULTY/ SCHOOL	TERM END DATE
<b>Senate Committee on Academic Accommodation Appeals</b>	Ms Laura Stoyko (S)	Engineering	2019.05.31
	Mr. Anderson Assuah (R)**	Graduate Studies	2019.05.31
<b>Senate Committee on Academic Computing</b>	Ms Laura Stoyko (S)	Engineering	2020.05.31
	Mr. Md. Iftexharul Islam (R)	Graduate Studies	2020.05.31
<b>Senate Committee on Academic Dress</b>	Mr. Arthur Coelho Reis	Management	2019.05.31
	Ms Silvia Araujo (R)	Graduate Studies	2019.05.31
<b>Senate Committee on Academic Freedom</b>	Mr. Derrick Martens (S)	Education	2019.05.31
	Mr. Prajwal Raghunatha (S)	Graduate Studies	2019.05.31
<b>Senate Committee on Academic Review</b>	Ms Brielle Dorais-Fleming (S)	Music	2019.05.31
	Ms Laura Forsythe (S)	Graduate Studies	2019.05.31
<b>Senate Committee on Admissions</b>	Ms Kristine Macalinao (S)	Science	2019.05.31
	Ms Victoria Truong (S)	Law	2019.05.31
	Mr. Chidibere Nwaiwu (S)	Graduate Studies	2019.05.31
<b>Senate Committee on Admission Appeals</b>	Ms Nina Lam (S)(R)	Arts	2019.05.31
	Mr. Jaseer Ahmed (R)	Graduate Studies	2019.05.31
<b>Senate Committee on Appeals</b>	Mr. Max Block (S)	Management	2019.05.31
	Mr. Harvey Guzman (S)	Science	2019.05.31
	Mr. Jakob Sanderson (S)	Arts	2019.05.31
	Ms Victoria Truong (S)	Law	2019.05.31
	Ms Stephanie Crook (R)	Graduate Studies	2019.05.31
	Mr. Chidibere Nwaiwu (S)	Graduate Studies	2019.05.31

<b>Senate Committee on Awards</b>	Ms Rhianna-Lynn Holter-Ferguson (S)	Engineering	2019.05.31
	Mr. Erfanul Hoque	Graduate Studies	2019.05.31
<b>Senate Committee on the Calendar</b>	Mr. Prajwal Raghunatha (S)	Graduate Studies	2019.05.31
<b>Senate Committee on Curriculum and Course Changes</b>	Ms Kristine Macalinao (S)	Science	2019.05.31
	Mr. Dhruva Ghosh (R)	Graduate Studies	2019.05.31
<b>Senate Committee on Instruction and Evaluation</b>	Mr. Arthur Coelho Reis	Management	2019.05.31
	Mr. Aidan Prenovault (S)	Arts	2019.05.31
	Ms Silvia Araujo	Graduate Studies	2019.05.31
	Ms Laura Forsythe (S)	Graduate Studies	2019.05.31
<b>Senate Committee on Libraries</b>	Mr. Carl Neumann (R)	Graduate Studies	2020.05.31
	Mr. Sakib Rahman	Graduate Studies	2020.05.31
<b>Senate Planning and Priorities Committee</b>	Ms Laura Forsythe (S)	Graduate Studies	2020.05.31
<b>Senate Committee on Rules and Procedures</b>	Ms Nina Lam (S)	Arts	2019.05.31
<b>Senate Committee on University Research</b>	Ms Laura Forsythe (S)	Graduate Studies	2020.05.31
	Mr. Anjan Neupane	Graduate Studies	2020.05.31

\* (S) indicates a member of Senate

\*\* (R) indicates re-appointment

Respectfully submitted,

Professor M. Edwards, Chair  
Senate Committee on Nominations

**SENATE COMMITTEE ON ACADEMIC ACCOMMODATION APPEALS**

last updated June 5, 2018

Composition	Incumbents	Faculty/School	Term
Chair, appointed by the President	Prof. Robert Hoppa	Arts	2021.05.31
Five members of the academic staff appointed by Senate	Prof. Nancy Hansen	Graduate Studies	2021.05.31
	Prof. Robert Hoppa	Arts	2021.05.31
	Prof. Christine Kelly	Health Sciences	2021.05.31
	Ms Krystyna Koczanski	Science	2021.05.31
	Prof. Cathy Rocke	Social Work	2021.05.31
Two students appointed by Senate	Ms Laura Stoyko (S)	Engineering	2019.05.31
	Mr. Anderson Assuah (R)	Graduate Studies	2019.05.31
Resource:                    Marcia Yoshida                    474-6166 Terms of Office:            three-year terms; students = one-year terms			

**SENATE COMMITTEE ON ACADEMIC COMPUTING**

last updated June 5, 2018

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate), Chair	Dr. Mark Torchia, designate		<i>Ex-officio</i>
Vice-President (Research and International)(or designate)	Dr. Jay Doering, designate		<i>Ex-officio</i>
CIO, Information Services and Technology (or designate)	Mr. Mario Lebar, designate Mr. Adam Gerhard		<i>Ex-officio</i>
University Librarian (or designate)	Dr. Mary-Jo Romaniuk, designate Ms Lisa O'Hara		<i>Ex-officio</i>
Manager, Learning Management Systems	Mr. Sol Chu		<i>Ex-officio</i>
Two Deans of Faculties or Colleges or Directors of Schools	Dr. Todd Mondor	Graduate Studies	2019.05.31
	Dean Stefi Baum	Science	2021.05.31
Six members of the academic staff (including at least one from the Bannatyne campus)	Prof. Greg Bak	Arts	2019.05.31
	Prof. Aniruddha Gole	Engineering	2019.05.31
	Prof. James Young	Science	2019.05.31
	Mr. Franklin Bristow	Science	2021.05.31
	Prof. James Gilchrist	Health Sciences	2021.05.31
	Prof. Ian Jeffrey	Engineering	2021.05.31
Four Students (two grads, two undergrads)	<b>Ms Laura Stoyko (S)</b>	<b>Engineering</b>	<b>2020.05.31</b>
	<b>Mr. Md. Iftekharul Islam (R)</b>	<b>Graduate Studies</b>	<b>2020.05.31</b>
	TBD		2020.05.31
	TBD		2020.05.31
Resource:	Sandi Utsunomiya	474-8174	
Resource (technical):	Gilbert Detillieux	474-8161	
Resource:	Lynette Phyfe	474-8013	
Terms of Office:	three-year terms; students = two-year terms		

