

# Supplementary Regulations Faculty of Graduate Studies (FGS)

**Name of Unit/Program: Psychology (M.A. & Ph.D.)**

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<p>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.</p> <p>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.</p> <p>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.)</p> <p><b>PREFACE</b></p> <p>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 supplementary regulations for these specific regulations. All unit supplementary regulations require approval of the Faculty of Graduate Studies.</p> <p><b>Definitions</b></p> <p>The "Dean, Faculty of Graduate Studies" shall be taken to mean the Dean, Faculty of Graduate Studies or designate.</p> <p>"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 <i>de facto</i> 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 <i>de facto</i> <u>Head of interdisciplinary programs administered by the Faculty of Graduate Studies</u>. 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.</p>	<p>Dept. of Psychology Email: <a href="mailto:Psych_Grad_Office@UManitoba.ca">Psych_Grad_Office@UManitoba.ca</a> Tel.: (204) 474-6377</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 Application and Admission Procedures</b></p> <p>The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies via the online application system. <b>Applicants should contact the department/unit to which they are applying for the procedures and requirements which are specific to the program of application.</b> Contact information for each department/unit can be found on the <u><a href="#">Graduate programs of study website</a></u>.</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</p>	

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<p>Graduate Studies, via the online application system. <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><b>1.1.2 Deadlines for Recommended Applications (from Departments/Units 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 departments/units.</p> <table border="1" data-bbox="73 709 812 892"> <thead> <tr> <th>Term</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> <u>These are not application deadlines.</u> 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 department/unit. Deadlines vary depending on the program to which the applicant is applying and whether the applicant is domestic or international. Deadlines can be found by clicking the appropriate application program page on the <u>Graduate programs of study website</u>.</p>	Term	Start Date	Canadian/US	International	Fall	September	July 1	April 1	Winter	January	November 1	August 1	Summer	May	March 1	December 1	<p>For upcoming application deadlines, please consult the Graduate Program Page: <a href="http://umanitoba.ca/faculties/graduate_studies/admissions/programs/psychology.html">http://umanitoba.ca/faculties/graduate_studies/admissions/programs/psychology.html</a></p>
Term	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) non-refundable fee must accompany an application for admission. The Physician Assistant Studies and Orthodontics programs charge an additional fee of \$25 and \$50, respectively.</p>																	
<p><b>1.1.4 Transcripts</b></p> <p>Unofficial copies of transcripts and final degree certificates are acceptable for initial assessment and provisional admission 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 the date on the admission letter. Applicants will be placed on hold, which prevents registration until all admission requirements have been submitted. <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</b> (Please refer to Transcripts: International below). 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.</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 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. For international degrees, a copy of the official degree certificate is also required.</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 secondary school diploma and/or university degree from Canada or one of the countries listed on the <a href="#">English Language Proficiency Test Exemption List</a> (see 1.1.8). 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 (from the time of completing the test) are invalid.</p> <p>Thresholds required for successful completion are indicated in parentheses.</p> <ul style="list-style-type: none"> <li>• Test of English as a Foreign Language (TOEFL) Internet based -iBT® (86; minimum score of 20 in each of reading, writing, listening and speaking categories). The “best score” will not be considered for admission. Only individual test scores will be used to meet the minimum requirements.</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 in the Academic Module)</li> <li>• Academic English Program for University and College Entrance (AEPUCE) (65%)</li> <li>• PTE Academic (61% overall)</li> </ul> <p><b>Note:</b></p> <p>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 units may require a specific test or test scores greater than those indicated above. Students should check department/unit supplementary 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 <a href="#">website</a>.</p>	
<p><b>1.1.9 Letters of Recommendation</b></p> <p>Letters of Recommendation are to be completed via the online application. Recommendation letters submitted via post or email are not accepted. 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 (2) Letters of Recommendation must be submitted to the Faculty of Graduate Studies. For the number of recommendation letters necessary, applicants should review their specific <a href="#">Graduate programs of study website</a>.</p>	
<p><b>1.1.10 Admission Tests</b></p> <p>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 supplementary regulations of the particular department/unit, and if required, the scores must be submitted at the time of application.</p>	<p>Applicants to the following areas must submit Graduate Record Examination (GRE) scores on three (3) components including quantitative, verbal, and writing:</p> <ul style="list-style-type: none"> <li>• Applied Behaviour Analysis (ABA)</li> <li>• Clinical Psychology</li> <li>• School Psychology</li> </ul>

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	<ul style="list-style-type: none"> <li>• Developmental Psychology</li> <li>• Quantitative Psychology</li> <li>• Social/Personality Psychology</li> </ul> <p>Applicants to the Brain and Cognitives Science area are <u>not</u> required to submit GRE scores; however, if an applicant chooses to do so, their GRE scores will be considered in the admissions evaluation process.</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 3.0 Grade Point Average (GPA) or equivalent in the last two (2) previous years of full time university study (60 credit hours).</p> <p><b>Note:</b> This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	
<p><b>1.1.12 Eligibility of University of Manitoba Staff Members</b></p> <p>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.</p>	
<p><b>1.2 Registration Procedures</b></p> <p><b>1.2.1 Registration</b></p> <p>Pre-Master's students are not normally allowed to register in 7000-level courses or above, with the exception of <u>GRAD 7500</u>, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate. See <u>General Regulations - Pre-Master's</u> for additional information.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• Undergraduate students must obtain permission from the department/unit head and course instructor before registering for a graduate course.</li> <li>• Only undergraduate students completing an undergraduate degree at the University of Manitoba are eligible to enroll in a graduate course.</li> <li>• Undergraduate students are not eligible for admission 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.</li> <li>• 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.</li> <li>• Undergraduate students who complete a graduate course are not guaranteed admission to a graduate program.</li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>• No more than 50% of the coursework required in a graduate program may be imported.</li> </ul>	<p>All newly admitted graduate students are required to have their program of study approved by their Advisor and the Associate Head (Graduate), or designate, prior to web registering. The program coordinator will act as the Advisor for all School Psychology students in the 2-year stream.</p>

- Only courses in which a C+ grade or higher, or the minimum grade required by the program to which the course would be applied, are eligible to be considered towards 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.
- Courses completed more than seven (7) years prior to the date of awarding a degree may not normally be used for credit towards the degree (please refer to Lapse or Expiration of Credit of Courses).

**All graduate students must initially register in the term indicated 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; admission is not guaranteed if a student re-applies to the Faculty of Graduate Studies. 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) concurrent programs rests with the Dean of the Faculty of Graduate Studies in consultation with the department/unit concerned. The request for approval or denial must be submitted to the Faculty of Graduate Studies prior to the student's admission/registration on the "Concurrent Curriculum Permission" form.

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 their program until a degree is obtained. **Failure to re-register will result in the student being discontinued from their 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").

The notation 'Discontinued Graduate Program' will be placed on the academic record of any graduate student who has failed to maintain continuous registration.

All students must have their re-registration approved by their Advisor and the Associate Head (Graduate), or designate.

**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

All registration revisions must be approved by the student's Advisor and the Associate Head (Graduate), or designate.

placed on the academic record of any graduate student who has withdrawn from courses without such approval.

#### 1.2.4 Advisor Student Guidelines (ASG)

All students in thesis/practicum programs, in consultation with their advisor/co-advisor, are required to complete the ASG as soon as possible after registration but no later than at the time of submission of the first Progress Report. If a student does not have an advisor/co-advisor at this time, the interim advisor will be required to complete the ASG. The ASG is to be completed again if there is a change in advisor/co-advisor. The ASG form is available through JUMP only.

#### 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 on the [Western Canadian Deans of Graduate Studies website](#). University of Manitoba graduate students interested in participating can learn more about how to apply on the [Registrar's Office website](#).

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 University of Manitoba graduate student's department/unit Head or advisor/co-advisor to the Faculty of Graduate Studies at least eight (8) weeks prior to the start of the term of the course(s) at the host institution. The Dean of the Faculty of Graduate Studies (or designate) will review and sign the form and submit it to the participating Western Deans' institution at least six (6) weeks prior to the start of the term, specifying the course(s) to be taken for credit toward a graduate degree program at the student's 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 three (3) 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 on the [Western Canadian Deans of Graduate Studies website](#).

**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 [supplementary 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:

- Students are not permitted to audit a course and take the same course for credit at a later date.
- Changes in course classifications are regarded as course/program changes and may not be made without approval (refer to [Registration Revision](#)) 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. A "Time Extension for Completion of Term Work" form must be completed.

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 1st for courses terminated in April
- December 1st for courses terminated in August
- April 1st 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. Normally, 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-, 4000-, or 5000-level undergraduate course, the 7000-level course must have a distinct syllabus, and the course content and evaluation methods must be at the graduate-level.
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 admitted as full-time students. 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. 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) that 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) full 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. Master’s students who declare part time status for less than one year (12 months) are not permitted any additional time to complete their program. Retroactive status changes will not be made.

For every two (2) full years (24 months) that a Ph.D. student is declared as part time, they will receive an additional four (4) months in time to complete their program. Ph.D. students who declare part time status for less than two (2) full years (24 months) are not permitted any additional 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.

Occasional student status is not advised for international students due to study permit limitations. If you are an international student interested in becoming an occasional student, please contact the Graduate Studies admissions office and University of Manitoba International Centre.

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.
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.

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4. At least 60% of coursework per academic year must be taken at the graduate level while registered as an occasional student.	
<p><b>1.4.4 Joint Masters (With the University of Winnipeg)</b></p> <p>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.</p>	
<p><b>1.4.5 Visiting Students</b></p> <p>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) non-refundable 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.</p> <p>Note:</p> <ol style="list-style-type: none"> <li>1. Fees paid by a student while registered as a visiting student are not transferable, at a later date, to a degree program.</li> <li>2. Registration in the visiting student category can be for no more than one (1) academic year (September 1 - August 31) without reapplication.</li> <li>3. At least 60% of coursework per academic year must be taken at the graduate level while registered as a visiting student.</li> <li>4. Registration at two different universities on a <u>Letter of Permission</u> (Including Western Dean's and CUGTA) must have permission from the Dean of Graduate Studies. Students must provide a letter from their home department stating that they are in good academic standing and that they are permitted to take courses at multiple institutions.</li> </ol>	
<p><b>1.5. Student Accessibility</b></p> <p>See <a href="#">Accessibility Policy and Procedure</a>.</p>	
<p><b>SECTION 2: Academic Performance - General</b></p> <p><b>2.1 General Note</b></p> <p><b>Students are responsible for ensuring that they meet all degree and program requirements.</b> The advisor (and if appropriate co-advisor), advisory committee, and department/unit must ensure that each student follows Faculty of Graduate Studies 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.</p> <p>Departments/Units 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:</p> <p>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).</p>	<p><b>Negative Evaluation for Reasons Other Than Grades</b></p> <p>In cases where the student's evaluation is negative for reasons other than grades (e.g., unsatisfactory progress, unfavourable research performance, or unethical conduct), the Advisor of the student will be contacted by the Head and will at that time either provide or refuse to provide a petition on the student's behalf. If the academic Advisor petitions, an evaluation subcommittee will be set up as described below (but with only one petitioner). If the Advisor does not petition, then the Head, after discussion and consultation with the student, will recruit a staff member to act as a petitioner on the student's behalf. The Head will then notify the Examination, Evaluation, Grade Review, and Grade Appeals Committee which will set up a subcommittee of identical structure and task to that for grade problems as described in The Psychology Department Manual, available on the Psychology</p>

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.

Department web page. The Head will notify each student with a non-grade problem about the situation, and will ensure that the student is kept fully informed of all developments pertaining to the inquiry. Once again the Examination, Evaluation, Grade Review, and Grade Appeals Committee will consider the subcommittee's recommendations, making a final recommendation to the Dean of Graduate Studies through the Head who will monitor the progress of the remediation and then take further appropriate action. Decisions of the Examination, Evaluation, Grade Review, and Grade Appeals Committee can be appealed to Department Council.

PROFESSIONAL UNSUITABILITY BY-LAW (formatted as approved by Senate)

**1.00 JURISDICTION**

In this section the term "Applied Psychology" refers to the admissions areas of, Applied Behaviour Analysis, Clinical and School Psychology.

1.01 General

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

1.02 Grounds for Required Withdrawal

A student may be required to withdraw from the Department when the student has been found:

- a) guilty of such conduct which, if participated in by a practicing applied psychologist in the corresponding area, would result in violation of the Code of Ethics published by the Canadian Psychological Association, the Professional and Ethical Compliance Code for Behavior Analysts published by the Behavior Analyst Certification Board, or the Principles for Professional Ethics published by the National Association of School Psychologists; and/or
- b) to have, in any clinic or practicum, practiced incompetently and subsequently failed to achieve the goals of a remediation plan; and/or
- c) to have jeopardized professional judgment through self-interest; and/or

d) to have demonstrated behaviour with respect to other students, colleagues, faculty or the public which is exploitative, irresponsible or destructive.