**SENATE COMMITTEE ON ACADEMIC DRESS**

last updated June 5, 2018

Composition	Incumbents	Faculty/School	Term
Director, School of Art, Chair	Prof. Paul Hess	School of Art	<i>Ex-officio</i>
Head, Department of Interior Design	Prof. Kelley Beaverford	Architecture	<i>Ex-officio</i>
Registrar	Mr. Neil Marnoch		<i>Ex-officio</i>
One member of academic staff from Textile Sciences	Prof. Song Liu	Agricultural and Food Sciences	2021.05.31
Two students	Mr. Arthur Coelho Reis	Management	2019.05.31
	Ms Silvia Araujo (R)	Graduate Studies	2019.05.31
Resource: Sandi Utsunomiya 474-8174 Terms of Office: three-year terms; students = one-year terms			

**SENATE COMMITTEE ON ACADEMIC FREEDOM**

last updated June 5, 2018

Composition	Incumbents	Faculty/School	Term
Five members of academic staff, at least three of whom shall be Senators. At least one of the five shall be from among those excluded from collective bargaining units	Prof. Robert Tate (S)	Health Sciences	2019.05.31
	Prof. Ryan Cardwell	Agricultural and Food Sciences	2020.05.31
	Prof. Richard Hechter (S)	Education	2020.05.31
	Prof. Cam Morrill	Management	2021.05.31
	Dean Jeffery Taylor (S)	Arts	2021.05.31
Two students, at least one of whom shall be a student Senator	Mr. Derrick Martens (S)	Education	2019.05.31
	Mr. Prajwal Raghunatha (S)	Graduate Studies	2019.05.31
Resource: Shannon Coyston 474-6892 Terms of Office: three-year terms; students = one-year terms			

## SENATE COMMITTEE ON ACADEMIC REVIEW

last updated June 5, 2018

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic)(or designate), Chair	Dr. David Collins, designate		<i>Ex-officio</i>
Vice-Provost (Integrated Planning and Academic Programs)	Dr. David Collins		<i>Ex-officio</i>
Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies (or designate)	Dr. Todd Mondor		<i>Ex-officio</i>
Two members of Senate holding the rank of Dean of a Faculty or College, Director of a School or Head of a Department*	Prof. John Anderson (S)	Science	2019.05.31
	Prof. Robert Currie (S)	Agricultural and Food Sciences	2021.05.31
Two students who are members of Senate	Ms Brielle Dorais-Fleming (S)	Music	2019.05.31
	Ms Laura Forsythe (S)	Graduate Studies	2019.05.31
Three members of the academic staff, at least one of whom shall be a member of Senate*	Prof. Tina Chen (S)	Arts	2019.05.31
	Prof. Liqun Wang	Science	2019.05.31
	Prof. Michael Czubryt (S)	Health Sciences	2021.05.31
Resource: Shannon Coyston 474-6892 Terms of Office: three-year terms; students = one-year terms			

\* Of the committee members elected from these two categories, at least one shall be from the Bannatyne campus

## SENATE COMMITTEE ON ADMISSIONS

last updated June 5, 2018

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate), Chair	Ms Susan Gottheil, designate		<i>Ex-officio</i>
Vice-Provost (Students) (or designate)	Ms Susan Gottheil, designate Erin Stone		<i>Ex-officio</i>
Executive Director, Enrolment Services	Mr. Jeff Adams		<i>Ex-officio</i>
Dean, Faculty of Arts (or designate)	Prof. Jason Leboe-McGowan, designate		<i>Ex-officio</i>
Dean, Faculty of Science (or designate)	Prof. Ben Li, designate Prof. Peter Loewen (alternate)		<i>Ex-officio</i>
Dean, Rady Faculty of Health Sciences (or designate)	Prof. John Perry, designate		<i>Ex-officio</i>
Two Deans of Faculties or Directors of Schools from faculties or schools other than the Faculties of Arts, Science or Health Sciences	Dean David Mandzuk (S)	Education	2020.05.31
	Dean Jonathan Beddoes (S)	Engineering and Architecture	2021.05.31
Six members of the academic staff, at least three shall be Senators, with no two from the same faculty or school	Prof. Gary Anderson (S)	Science	2019.05.31
	Prof. Robert Biscontri (S)	Management	2020.05.31
	Prof. Derek Brewin	Agricultural and Food Sciences	2020.05.31
	Prof. Bonnie Hallman (S) <i>(on leave)</i>	Environment, Earth, and Resources	2020.05.31
	Prof. Mojgan Rastegar (S)	Health Sciences	2021.05.31
	Prof. Sarah Teetzel	Kinesiology and Recreation Management	2021.05.31
Three students	<b>Ms Kristine Macalinao (S)</b>	<b>Science</b>	<b>2019.05.31</b>
	<b>Ms Victoria Truong (S)</b>	<b>Law</b>	<b>2019.05.31</b>
	<b>Mr. Chidibere Nwaiwu (S)</b>	<b>Graduate Studies</b>	<b>2019.05.31</b>
Deputy Minister of Education and Advanced Learning (or designate)	DECLINED		<i>Ex-officio</i>
One Counsellor from a High School to be nominated by the Manitoba School Counsellors' Association	Ms Kelly Teixeira	St. John's-Ravenscourt School	2021.05.31
Resource: Breanne Mitenko 474-8820 Terms of Office: three-year terms; students = one-year terms			