#### 1.03 Conflict of Jurisdiction

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

### **2.00 PROFESSIONAL UNSUITABILITY REVIEW COMMITTEE**

2.01 Subject to the procedures specified in Section 3.00, the Department will form a Professional Unsuitability Review Committee, herein called the "Review Committee," whose membership shall be as follows:

- a) The Chair of the Department's standing Examination and Evaluation Committee, who shall act as Chair of the Review Committee;
- b) The members of the Examination and Evaluation Committee;
- c) A faculty member of the appropriate Applied Psychology Training Program who is elected by Program faculty and not currently serving as a member of the Examination and Evaluation Committee, ;
- d) A psychologist appointed by the Head who has been a registered member in good standing of the Psychological Association of Manitoba for at least the previous five years and who is not affiliated with an Applied Psychology Training Program;
- e) The Dean of the Faculty of Graduate Studies or delegate.

### **3.00 PROCEDURE**

3.01 Allegations of conduct or circumstances described in Articles 1.01 and 1.02 herein should be brought to the attention of the Department Head. The Head shall refer matters to the Chair of the Examination and Evaluation Committee in a written report, setting out the name of the student involved, the alleged facts and the ground(s) allegedly warranting withdrawal pursuant to Articles 1.01 and 1.02, and the instruction and authority to form the Review Committee. In no circumstances will a referral be based on any anonymous allegations or materials. Anonymous materials and allegations are defined as those where authorship has not been disclosed to both the review committee and the respondent.

3.02 The Review Committee shall send a Notice of hearing to the named student as set out under Article 4.02; shall determine whether any of the grounds requiring withdrawal under Articles 1.01 and 1.02 exist at a hearing of the matter pursuant to this By-law; and grant a disposition in accordance with Article 7.02 herein.

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

#### **4.00 NOTICE TO STUDENT**

4.01 The Chair of the Review Committee shall, as soon as possible after receipt of the reference and review of the materials, provide the student concerned with a copy thereof and, at the same time, inform the student in writing of the grounds for referral as well as the membership of the Review Committee and the date, time, and place for consideration by the Review Committee of the matters set out in the reference. This notice, a copy of which will be provided to the Review Committee and to the student, will include all materials to be considered as part of the hearing.

4.02 The Notice from the Chair shall include a statement that, if the allegations contained in the reference are established to the satisfaction of the Review committee, then the student may be required to withdraw from the Program.

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

#### **5.00 HEARING PROCEDURES**

5.01 The student may appear in person and be represented by someone other than legal counsel. Legal counsel may be present as an observer.

5.02 The hearing shall be closed to all persons except the members of the Review Committee, the student, the designated representative of the student, legal counsel if any, and the Student Advocate.

5.03 The student or his/her representative shall have the right to hear and to cross-examine witnesses, to have access to all documents submitted to the Review Committee for consideration, to call witnesses, and to submit other evidence.

5.04 A quorum for the Review Committee shall be 75% of the membership thereof.

5.05 The Chair of the review committee shall vote only to break a tie.

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

5.07 The student shall not be required to give evidence but, if the student elects to do so, then the student may be cross-examined by the Review Committee.

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

5.09 a) A faculty member shall not be disqualified from sitting as a member of the Review Committee hearing the matter by reason only that such faculty member has had previous contact with the student or has prior personal knowledge of the matter.

b) The student whose case is to be dealt with shall be permitted to challenge and thereby cause to be disqualified not more than two members of the Review Committee. In such a case, the Department or Program, whichever is appropriate, may replace the disqualified member(s).

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

5.11 The results of the hearing and the grounds therefore shall be conveyed in writing to the Head of the Department, the Dean of the Faculty of Graduate Studies, the student, the designated representative of the student, and to the Student Advocate when requested by the Student Advocate.

## **6.00 APPEALS**

6.01 If a student wishes to appeal a decision of the Review Committee, then such appeal may be made to the Faculty of Graduate Studies by delivering a notice of appeal in writing to the Dean of the Faculty within fifteen working days of the student being notified of the decision from which he/she intends to appeal.

6.02 The notice of appeal to the Faculty of Graduate Studies shall clearly indicate whether the appeal is from a finding of fault or fact on the one hand, or from the disposition on the other, or from both.

6.03 Upon receipt of the notice of appeal, the Dean of the Faculty of Graduate Studies shall, as soon as practical, convene a meeting to consider the appeal and shall give to the student a copy of the notice



	<p>calling the meeting at least five days before the date of such meeting.</p> <p>6.04 In the event of an appeal, the implementation of any decision of the Review Committee shall be suspended until the matter has been disposed of by the body hearing the appeal.</p> <p>6.05 In the case of a decision by the Faculty of Graduate Studies, the decision may be appealed to the Senate Appeals Committee in accordance with the procedures of that body.</p> <p>6.06 Notwithstanding the above, if the President of the University is satisfied that it is in the best interests of the University, the President may at any time make an order, subject to final disposition of the appropriate review authority, suspending the student from participating in any program of the University.</p> <p>6.07 The time for delivering the notice of intention to appeal to the Faculty of Graduate Studies may be extended by the Dean.</p> <p><b>7.00 DISPOSITION OF THE MATTER</b></p> <p>7.01 The body hearing the matter shall, after hearing all the evidence, meet in closed session with its members only, to consider its findings and the disposition to be made of the matter.</p> <p>7.02 The body hearing the matter may individually or in combination:</p> <ul style="list-style-type: none"> <li>a) determine that no action should be taken in respect of the matter;</li> <li>b) reprimand the student;</li> <li>c) require the student to withdraw from the specific Applied Psychology Training Program for a specified period of time;</li> <li>d) require the student to withdraw from the Program, indefinitely;</li> <li>e) require the student to withdraw from the Program with no right to apply for re-admission to the Program;</li> <li>f) attach conditions which must be fulfilled before any application for re-admission to the Program can be considered;</li> <li>g) attach conditions prescribing future conduct by the student.</li> </ul>
<p><b>2.2 Bona Fide Academic Requirements (BFAR)</b></p> <p>The following Bona Fide Academic Requirements (BFAR) represent the core academic requirements a graduate student must acquire in order to gain, and</p>	

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.

<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 <a href="#">GRAD 7030</a>	<a href="#">GRAD 7030</a>
Student must successfully complete a comprehensive exam, project, studio exhibition, or equivalent, as required by their program and determined by the assigned examining committee.	<a href="#">GRAD 7010</a> <a href="#">GRAD 7050</a> <a href="#">GRAD 7090</a> <a href="#">GRAD 7200</a>	<a href="#">GRAD 7010</a> <a href="#">GRAD 7050</a> <a href="#">GRAD 7090</a> <a href="#">GRAD 7200</a> Examining/Adjudication Committee
Student must produce a recorded/published thesis commensurate with degree being sought.	Master's <a href="#">GRAD 7000</a> Doctoral <a href="#">GRAD 8000</a>	<a href="#">GRAD 7000</a> <a href="#">GRAD 8000</a>
Student must successfully defend their thesis (where required), as determined by the assigned examining committee, in real-time.	Master's <a href="#">GRAD 7000</a> Doctoral <a href="#">GRAD 8000</a>	<a href="#">GRAD 7000</a> <a href="#">GRAD 8000</a>
Student in doctoral program must complete a candidacy exam (or equivalent) as required by their program and determined by the assigned examining committee.	<a href="#">GRAD 8010</a>	<a href="#">GRAD 8010</a>
Student must demonstrate knowledge of the University of Manitoba's policy on academic integrity, plagiarism, and cheating.	<a href="#">GRAD 7500</a>	<a href="#">GRAD 7500</a>
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.	<a href="#">GRAD 7300</a>	<a href="#">GRAD 7300</a>
Student must complete coursework as required by their program.		

Individual unit BFARs available on the [Graduate Studies website](#).

**2.3 Academic Performance**

<b>FGS Academic Guide Regulation 2021/22</b>	<b>Supplementary Regulation</b>
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<p>Student progress shall be reported <b>at least</b> annually, (but not to exceed once every four (4) months), to the Faculty of Graduate Studies on the “<u>Progress Report</u>” form.</p> <p>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. Students who receive two (2) consecutive “in need of improvement” or one (1) “unsatisfactory” rating will normally 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>2.4 Performance in Coursework</b></p> <p>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/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 department/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. In the event that a substitute course is used for remediation, the substituted course must be at the same or higher level as the failed course (e.g., at the graduate level for a failed graduate-level course). Each failed course may be repeated or replaced only once, to a maximum of six (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 six (6) credit hours of coursework are normally required to withdraw, unless otherwise stated in the department/unit’s supplementary regulations.</p> <p>Students are normally expected to complete remedial action by the end of the subsequent term.</p> <p>Graduate students are not permitted to repeat a previously passed course, unless the department/unit recommends that course(s) be re-taken if they have lapsed or expired (refer to <u>Master’s Degree General Regulations</u> and <u>Doctor of Philosophy General Regulations</u>).</p> <p><b>Note:</b></p> <p>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.</p> <p>Supplemental exams are not permitted to students in the Master’s or Ph.D. program, unless otherwise stated in the department/unit’s supplementary regulations.</p> <p>A summary of all actions taken administratively are to be reported, in summary form, to the Faculty of Graduate Studies Executive Committee.</p>	<p>In the Pre-MA, MA, and PhD programs where a student has an overall GPA below 3.0 or has received one or more grades below a C+, the Advisor of the student will be contacted by the Head and will at that time either provide or refuse to provide a petition on the student’s behalf. If the Advisor petitions, an evaluation subcommittee will be set up as described below (but with only one petitioner). If the Advisor does NOT petition, then the Head, after discussion and consultation with student, will recruit a staff member to act as a petitioner on the student’s behalf. The Head will then notify the Examination, Evaluation, Grade Review, and Grade Appeals committee, which will set up a subcommittee consisting of the student’s Advisor, the staff member petitioning on behalf of the student, and an independent non-petitioning staff member outside the student’s admission area. The Head will notify each student with a grade problem about the situation, and will ensure that the student is kept fully informed of all developments pertaining to the inquiry. The subcommittee will be struck only when all relevant current grade appeals are finalized, or the student waives the right to further review based on pending grade appeals.</p> <p>The subcommittee will gather information from petitioners, the student, and other sources and transmit to the Examination, Evaluation, Grade Review, and Grade Appeals Committee in writing its recommendation and supporting documentation concerning:</p> <ul style="list-style-type: none"> <li>(a) whether the situation warrants no action, remedial action, or termination;</li> <li>(b) which, if any deficiencies must be remedied, by when, and in what manner, and</li> <li>(c) the further course of action to be taken by the Head, if the deficiencies are not made up by the deadline.</li> </ul> <p>The Examination, Evaluation, Grade Review, and Grade Appeals Committee will consider the recommendations of each student’s evaluation subcommittee and will recommend through the Head to the Dean of Graduate Studies the specific course of action to be taken. By appropriate petition, however, the decision of the Examination, Evaluation, Grade Review, and Grade Appeals</p>

FGS Academic Guide Regulation 2021/22	Supplementary Regulation
	Committee can be appealed to Department Council. When remedial actions have been specified, the Head will monitor the student's program to determine whether or not the deficiencies have been made up at the end of the period allotted, and then take appropriate action.
<p><b>2.5 Mandatory Academic Integrity Course</b></p> <p>All students, including those in a Pre-Master's program, are required to register for and complete <u>GRAD 7500</u> Academic Integrity Tutorial (0 credit hours) within their first term of initial registration. Université de Saint-Boniface graduate students may choose to complete <u>GRAD 7500</u> or the French-language equivalent, <u>GRAD 7501</u>.</p> <p>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.</p> <p><b>Notes:</b></p> <p>Students who successfully complete <u>GRAD 7500</u> at the Master's level are not normally required to repeat the course at the Ph.D. level so long as no more than one (1) term separates one graduate degree program from another graduate degree program.</p> <p>Students on an exceptional/parental/regular leave of absence must register in <u>GRAD 7500</u> upon return from leave if it has not already been completed.</p> <p>Visiting and Occasional students are not expected to complete <u>GRAD 7500</u>. For further information see <u>GRAD_7500 FAQ</u>.</p>	
<p><b>2.6 Mandatory Research Integrity Online Course</b></p> <p>All students, including those in a Pre-Master's program, are required to register for and complete <u>GRAD 7300</u> prior to applying to any ethics boards which are appropriate to the student's research or within the student's first year, whichever comes first.</p> <p>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.</p> <p><b>Notes:</b></p> <p>Students who successfully complete <u>GRAD 7300</u> Online Course at the Master's level are not normally required to repeat the course at the Ph.D. level so long as no more than one (1) term separates one graduate degree program from another graduate degree program.</p> <p>Students on an exceptional/parental/regular leave of absence must register in <u>GRAD 7300</u> upon return from leave if it has not already been completed.</p> <p>Visiting and Occasional students are not expected to complete <u>GRAD 7300</u>. For further information see <u>GRAD_7300 FAQ</u>.</p>	
<p><b>2.7 Graduate Focus on Aging Concentration</b></p> <p>The Graduate Focus on Aging Concentration is available to any interested student who is enrolled in the Faculty of Graduate Studies and whose graduate work is concentrated in aging. To be eligible, a "<u>Student intention to receive the Graduate Focus on Aging Concentration</u>" form must be submitted to the Faculty of Graduate Studies. Masters or Doctoral students must complete the requirements of the program to which they have been admitted and the requirements of the Graduate Focus on Aging Concentration.</p> <p>The Graduate Focus on Aging Concentration requirements include:</p>	