**SENATE COMMITTEE ON ADMISSION APPEALS**

last updated June 5, 2018

Composition	Incumbents	Faculty/School	Term
One member holding academic appointment in the University appointed as Chair of the Committee for a three year term by the Senate Executive Committee*	Dean David Mandzuk, Chair	Education	2021.05.31
One member holding academic appointment in the University appointed as Vice-Chair of the Committee for a three year term by the Senate Executive Committee.* The Vice-Chair shall not be from the same Faculty/School/College as the Chair	Prof. Brenda Hann, Vice-Chair	Science	2021.05.31
Eight members with broad representation across Faculties/Schools/Colleges holding academic appointments in the University	Prof. Mike Domaratzki	Science	2019.05.31
	Ms Lynette Phyfe <i>(leave replacement for Prof. Jennifer Schulz)</i>	Education <i>(Law)</i>	2018.06.30 <i>(2019.05.31)</i>
	Prof. Jitendra Paliwal	Engineering	2020.05.31
	Prof. Kumar Sharma	Science	2020.05.31
	Prof. Subbu Sivaramakrishnan	Management	2020.05.31
	Prof. Ryan Cardwell	Agricultural and Food Sciences	2021.05.31
	Prof. Leisha Strachan	Kinesiology and Recreation Management	2021.05.31
	Prof. Lucas Tromly	Arts	2021.05.31
Two students	<b>Ms Nina Lam (S)(R)</b>	<b>Arts</b>	<b>2019.05.31</b>
	<b>Mr. Jaseer Ahmed (R)</b>	<b>Graduate Studies</b>	<b>2019.05.31</b>
President of UMSU (or designate)	Mr. Owen Black, designate		<i>Ex-officio</i>
Director (Admissions), Enrolment Services (non-voting)	Ms Erin Stone		<i>Ex-officio</i>
Resource:                    Marcia Yoshida                    474-6166 Terms of Office:            three-year terms; students = one-year terms			

\* the Chair and Vice-Chair shall not be members of a Faculty/School/College admission selection committee

## SENATE COMMITTEE ON APPEALS

last updated June 5, 2018

Composition	Incumbents	Faculty/School	Term
One academic member appointed as Chair by Senate Executive	Prof. Sharon Alward	School of Art	2021.05.31
Two elected academic members appointed as Vice-Chairs by Senate Executive (not from same faculty/school as Chair or each other)	Prof. Charlotte Enns	Education	2019.05.31
	Prof. Martin Scanlon <i>(on leave July 1/18)</i>	Agricultural & Food Sciences	2020.05.31
Three members from among Deans of Faculties or Colleges and Directors of Schools appointed by the President	Dean Edmund Dawe	Music	2019.05.31
	Dean Lalitha Raman-Wilms	Health Sciences	2019.05.31
	Dean Douglas Brown	Kinesiology and Recreation Management	2020.05.31
Five academic members of Senate	Prof. Richard Hechter (S) <i>(leave replacement for Prof. Michael Campbell)</i>	Education <i>(Environment Earth &amp; Resources)</i>	2018.06.30 <i>(2019.05.31)</i>
	Prof. Derek Oliver (S)	Engineering	2019.05.31
	Prof. David Churchill (S)	Arts	2019.05.31
	Prof. Christine Van Winkle (S)	Kinesiology and Recreation Management	2020.05.31
	Prof. Peter Blunden (S)	Science	2021.05.31
Six academic members	Prof. Douglas Ruth <i>(on leave until June 30/18)</i>	Engineering	2019.05.31
	Prof. Melanie Soderstrom	Arts	2019.05.31
	Prof. Lisa Landrum	Architecture	2019.05.31
	Prof. Martin Scanlon	Agricultural & Food Science	2020.05.31
	Prof. Charlotte Enns	Education	2021.05.31
	Prof. Vanessa Swain	Health Sciences	2021.05.31
UMSU President (or designate)	Ms Carly Mastromonaco, designate		<i>Ex-officio</i>
Six students (four undergrads from different Faculties or Schools, and two grads)	<b>Mr. Max Block (S)</b>	<b>Management</b>	<b>2019.05.31</b>
	<b>Mr. Harvey Guzman (S)</b>	<b>Science</b>	<b>2019.05.31</b>
	<b>Mr. Jakob Sanderson (S)</b>	<b>Arts</b>	<b>2019.05.31</b>
	<b>Ms Victoria Truong (S)</b>	<b>Law</b>	<b>2019.05.31</b>
	<b>Ms Stephanie Crook (R)</b>	<b>Graduate Studies</b>	<b>2019.05.31</b>
	<b>Mr. Chidibere Nwaiwu (S)</b>	<b>Graduate Studies</b>	<b>2019.05.31</b>
One member appointed by Université de Saint- Boniface	Dr. Jules Rocque		2020.05.31
One student appointed by Université de Saint- Boniface	TBD		2019.05.31
Resource:	Marcia Yoshida	474-6166	
Terms of Office:	three-year terms; students = one-year terms		