<p>1. Six (6) credit hours of graduate (7000-level or higher) courses that focus on aging and are approved by the student's Advisory Committee;</p> <p>2. A thesis/practicum on an aging-related topic;</p> <p>3. Having at least one Advisory committee member who is officially affiliated with the Centre on Aging as a <u>Research Affiliate</u>; and</p> <p>4. Participating in the annual Spring Research Symposium of the Centre on Aging at least once as a poster presenter.</p> <p>Graduate students may be able to attain their 6 credit hours of courses within the existing course requirements of their graduate program. Students must attain a minimum grade of C+ (or higher, if stipulated in the department/unit supplementary regulations), for the required 6 credit hours of aging courses.</p> <p>Graduate students who are not in a thesis/practicum-based program will be considered on a case-by-case basis.</p> <p>Student progress in the Graduate Focus on Aging Concentration would normally be discussed with the student's Advisory committee, and progress documented on the "<u>Student Intention to Receive the Graduate Focus on Aging Concentration</u>" form which must accompany the Progress Report form submitted to the Faculty of Graduate Studies. The final <u>Graduate Focus on Aging Concentration Completion</u> form must be submitted no later than at least one week prior to the FGS deadline for graduands to submit theses/practica and other reports.</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 (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. <u>Admission to a Pre-Master's program does not guarantee future admission to a Master's program.</u> The purpose of the Pre-Master's program of study is to bring a student's background up to the equivalent of a required four (4)-year undergraduate degree and/or fulfill deficiencies in knowledge of a particular discipline. 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. These courses may not be transferred into a Master's program at a later date. Pre-Master's students are not normally allowed to register in 7000-level courses or above, with the exception of <u>GRAD 7300</u> and <u>GRAD 7500</u>, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate. If permission is granted, students may take a maximum of 3 credit hours at the 7000 level or above and these credit hours must be taken as Occasional ("O"). A Pre-Master's student may only transfer a maximum of 3 credit hours into a prospective Master's program of study.</p>	<p>At the time of admission each student must be assigned an Advisor from among the faculty members of the admissions area by the specialty area admissions committee accepting the student in consultation with the Graduate Admissions and Financial Support Committee.</p> <p>The Advisor assists the student in fulfilling Departmental regulations, in planning of program, and in Pre-MA Honours Research Seminar (Psyc 4520), as well as in other training situations. Occasionally a change in Advisor may seem appropriate from the points of view of either or both parties (student and Advisor). Both parties must have full knowledge of a proposed change and consent of each should be sought. All changes of Advisor must have the approval of the Head or designate (hereafter referred to as Head, although typically it is the responsibility of the Associate Head, Graduate).</p> <p>Course Requirements</p> <p>A. Undergraduate Prerequisites</p> <p>An undergraduate background in psychology is a necessary prerequisite for advance study in the field. For that reason all students entering the Pre-M.A. program must have taken or will be required to take the following courses: Eight half (3-credit-hour courses in psychology which include:</p> <ul style="list-style-type: none"> <li>• Introductory or general psychology</li> <li>• Research Methods</li> <li>• Students entering the Pre-M.A. Program must also have taken or will be required to take one course from the following:</li> </ul>

- A second course in research methods
- Statistics
- Computer Science

**B. Pre-M.A. Requirements**

Students holding a general B.A. or B.Sc. degree normally take the following courses during the Pre-M.A. year, but these requirements may be waived with Departmental approval:

1) Three hours of credit from:

- Psyc 3630 Psychological Measurement and Assessment,
- Psyc 4500 Psychological Tests, or
- Psyc 4570 Design and Analysis for Psychological Experiments

2) Three hours of credit from each of two of the lettered honours menu categories-6 credit hours. (See the Lettered Menu below.)

These courses will be chosen in consultation with the Head from content areas not included in the student's undergraduate course work. Specifically, students who have not completed 3 hours of credit in biological psychology will be required to complete:

- Psyc 2360 Brain and Behaviour,
- Psyc 3330 Elements of Physiological Psychology, or
- Psyc 3430 Sensory Processes as one of these courses

3) One full course in Honours Research Seminar (Psyc 4520)--6 credit hours

4) Two half-courses in psychology at the 4000 level or above--6 credit hours.

**Lettered Menu Courses**

**CATEGORY A: Personality/Social**

Psyc 2540 (A) Social Psychology  
 Psyc 2530 (A) Psychology of Personality  
 Psyc 2490 (A) Abnormal Psychology

**CATEGORY B: Developmental**

Psyc 2290 (B) Child Development

**CATEGORY C: Learning**

Psyc 2440 (C) Behaviour Modification Principles  
 Psyc 2470 (C) Learning Foundations of Psychology

**CATEGORY D: Cognitive**

Psyc 2480 (D) Cognitive Processes



	<p><b>CATEGORY E: Biological</b>                  Psyc 2360 (E) Brain and Behaviour</p> <p>The above Pre-M.A. course requirements are minimal and additional requirements may be established by specific programs or individual Advisors.</p>
<p><b>3.2 Academic Performance</b></p> <p>3.2.1. The department/unit Head is responsible for assigning the courses and monitoring the progress of each student.</p> <p>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.</p> <p>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 supplementary regulations) in courses in which a grade of C or less was obtained.</p> <p>3.2.4. Students deficient in six (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 supplementary regulations), to repeat the courses, or to take equivalent substitute courses.</p> <p>A student may be permitted to remove deficiencies in grades by writing a supplemental examination or repeating courses only one (1) time for each course to a maximum of nine (9) credit hours of coursework.</p> <p>If a course is repeated or a supplemental examination is written, the highest 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 (1) year is required to complete the course requirements.</p> <p>A summary of all action taken administratively is to be reported 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 departments/units may have additional regulations that supplement these general regulations. All such supplementary regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (please refer to the following <a href="#">link</a>), and be kept on record in the Faculty of Graduate Studies. All students should consult department/unit supplementary 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:</p> <ul style="list-style-type: none"> <li>• Thesis/practicum-based;</li> <li>• Course-based;</li> <li>• Comprehensive Exam;</li> <li>• Project;</li> <li>• Accredited Professional;</li> </ul>	<p>Students apply to one of the follow admissions areas:</p> <ul style="list-style-type: none"> <li>• Applied Behaviour Analysis (ABA)</li> <li>• Clinical Psychology</li> <li>• School Psychology</li> <li>• Brain and Cognitive Sciences</li> <li>• Developmental Psychology</li> <li>• Quantitative Psychology</li> <li>• Social/Personality Psychology</li> </ul> <p>The school psychology program has two streams, a 2-year comprehensive (non-thesis) stream, and a 3-year thesis stream.</p>