**SENATE COMMITTEE ON AWARDS**

last updated June 5, 2018

Composition	Incumbents	Faculty/School	Term
Six members of the academic staff (at least one shall be a Senator)  These six shall include at least two from professional faculties/schools, at least one from Arts and one from Science.	Prof. Jared Carlberg	Agricultural and Food Sciences	2019.05.31
	Prof. Laura Loewen	Music	2019.05.31
	Prof. Michelle Faubert <i>(leave replacement for Prof. Greg Smith)</i>	Arts <i>(Arts)</i>	2018.12.31 <i>(2019.05.31)</i>
	Prof. Peter Cattini	Health Sciences	2019.05.31
	Prof. Philip Hultin, Chair	Science	2020.05.31
	Prof. Darcy MacPherson (S)	Law	2020.05.31
Two students	<b>Ms Rhianna-Lynn Holter-Ferguson (S)</b>	<b>Engineering</b>	<b>2019.05.31</b>
	<b>Mr. Erfanul Hoque</b>	<b>Graduate Studies</b>	<b>2019.05.31</b>
Director, Financial Aid and Awards Office	Ms Jane Lastra, designate Ms Lesli Lucas-Aseltine		<i>Ex-officio</i>
Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies (or designate)	Ms Rowena Krentz, designate		<i>Ex-officio</i>
Resource: Pamela Gareau 474-9261 Terms of Office: three-year terms; students = one-year terms			

## SENATE COMMITTEE ON THE CALENDAR

last updated June 5, 2018

Composition	Incumbents	Faculty/School	Term
Registrar	Mr. Neil Marnoch		<i>Ex-officio</i>
Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies (or designate)	Dr. Todd Mondor		<i>Ex-officio</i>
Chair of the Senate Committee on Rules and Procedures (or designate)	Dean Jeffery Taylor, designate Prof. Heidi Marx		<i>Ex-officio</i>
Two members of the academic staff elected by and from Senate	Prof. Oliver Botar (S)	School of Art	2021.05.31
	Prof. Shawn Clark (S)	Engineering	2021.05.31
Student Senator	<b>Mr. Prajwal Raghunatha (S)</b>	<b>Graduate Studies</b>	<b>2019.05.31</b>
<i>Calendar</i> editor	Ms Gloria Saindon	Registrar's Office	<i>Ex-officio (non-voting)</i>
University Secretary, Chair	Mr. Jeff Leclerc	University Secretary	<i>Ex-officio</i>
Resource:            Marcia Yoshida            474-6166 Terms of Office:    three-year terms; students = one-year terms			

## SENATE COMMITTEE ON CURRICULUM AND COURSE CHANGES

last updated June 5, 2018

Composition	Incumbents	Faculty/School	Term
Seven members of the academic staff	Ms Joanne Hamilton	Health Sciences	2019.05.31
	Prof. Sarah Teetzel	Kinesiology and Recreation Management	2019.05.31
	Prof. Heidi Marx <i>(leave replacement for Prof. Greg Smith)</i>	Arts <i>(Arts)</i>	2018.12.31 <i>(2019.05.31)</i>
	Prof. Ben Li	Science	2020.05.31
	Prof. Jared Carlberg	Agricultural and Food Sciences	2020.05.31
	Prof. Fang Wan	Management	2020.05.31
	Prof. Dean McNeill, Acting Chair	Engineering	2021.05.31
Three students	Ms Kristine Macalinao (S)	Science	2019.05.31
	Mr. Dhruva Ghosh (R)	Graduate Studies	2019.05.31
	TBD		2019.05.31
One representative from the Université de Saint-Boniface named by the Recteur	Dr. Peter Dorrington		<i>Ex-officio</i>
One librarian named by the University Librarian	Ms Kristen Kruse		<i>Ex-officio</i>
Vice-Provost (Integrated Planning and Academic Programs)(and/or delegate)	Dr. David Collins and Ms Cassandra Davidson		<i>Ex-officio (non-voting)</i>
Registrar (or delegate)	Ms Sharon Bannatyne, designate		<i>Ex-officio (non-voting)</i>
Resource: Shannon Coyston 474-6892 Terms of Office: three-year terms; students = one-year terms			

## SENATE COMMITTEE ON HONORARY DEGREES

last updated June 5, 2018

Composition	Incumbents	Faculty/School	Term
Chancellor, Chair	Mr. Harvey Sector		<i>Ex-officio</i>
President, Vice-Chair	Dr. David Barnard		<i>Ex-officio</i>
President, UMSU	Mr. Jakob Sanderson		<i>Ex-officio</i>
President, Alumni Association	Ms Dawn Nedohin-Macek		<i>Ex-officio</i>
Four faculty members from Senate	Prof. Brenda Austin-Smith (S)	Arts	2019.05.31
	Dean Edmund Dawe (S) <i>(on leave July 1, 2018)</i> Prof. Kelley Main (S) <i>(leave replacement)</i>	Music Management	2019.05.31 2019.05.31
	Prof. Annemieke Farenhorst (S)	Agricultural and Food Sciences	2019.05.31
	Dean Jonathan Beddoes (S)	Engineering and Architecture	2021.05.31
One representative of the community-at-large to be appointed by the Chancellor	Dr. William Pope		2021.05.31
Resource: Terms of Office:	Shelley Foster three-year terms	474-6165	