<ul style="list-style-type: none"> <li>• Major research paper.</li> </ul>	
<p><b>4.2 Admission</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 (4)-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> <li>○ Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.</li> </ul> </li> <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 (see <u>General Regulations - Pre-Master's</u>); 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 (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.</p> <p><b>Note:</b> This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	<p>General</p> <p>Applications for graduate study are accepted from students holding either a B.A. (Honours) or B.Sc.(Honours) degree from the University of Manitoba or its equivalent from another university. Students holding a four-year B.A. (Advanced Major) or B.Sc. (Major) from the University of Manitoba, or another Canadian university, are normally accepted into the pre-M.A. program. However, program areas can recommend applicants for admission to the M.A. program, notwithstanding, if they hold a four-year B.A. or B.Sc. degree from a program at any university recognized by the Faculty of Graduate Studies, that does not provide an opportunity to complete an honours degree and/or an honours thesis.</p> <p>Applicants for the Ph.D. program should hold an M.A. degree from the University of Manitoba or its equivalent from another university.</p> <p>Applicants for all graduate programs must have a minimum 3.0 grade point average (on a 4.5 grade point system) for the most recent 60 credit hours of study at the university level. Information pertaining to applying for admission to the graduate program will be made available to prospective students on the Psychology Department web page.</p> <p>Admissions Process and Criteria</p> <p>A. Overview of Admissions Process for External Applicants</p> <p>External applicants include all students applying to the Pre-M.A., M.A. or Ph.D. programs who are not currently registered in the Department in the area of graduate study to which they are applying. The application deadline is December 15th.</p> <p>Applicants are assigned admissions points in a two-stage process:</p> <p>In the first stage, admission points are assigned on the basis of the applicant's grade point average (GPA). Graduate Record Examination (GRE) scores are also considered for applicants to all areas except Brain and Cognitive Sciences. Applicants to the Brain and Cognitive Sciences will instead be evaluated as to their preparedness to the program via a separate assessment in lieu of the GRE. A Department-wide minimum of 20 admission points from the first stage is needed by the applicant in order to qualify for the second stage of the process.</p>

At the second stage, each applicant will be assigned additional admission points based on faculty needs and interests.

Applicants who receive more than 80 total points may be recommended to FGS for admission immediately. For all applicants to a given admissions area, the area will specify acceptance, rejection, and wait-listing for each applicant. Wait-listed applicants will be redefined as rejected applicants, if not accepted by May 15. No rejected applicant may have more admissions points than any accepted or wait-listed applicant.

In order for an area to admit a graduate student, an Advisor or co-Advisor must be identified at the time of admission who will supervise the student, assuming his or her normal progress, from admission through the completion of the relevant degree program.

#### B. Stage 1

##### 1. GPA.

GPA will be calculated on the 4.5 scale used at the University of Manitoba. Alternative grading systems will be converted to this scale before admissions points are assigned. The calculation will be based on the most recent 60 credit hours (or its equivalent) completed by the student. When only part of a term's work is required to obtain the total of 60 credit hours for the calculation, the GPA for that specific term will be calculated and weighted by the number of credit hours needed to total 60. Admissions points will then be derived from the GPA by the following formula:

$$\text{GPA points} = \frac{(\text{GPA} - 3.00)}{1.50} \times 35$$

##### 2. GRE (for applicants to all areas except the Brain and Cognitive Sciences).

The writing, verbal and quantitative test scores of the Graduate Record Examination® will be weighted using the following formula:

GRE points = sum of

$$\frac{\text{GRE}_{\text{verbal}} - 138}{32} \times 12$$

$$\frac{\text{GRE}_{\text{quantitative}} - 138}{32} \times 12$$

$$\frac{\text{GRE}_{\text{writing}} - 3.0}{3} \times 11$$

##### 3. Preparedness Assessment.

Two members of the Brain and Cognitive Sciences Area, who are not listed as an applicant's prospective advisor, will be assigned by the Area Coordinator to assess the applicant's preparedness for graduate studies, based on the material they have submitted in support of their application. These materials will include the applicant's Letter of Interest, Transcripts, Reference Letters, and (if submitted) their GRE scores. The two assessors will rate the applicant's materials out of a maximum score of 35 and the average of those two scores will determine the points awarded to applicant for this component.

4. The Department-wide minimum threshold for advancement to the second stage of the admissions process is 20.

C. Stage 2

1. Faculty Needs and Interests

Each admissions area will assign points (maximum = 30) on the basis of factors deemed relevant to graduate training in the specific admissions area. These may include, but need not be limited to, the following: referee's recommendations, applicant scholarships, publications, awards, quality of undergraduate institution, specific skills and interests of the applicant, and faculty needs and interests. Each admissions area will determine and specify the procedure for assigning such points.

2. Admission Point Total

After Stage 2 points have been assigned, the sum of all points from both stages will be calculated for each applicant (maximum = 100 points). Applicants who receive more than 80 total points may be recommended to FGS to be offered admission immediately. However, within an admissions area no rejected applicant may have more admissions points than any accepted or wait-listed applicant.

D. Special Admissions Consideration Category

The development of a Special Admissions Consideration Category for the Graduate Program in Psychology is, in part, an attempt to meet the challenge of recruitment, retention, and graduation of indigenous students in psychology at the graduate level.

Applicants who have met the minimal eligibility criteria for admissions may be recommended to the Graduate Admissions and Financial Support

Committee (GAFS) by a particular admissions area of the Department as suitable for admission in the Special Admissions Consideration Category. Students admitted in this Category will not count against the entitlements of the faculty member, and any one faculty member may have only one of these students at any one time.

In order to be eligible for special consideration, applicants must be from the indigenous populations in Canada. Students from the indigenous populations who wish to be considered in the Special Admissions Consideration Category must so indicate in a cover letter accompanying their application form.

E. Exceptions

In some cases, when, for example, GRE scores are unavailable or judged to be inappropriate, an admission area may wish to make an exception to the standard admissions process. Such exceptions are to be reviewed and approved by the full GAFS Committee before an alternative selection procedure is applied.

F. Off-Cycle Admissions

External applicants will normally be considered only during the December admissions season for subsequent September registration. However, a student may be admitted outside the regular admissions cycle if the following conditions are met:

1. A complete application is submitted and reviewed before November 1 (Canadian) or August 1 (International);
2. The potential applicant has more total admission points than those received by the highest rejected applicant to that admissions area in the previous admission cycle;
3. The admissions area approves the admission of the student; and
4. GAFS approves the exception to standard practice.

G. Admissions Process and Criteria for Internal Applicants

Students eligible to be considered as internal applicants include all University of Manitoba students who have completed, or are near completion of, the MA degree requirements in psychology in a given area, and who are applying for admission to the PhD program in the same area. Internal applicants must submit the Graduate Studies Application for Admission to the Faculty of

	<p>Graduate Studies by May 1<sup>st</sup> for September registration or October 1<sup>st</sup> for January registration.</p> <p>The admissions committee within each area will review internal applications for admission to the PhD program. Factors to be considered in the admissions decision include the student's performance in the MA program and the availability of an Advisor.</p> <p>H. Admissions Process and Criteria for Occasional Students</p> <p>Students who meet the General and Stage 1 Threshold Criteria may be admitted to the Department of Psychology as Occasional Students. In some cases, it may not be feasible (as determined by the Head or designate) for a student applying for Occasional Student status to write the Graduate Record Exam (or some portions of it that are required by the Department). In such cases, students may be admitted as Occasional Students if they have a minimum of a 3.25 GPA in their most recent 60 credit hours of university courses.</p>
<p><b>4.3 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 department/unit and may follow the department/unit's supplementary regulations. Any single course cannot be used for credit toward more than one program.</p>	<p>All Psychology Graduate Programs are thesis based with the exception of School Psychology Two Year stream which is comprehensive examination based.</p>
<p><b>4.3.1 Thesis/Practicum Route</b></p> <p>A minimum of twelve (12) credit hours of coursework, unless otherwise stated in the department/unit's supplementary regulations, plus a thesis or practicum is required. The minimum must include at least six (6) credit hours at the 7000-level or above, with the balance of the coursework at the 3000-level or above. A maximum of twenty-four (24) credit hours of coursework is allowed unless the department/unit's supplementary regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.</p>	<p><b>MA Program Requirements:</b></p> <p><b>Students in Applied Behaviour Analysis (ABA), Brain and Cognitive Sciences, Developmental Psychology and Social/Personality Psychology are required to complete:</b></p> <ul style="list-style-type: none"> <li>• Major - Two half-courses at the 7000 level or above in psychology (6 credit hours).</li> <li>• Ancillary - One half course (3 credit hours). If the ancillary is taken in psychology, the course must be at the 7000 level or above and must be in an area <u>clearly apart</u> from the major. The Head or designate may request a written rationale from the Advisor justifying the distinctiveness from the major of a student's proposed ancillary. If the ancillary is taken outside of psychology, the course will normally be at the 3000 level or above. No course taken during the student's undergraduate or Pre-MA program may be applied toward this requirement.</li> <li>• Two half-courses in Psychological Statistics: PSYC 7200 Quantitative Methods in Psychology 1 [formerly PSYC 7760] (3 credit hours), and PSYC 7210 Quantitative Methods in Psychology 2</li> </ul>



[formerly PSYC 8420] (3 credit hours). These may not count for any of the courses in (a) or (b), above.

- MA Thesis Proposal Development course: PSYC 7780. This course must be completed within the first 4 terms of full time study in the program.

Quantitative students are required to complete:

- At least 2 half courses (3 credit hours each) in research methods/design and/or quantitative methods and at least one ancillary half course (3 credit hours) that does not have a focus in quantitative research methods or design.
- Two half courses (3 credit hours each) within the psychology department at the 7000 level or higher which will provide the student with additional breadth in psychology and depth in their research area of interest. These courses may or may not have a specifically quantitative or methodology focus.
- MA Thesis Proposal Development course: PSYC 7780. This course must be completed within the first 4 terms of full time study in the program.

**Students in the 2-year comprehensive stream school psychology program are required to complete the following courses (typically in the sequence outlined below):**

**YEAR ONE FALL TERM**

Ethics, History, & Profession of School Psychology (3) - PSYC 7012  
 Psycho-educational Assessment and Measurement 1 (3) - PSYC 7022  
 Learning & Cognitive Impairment (3) - PSYC 7030  
 Working with Family, Schools, and Community Systems (3) - EDUA 7712  
 Child/Youth Psychopathology (3) - PSYC 7080

**YEAR ONE WINTER TERM**

Legal and Administrative Aspects of Schools for Clinicians (3) – EDUA 5012  
 Psycho-educational Assessment and Measurement 2 (3) - PSYC 7024  
 Teaching Strategies, Learning Styles, and Academic Remediation (3) - PSYC 7040  
 Junior Practicum in School Psychology (3) - PSYC 7050  
 Social, Emotional, and Personality Assessment of children/youth (3) - PSYC 7070

**YEAR ONE SUMMER TERM**

Comprehensive Exam - PART A

**YEAR TWO FALL TERM**

Senior Practicum in School Psychology (6) - PSYC 7060  
 Behavioural Assessment and Intervention in School Settings (3) - PSYC 7090

Interventions 1 (3) - PSYC 7820

Consultation & Supervision (3) - PSYC 7120  
 Elective 1 (3)  
 Elective 2 (3)

YEAR TWO WINTER TERM  
 Senior Practicum in School Psychology (6) - PSYC 7060 (continued)  
 Interventions 2 (3) - PSYC 7830  
 School Psychology Research Design and Program Evaluation (3)- PSYC 7130  
 Development in Learning Environments (3)- EDUA 7710

YEAR TWO SUMMER TERM  
 Comprehensive Exam II - PART B – GRAD 7010

**Thesis stream school psychology students are required to complete an individualized order of ALL of the above regular session courses listed for the comprehensive stream students EXCEPT the electives and comprehensive examinations, as well as:**

YEAR ONE FALL TERM  
 Quantitative Methods in Psychology I (3) - PSYC 7200

YEAR ONE WINTER TERM  
 Quantitative Methods in Psychology 2 (3) - PSYC 7210  
 Thesis stream school psychology students must also take the MA thesis proposal development course (PSYC 7780).