**SENATE COMMITTEE ON INSTRUCTION AND EVALUATION**

last updated June 5, 2018

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate), Chair	Dr. Mark Torchia, designate		<i>Ex-officio</i>
Seven members of the academic staff, at least one of whom shall be a Senator and at least one should be teaching courses in University 1. The seven shall include one Dean or Director, at least one from each of Arts and Science, and at least two from other faculties/schools (one shall be from the Bannatyne Campus)	Prof. Lukas Neville	Management	2019.05.31
	Ms Krystyna Koczanski	Science	2019.05.31
	Prof. Vanessa Warne	Arts	2019.05.31
	Prof. Pamela Wener (S)	Health Sciences	2019.05.31
	Prof. Brenda Elias (S)	Health Sciences	2021.05.31
	Prof. Annemieke Farenhorst (S)	Agricultural and Food Sciences	2021.05.31
	Dean David Mandzuk (S)	Education	2021.05.31
Four students, at least one graduate student	<b>Mr. Arthur Coelho Reis</b>	<b>Management</b>	2019.05.31
	<b>Mr. Aidan Prenovault (S)</b>	<b>Arts</b>	2019.05.31
	<b>Ms Silvia Araujo</b>	<b>Graduate Studies</b>	2019.05.31
	<b>Ms Laura Forsythe (S)</b>	<b>Graduate Studies</b>	2019.05.31
UMSU President or Vice-President	Ms Sarah Bonner-Proulx	UMSU Vice-President Advocacy	<i>Ex-officio (non-voting)</i>
Dean or Associate Dean, Graduate Studies	Dr. Brooke Milne, Associate Dean	Graduate Studies	<i>Ex-officio (non-voting)</i>
Executive Director, Centre for the Advancement of Teaching and Learning (or designate)	Dr. Mark Torchia, designate Ms Erica Jung		<i>Ex-officio (non-voting)</i>
Registrar or Associate Registrar (or designate)	Mr. Neil Marnoch, designate Ms Sharon Bannatyne		<i>Ex-officio (non-voting)</i>
Director, Student Advocacy (or designate)	Ms Brandy Usick, designate Ms Heather Morris		<i>Ex-officio (non-voting)</i>
Resource: Marcia Yoshida 474-6166 Terms of Office: three-year terms; students = one-year terms			

## SENATE COMMITTEE ON LIBRARIES

last updated June 5, 2018

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate), Chair	Dr. Mary-Jo, Romaniuk, designate		<i>Ex-officio</i>
Vice-President (Research and International) (or designate)	Dr. Jay Doering, designate		<i>Ex-officio</i>
University Librarian (or designate)	Ms Lisa O'Hara, designate		<i>Ex-officio</i>
Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies (or designate)	Dr. Xikui Wang, designate		<i>Ex-officio</i>
Two Deans of Faculties or Colleges or Directors of Schools	Dean Douglas Brown	Kinesiology and Recreation Management	2019.05.31
	Dean James Mulvale Dean Stefi Baum <i>(term starts July 1/18)</i>	Social Work Science	2018.06.30 2020.05.31
Six academic members - at least two shall be Senators. Of the six, at least one each shall be from the Faculty of Arts, the Faculty of Science and the Bannatyne Campus	Prof. Danielle Dubois	Arts	2019.05.31
	Prof. Pam Perkins	Arts	2019.05.31
	Ms Janet Rothney	Libraries	2019.05.31
	Prof. Mirosław Pawlak	Engineering	2020.05.31
	Prof. James Gilchrist (S)	Health Sciences	2021.05.31
	<b>Mr. Michael Shaw (S)</b>	<b>Science</b>	<b>2021.05.30</b>
Four students (two graduate, two undergraduate)	<b>Mr. Carl Neumann (R)</b>	<b>Graduate Studies</b>	<b>2020.05.31</b>
	<b>Mr. Sakib Rahman</b>	<b>Graduate Studies</b>	<b>2020.05.31</b>
	TBD		2020.05.31
	TBD		2020.05.31
Resource: Marcia Yoshida 474-6166 Terms of Office: three-year terms; students = two-year terms			

## SENATE PLANNING AND PRIORITIES COMMITTEE

last updated June 5, 2018

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate)	Dr. David Collins, designate		<i>Ex-officio</i>
Vice-President (Administration) (or designate)	Mr. Andrew Konowalchuk, designate		<i>Ex-officio</i>
Vice-President (Research and International) (or designate)	Dr. Jay Doering, designate		<i>Ex-officio</i>
Ten members of academic staff (excluding Deans, Directors and Associate/Assistant Deans or Directors), three must be members of Senate, and one must be from Bannatyne campus	Prof. Mark Gabbert (S)	Arts	2019.05.31
	Prof. Kelley Main (S), Chair	Management	2019.05.31
	Prof. Janice Dodd ( <i>on leave July 1/18</i> ) Prof. Michael Czubryt ( <i>leave replacement</i> )	Health Sciences Health Sciences	2020.05.31 2018.12.31
	Prof. Peter Graham	Science	2020.05.31
	Ms Kristina Hunter	Environment, Earth, and Resources	2021.05.31
	Prof. Mojgan Rastegar (S)	Health Sciences	2021.05.31
	<b>Prof. Derek Oliver (S)</b>	<b>Engineering</b>	<b>2021.05.31</b>
	Prof. Mike Domaratzki (S)	Science	2022.05.31
	Prof. Richard Perron	Architecture	2022.05.31
	Prof. David Watt	Arts	2022.05.31
Three students, one graduate, one undergraduate and the President of UMSU or designate	<b>Ms Laura Forsythe (S)</b>	<b>Graduate Studies</b>	2020.05.31
	TBD		2020.05.31
	Ms Sarah Bonner-Proulx, designate		2019.04.30
President	Dr. Janice Ristock, designate		<i>Ex-officio</i>
Vice-Provost (Students)	Ms Susan Gottheil		<i>Ex-officio</i>
Resource: Shannon Coyston 474-6892 Terms of Office: four-year terms; students = two-year terms			

**SENATE COMMITTEE ON RULES AND PROCEDURES**

last updated June 5, 2018

Composition	Incumbents	Faculty/School	Term
Four members of the academic staff who, at time of appointment/re-appointment, are members of Senate	Dean Jeffery Taylor (S), Chair	Arts	2019.05.31
	Prof. John Anderson (S)	Science	2020.05.31
	Dean Reg Urbanowski (S)	Health Sciences	2020.05.31
	Prof. Tracey Peter (S)	Arts	2021.05.31
One student who, at time of appointment/re-appointment, is a member of Senate	Ms Nina Lam (S)	Arts	2019.05.31
Resource: Sandi Utsunomiya 474-8174 Terms of Office: three-year terms; students = one-year terms			

**SENATE COMMITTEE ON UNIVERSITY RESEARCH**

last updated June 5, 2018

Composition	Incumbents	Faculty/School	Term
Vice-President (Research and International), Chair	Dr. Digvir Jayas		<i>Ex-officio</i>
President	Dr. David Barnard		<i>Ex-officio</i>
Provost and Vice-President (Academic)	Dr. Diane Hiebert-Murphy, designate		<i>Ex-officio</i>
Associate Vice-President (Research) Associate Vice-President (Partnerships)	Dr. Gary Glavin Dr. Jay Doering		<i>Ex-officio</i>
Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies	Dr. Todd Mondor		<i>Ex-officio</i>
Research Grants Officer	Ms Kerrie Hayes, Director of Research Contracts		<i>Ex-officio (non-voting)</i>
Four Deans or Directors representing a range of research activities	Dean Anthony Iacopino	Health Sciences	2019.05.31
	Dean Jeffery Taylor	Arts	2020.05.31
	Dean Stefi Baum	Science	2021.05.31
	<b>Dean Gady Jacoby</b>	<b>Management</b>	<b>2021.05.31</b>
Eight faculty members actively engaged in research and representing a range of research activities, at least two of whom are from the Bannatyne Campus	Prof. Andrew Halayko	Health Sciences	2019.05.31
	Dr. Peter Jones	Agricultural and Food Sciences	2019.05.31
	Prof. Jason Leboe-McGowan	Arts	2019.05.31
	Prof. Anita Brûlé-Babel	Agricultural and Food Sciences	2020.05.31
	Prof. Peter Nickerson	Health Sciences	2020.05.31
	Dr. Michelle Porter	Kinesiology and Recreation Management	2020.05.31
	Prof. Samar Safi-Harb	Science	2021.05.31
	Prof. Clea Schmidt	Education	2021.05.31
Two graduate students selected by GSA	<b>Ms Laura Forsythe (S)</b>	<b>Graduate Studies</b>	<b>2020.05.31</b>
	<b>Mr. Anjan Neupane</b>	<b>Graduate Studies</b>	<b>2020.05.31</b>
Resource: Sarah Vanderveen 474-7952 Terms of Office: three-year terms; students = two-year terms			



UNIVERSITY  
OF MANITOBA

Office of the University Secretary

312 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone: (204) 474-9593  
Fax: (204) 474-7511

Date: May 25, 2018  
To: Members of Senate  
Members of the Board of Governors  
From: Jeff Lieberman                      David T. Barnard  
Chair, Board of Governors      Chair, Senate  
Subject: Request for approval to adjustments to the Chancellor Election Process

.....  
As the University prepares to undertake the identification of the next Chancellor of the University of Manitoba, we write to request Senate and the Board’s support for adjustments to two matters related to the Chancellor Search. With the concurrence of Senate and the Board, these adjustments will be made to the process that will be undertaken this fall.

The first adjustment is to make a few small amendments to the duties and qualifications sought in a Chancellor as outlined in The Chancellor Policy. The changes reflect an updating and simplifying of the language of the policy and make clear the strong desire that the Chancellor be an alumnus of the University of Manitoba. The proposed revised language is attached.

The second adjustment is to include the Vice-President (External) as a member of the Chancellor Search Committee. The Chancellor plays an essential role as an ambassador for the University with alumni, and friends, fostering important linkages between the broader community and the University. Having the Vice-President (External) as a member of the Chancellor Search Committee will be of great benefit to the Committee and the process as it unfolds.

/jml

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>THE CHANCELLOR</b>
<b>Effective Date:</b>	January 25, 2011
<b>Revised Date:</b>	June 26, 2018
<b>Review Date:</b>	June 26, 2028
<b>Approving Body:</b>	Board of Governors and Senate
<b>Authority:</b>	<i>The University of Manitoba Act</i> Section 51
<b>Responsible Executive Officer:</b>	University Secretary
<b>Delegate:</b>	
<b>Contact:</b>	University Secretary
<b>Application:</b>	Board of Governors members; Senate members; All members of the University of Manitoba Community

### Part I Reason for Policy

- 1.1 The reason for this Policy is to provide a detailed description of the duties of and qualities desired in a Chancellor.

### Part II Policy Content

- 2.1 As titular head of the University, the Chancellor serves an important volunteer and leadership role. The following sections outline the duties of the Chancellor and the qualities sought in a Chancellor.

#### **Duties of the Chancellor**

- 2.2 The Chancellor shall:
- (a) confer degrees at all convocation ceremonies of the University;
  - (b) be an advisor and counselor to the President;

- (c) facilitate the administration's efforts to make the case for universities in government and other arenas;
- (d) add to the ability of the University's senior officers to represent and respond to the diverse interests found among the University's students, faculty, staff, alumni and friends;
- (e) attend, to host, or to speak at a number of University and community events throughout the year;
- (f) be an essential contributor to the good governance of the University. The Chancellor is a voting member of the Board of Governors and the Senate. The Chancellor Chairs the Chancellor's Committee, the Board Nominations Committee, the Senate Committee on Honorary Degrees and the Peter D. Curry Chancellor's Award Selection Committee. The Chancellor is also a member of the Board of Governors Executive and Governance, Finance, Administration and Human Resources, Management Resource and Compensation and Distinguished Service Award Committees; and
- (g) lend support to the development philanthropic and alumni relations initiatives of the University when called upon.

### **Qualities sought in the Chancellor**

2.3 While each Chancellor will bring different qualities to the role, ideally the Chancellor will possess the following qualities:

- (a) ideally, the Chancellor will be an alumnus of, and have an established relationship with, the University and a strong connection to Manitoba;
- (b) the Chancellor will demonstrate an unquestioned commitment to the University and will exemplify and symbolize the University by his/her conduct and the standards he/she sets;
- (c) the Chancellor will have experience and contacts which add to those of the Chair and Vice-Chair of the Board of Governors, the President and other members of the Executive Team;
- (d) the Chancellor will have experience serving on governing boards;
- (e) the Chancellor will be credible in fundraising campaigns and have ~~connections and access to public and/or private funders. The Chancellor will have~~ the respect of many of the ~~corporate/foundation/special interest~~ groups with which the University must cultivate and maintain relations; and
- (f) the Chancellor will be an articulate and effective communicator, comfortable in a wide variety of public and private settings and across a diverse range of audiences.

- 2.4 The President is designated as the Vice-Chancellor of the University and shall act for the Chancellor in the absence of the Chancellor.

### **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the University Secretary that a formal review of the Policy is required.
- 3.2 The University Secretary is responsible for the implementation, administration and review of this Policy.
- 3.3 Board of Governors members, Senate members and all members of the University of Manitoba community are responsible for complying with this Policy.

### **Part IV Authority to Approve Procedures**

- 4.1 The Approving Bodies may approve Procedures, if applicable, which are secondary to and comply with this Policy.

### **Part V Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is June 26, 2028.
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the University Secretary or Approving Bodies deems it necessary or desirable to do so;
  - (b) the Policy is no longer legislatively or statutorily compliant; and/or
  - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- (a) comply with the revised Policy; or
  - (b) are in turn repealed.

**Part VI**  
**Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
  - (b) all previous Administration Governing Documents on the subject matter contained herein.

**Part VII**  
**Cross References**

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Election of the Chancellor Policy](#)



MEMORANDUM

**DATE:** May 25, 2018  
**TO:** Members of Senate  
**FROM:** Jeff M. Leclerc, University Secretary  
**SUBJECT:** Election of the Chancellor

Every three years, the Chancellor of the University is elected by the Committee of Election. Chancellor Harvey Sector's current term as Chancellor of the University of Manitoba concludes on May 31, 2019. He has served with great distinction as Chancellor since January 1, 2010. Chancellor Sector has indicated that he will not be standing for a further term as Chancellor. Accordingly, a new Chancellor will need to be identified and elected.

The Chancellor is formally elected by the Committee of Election. As provided for in *The University of Manitoba Act*, the Committee of Election is a body comprised of all members of the Board of Governors and all members of the Senate, meeting in joint session. The Chair of the Board of Governors is the Chair of the Committee of Election, while the University Secretary, as Secretary of Senate, is designated as Secretary of the Committee of Election.

To facilitate the election of a Chancellor, the Board of Governors and the Senate approved a Policy on the Election of the Chancellor in 2011. This Policy provides for a Chancellor Search Committee to solicit and review nominations and recommend a candidate for Chancellor to the Committee of Election for approval. The Chancellor Search Committee is comprised of:

- The Chair of the Board of Governors (as Chair);
- The President
- Three members of Senate who are not students, elected by Senate;
- Two members of the Board of Governors (in addition to the Chair), elected by the Board;
- Two students, one undergraduate and one graduate, elected by Senate;
- Two members of the University of Manitoba Alumni Association, nominated by the Alumni Association; and
- The University Secretary, as secretary (non-voting).

The Committee of Election will meet on December 5, 2018 at 1:00 p.m.

I write to request that Senate elect its members to the Chancellor Search Committee at its June meeting, with the anticipation that the work of the Chancellor Search Committee will begin in

late-August and continue throughout the fall and early-winter. Nominations for the Chancellor Search Committee will be received from the floor of Senate in the same manner as nominees are presented for Senate members on the Executive Committee and the Board of Governors.

/jml

Copy: Mr. Jeff Lieberman, Chair, Chancellor Search Committee

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

May 11, 2018

## **Report of the of the Implementation Working Group for the Cooper Commission Report**

### **Preamble**

1. The Implementation Working Group for the Cooper Commission Report (the "Working Group") was established by the Senate Executive Committee on May 2, 2012.
2. The terms of reference for the working group are:
  - a. to establish a detailed plan for the implementation of the Cooper Commission recommendations;
  - b. to delegate tasks and establish groups to develop the necessary policies, processes and activities to meet the recommendations;
  - c. to research and encourage the incorporation of work done at other similar institutions in the areas identified in the recommendations;
  - d. to provide bi-monthly reports to Senate Executive and Senate on the progress of implementation;
  - e. to propose timelines for the implementation of Cooper Commission recommendations.
3. The Committee has met since the spring of 2012 to facilitate the implementation of the recommendations in the Cooper Commission report.

### **Observations**

1. To facilitate the review of graduate program Bona Fide Academic Requirements prior to their consideration by the Faculty of Graduate Studies and Senate, Senate Executive requested that all documents be reviewed by the Working Group prior to entering the approval process for a one-year period. This period of review commenced in June, 2017.
2. The Working Group has found that this process of review has been valuable to the units proposing BFAR documents and to the subsequent approval process.
3. As of May 11, 2018, BFAR statements (n = 62) and essential skills and abilities documents (n = 2) for 64 of 135 graduate programs have been received for review by the Working Group. Of these, BFAR statements for 43 programs have been forwarded to the Faculty of Graduate Studies for consideration, and eleven (11) have been approved by Senate.
4. To encourage graduate programs to work on their BFARs, the Working Group co-chairs presented to Provost Council on June 1, 2017. Material created by the Centre for the Advancement of Teaching and Learning was shared and is available at [http://intranet.umanitoba.ca/academic\\_support/catl/bfar/](http://intranet.umanitoba.ca/academic_support/catl/bfar/)
5. A memo from Dr. Janice Ristock was sent to all Deans in the summer, 2017, to provide an update and request support of the development of BFARs. Dr. Todd Mondor sent a follow up email to all departments in January 2018.
6. The Working Group is interested in suggestions from Senate Executive and Senate how to reach out to the programs that have yet to get engage in this process.

7. The Working Group will continue to monitor the development of BFAR statements for graduate programs, which it hopes will be complete for all graduate programs by May, 2019.
8. The Accessibility Policy and related procedures were reviewed and revisions were approved by the appropriate governing bodies.
  - a. The Working Group revised the Student Accessibility procedure and the revised document was approved by Senate in June 2017.
  - b. Revisions to the Accessibility Policy were approved by The Board of Governors in August 2017.
  - c. The Working Group proposed revisions to the Student Accessibility Appeal procedure which were subsequently reviewed by the Senate Committee on Accommodations Appeals and later approved by Senate in April 2018.
9. Information about Student Accessibility Services will be added to all Applicant Information Bulletins for 2019 onward.
10. Student Accessibility Services has continued to prepare and make available on their website an annual report of case load statistics and program highlights.
11. All faculties and schools have created Accessibility Advisory Committees and, as required, formed Accommodation Teams to review non-standard accommodation requests.
12. There is currently one vacancy on the Working Group; namely one of the two members of Senate Executive that serve on the Working Group. Having this position filled by Senate Executive as soon as possible will be of great benefit to the work of the Working Group.
13. The Working Group also notes that as of July 1, 2018, one of its co-chairs, Brandy Usick, will be leaving the working group as she moves to a new position within the University. We expect that her successor will assume her role on the Working Group, and wish to thank her for her dedication and contributions to the implementation of the recommendations of the Cooper Commission.

## **Recommendations**

1. That Senate Executive extend the mandate that the Working Group review BFARS before entering the approval process. This review should continue until all of the graduate BFARS are completed.
2. That Senate Executive recommend that Senate modify the original September, 2017 deadline for the completion of BFARS for all graduate programs. As we have gone past this deadline, we recommend that Senate approve a new deadline of May 31, 2019.
3. That Senate Executive appoint one of its members to fill the current vacancy on the Working Group.
4. That upon completion of the graduate program BFARS, the Working Group reassess the recommendation to create BFARS for undergraduate programs and report to Senate Executive and Senate accordingly.

Respectfully submitted,

Ms. Brandy Usick and Mr. Jeff Leclerc, co-chairs  
Implementation Working Group

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

Working Group membership: Ms. Carolyn Christie, Dr. Archie Cooper, Mr. Greg Juliano, Mr. Joel Lebois, Mr. David (Skye) Kushner (to May 1, 2018), Dr. Jeff Taylor, Dr. Mark Torchia, and Ms. Maria Versace

# MEMO

REGISTRAR'S OFFICE  
Room 400 University Centre  
PH: 204-474-9425



UNIVERSITY  
OF MANITOBA

**Date:** May 23, 2018  
**Memo To:** Senate Executive  
**From:** Neil Marnoch, Registrar *Neil Marnoch*  
**Re:** **Proposal to Review matters related to the Summer Term Academic Schedule**

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Recommendation 8 of the Academic Schedule Review adopted by Senate in November 2017 reads:

**Extend the review to Summer Session**

The scope of the current review was limited to Fall and Winter Terms. The committee observed that there are issues related to the dates and structure of Summer Session/Summer Term that should also be the subject of review. It is recommended that the committee be reconvened and/or re-constituted in order to conduct a review of scheduling practices related to the offering of courses in the summer months, including the offering of Distance and Online courses during this time period.

Attached is a proposal for the framework of a review of the academic schedule to be conducted by Senate. It is proposed that the review commence in early Fall 2018 with recommendations presented for consideration by Senate in the first quarter of 2019. Approved changes will be included in the 2020 Summer Term Academic Schedule.

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

## **Review of the Summer Term Academic Schedule**

### **Background**

The 2017 review of the Fall and Winter Term academic schedule prompted discussions about current practices with regard to teaching during the summer months, particularly with respect to the purpose of teaching in the Summer Term and the current teaching timelines. Recently, responsibility for the administration of Summer Term has been de-centralized, passing from the Summer Session Office in Extended Education to the academic units and the Registrar's Office. It is unknown to what extent the new budget model will affect Summer Term course offerings and teaching assignments.

### **Guiding Principles in development of the Summer Term Academic Schedule**

- Contact hours required to deliver the full course curriculum in a variety of teaching modalities.
- Optimal time afforded to students for learning, discovery, study, and completion of projects, assignments, lab work, and term papers.
- Flexibility to allow students an opportunity to take courses in addition to being able to take a break or to work and save for the school year.

### **Scope of the Review**

- The purpose of Summer Term course offerings: Is this a time to get ahead or catch up? Should Summer Term continue to include reduced courses offerings? Or should Summer Term course offerings be in balance with those of Fall and Winter Terms?
- Are there opportunities for study in the Summer Term, such as field and travel study, that are not possible in the Fall and Winter Terms?
- Standard and Non-Standard Schedules: What are the criteria used to determine programs that must follow the standard schedule and the need for program specific schedules?
- Number and duration of Summer Parts of Term. Start and end dates of the Fall and Winter Terms. Should the current condensed class schedule continue? How many days/weeks are required to deliver the curriculum and to learn effectively? Is this subject dependent?
- Should the current Winter – Summer Term for spanned Distance and Online courses continue?
- Examination Periods: How should examinations be scheduled in the Summer Term?
- Registration Revision Period: Last day to register for a class? Last day to drop classes without penalty?

### **Membership**

- Representative of the Provost's Office
- UMSU President, or designate
- GSA President or designate
- Three faculty members from academic units with significant Summer Term course offerings
- Two Deans or Associate Deans
- Representative of academic advising staff
- Registrar (or designate)

### **Timeline**

Committee to Report to Senate in the first quarter of 2019.