**Clinical psychology students are required to take the following courses:**

Quantitative Methods in Psychology I PSYC 7200 (3)  
 Personality and Psychological Assessment PSYC 7560 (3)  
 Intellectual and Cognitive Assessment PSYC 7550 (3)  
 Ethics and Professional Issues in Clinical Psychology PSYC 7520 (3)  
 Foundations of Evidence-Based Treatment PSYC 7320 (3)  
 Clinical Research Design PSYC 7140 (3)  
 Case Conceptualization and Communication PSYC 7260 (0)  
 M.A. Thesis Proposal Development PSYC 7780 (0)

	<p>Psychopathology and Diagnosis PSYC 7290 (3) (formerly PSYC 7870)</p> <p>Development &amp; Its Deviations 1 PSYC 8200 (3)                  MA Ancillary: Clinical Neuropsychology PSYC 8230 (3) (strongly recommended) OR Human Brain Functions PSYC 8050 (3) Or a Biological Bases of Behaviour alternative approved by the DCT and the Associate Head (Graduate)</p> <p>Quantitative Methods in Psychology II PSYC 7210 (3)                  PSC Practicum I PSYC 7910 (0)                  PSC Practicum II PSYC 7920 (0)                  Case Conceptualization and Communication 2 PSYC 7270 (0)</p> <p>In addition, the following provisos regarding clinical students' coursework apply:</p> <ul style="list-style-type: none"> <li>• Students may take an optional elective course at any point in their graduate program under the advisement of their advisor and/or advisory committee.</li> <li>• The Social Bases of Behaviour and/or Cognitive-Affective Bases electives can be waived by the Director of Clinical Training if students have taken 6 credit of suitable undergraduate course work meeting this basic requirement.</li> </ul> <p>For all program areas, any of the above course requirements may be waived, without completing additional course work, if the Head or designate determines that an equivalent course has been successfully completed in another graduate program. <i>Note however that all students must complete at least the minimum number of credit hours required for an MA program as specified by FGS.</i></p> <p>The above M.A. course requirements are minimal and additional requirements may be established by specific programs or individual Advisors. Any duly constituted admissions area may propose supplementary regulations, beyond the Department's minimum requirements, for students admitted to its area.</p> <p>For additional information please consult the Department of Psychology website.</p>
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**4.3.2 Course-based or Comprehensive Examination Route**

A minimum of twenty-four (24) credit hours of coursework and comprehensive examination(s) is required. The minimum must include at least eighteen (18) credit hours at the 7000-level or above with the balance of the coursework at the 3000-level or above. A maximum of forty-eight (48) credit hours of coursework is allowed unless a

FGS Academic Guide Regulation 2021/22	Supplementary Regulation
<p>department/unit's supplementary regulations indicate otherwise. A comprehensive examination is required for some course-based programs.</p>	
<p><b>4.3.3 Accredited Professional Route</b></p> <p>The credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body. Students should check department/unit supplementary regulations regarding this requirement.</p>	
<p><b>4.3.4 Language Requirements</b></p> <p>Some department/units specify a language requirement for the Master's degree. Students should check department/unit supplementary regulations regarding this requirement.</p>	None required.
<p><b>4.3.5 Advanced Credit</b></p> <p>Advance credit for courses completed prior to admission to a Master's program will be considered on a case-by-case basis. The student's department/unit must make a request to the Faculty of Graduate Studies by completing the "<a href="#">Recommendation for Advance Credit-Transfer of Courses</a>" form.</p> <ul style="list-style-type: none"> <li>• Application for advance credit must be made within the first year of the program (see <a href="#">Lapse or Expiration of Credit of Courses</a>).</li> <li>• No more than 50% of the required coursework for the program can be achieved using advance credit.</li> <li>• A course may not be used for credit toward more than one (1) degree, diploma, or certificate.</li> <li>• 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.</li> <li>• Courses taken while in the Pre-Masters program may not be used for credit in a Master's program.</li> </ul> <p>Regardless of the extent of advanced credit granted, all students are required to pay all applicable program fees.</p>	Students who have previously attended another university or faculty may also request a course waiver if they have completed a course equivalency that has not been used towards a previous degree.
<p><b>4.3.6 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 department/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 not exceed 50% of the minimum credit hours of coursework required of the student's graduate program at The University of Manitoba.</li> </ul> <p>Permission is granted in the form of a <a href="#">Letter of Permission</a> 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>4.3.7 Time in Program</b></p> <p>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 supplementary regulations regarding specific requirements.</p> <p>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</p>	

(see Student Status/Categories of Students for information on calculating maximum time for students). Individual department/units and/or programs may have specified minimum and maximum time limits, and students should periodically check department/unit supplementary 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 **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".

**4.4 Student's Advisor and Co-Advisor**

**4.4.1 Student's Advisor**

Each student should have an advisor upon entry into the program, and must have one assigned no later than one (1) term following initial registration. The advisor must:

- hold an appointment in the student's department/unit;
- be a member of the Faculty of Graduate Studies<sup>1</sup>;
- hold at least a Master's degree or equivalent<sup>2</sup>;
- be active in their field;
- have expertise in a discipline related to the student's program.

<sup>1</sup> [http://umanitoba.ca/faculties/graduate\\_studies/governance/academic\\_membership.html](http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)

<sup>2</sup> 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., Pharm.D. and J.D. are undergraduate degrees and are not equivalent to a Master's or Ph.D.

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 department/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. Students must have an advisor through to the end of their program in programs requiring an advisor.

At the time of admission each student must be assigned an Advisor, normally from among the faculty members of the admissions area by the specialty area admissions committee accepting the student in consultation with the Head (or designate) and Graduate Admissions and Financial Support Committee.

The Advisor assists the student in meeting Departmental regulations, in planning of program, and in M.A. research, as well as in other training situations. Occasionally a change in Advisor may seem appropriate from the points of view of either or both parties (student and Advisor). Both parties must have full knowledge of a proposed change and consent of each should be sought. All changes of Advisor must have the approval of the Head or designate (hereafter referred to as Head, although typically it is the responsibility of the Associate Head, (Graduate).

Admissions and Advisorship Regulations

Faculty members wishing to change admissions areas, or to develop new affiliations with other admissions areas, may do so only with the approval of the Head after the Head has consulted with the groups concerned. New faculty members will be assigned to one or more admissions areas by the Head.

Students shall be admitted to a specific admissions area. Students will have an Advisor within their own admissions area. To change areas, students will have to apply to, and be formally admitted by, the area they wish to join; applications to change areas will normally be considered in February of each year (if submitted by February 1), but specific admissions areas may consider such applications at other times if they so wish.

Faculty members normally may serve as Advisor to no more than a total of eight graduate students. Only tenured and tenure stream faculty may admit graduate students. Each faculty member must

meet the requirements of the Psychology department's admissions regulations.

When a faculty member fully retires or resigns from the University of Manitoba, he or she normally will not remain in place as the primary Advisor or co-Advisor to a graduate student. Exceptions may be granted by the Associate Head (Graduate) in cases where the student and the advisory committee unanimously consent to this arrangement. Considerations will be given to the student's progress at the time when this decision is made.

If no exception is possible, a new committee must be struck that will better support the student. The new committee may include members of the previous committee but is not required to do so. Of special note, the former Advisor may serve as a committee member, subject to further specifications below; and former committee members may serve as new committee members, or in the primary/co-Advisor role.

When a faculty member fully retires or resigns from the University of Manitoba, if he or she wishes to remain in place as a thesis committee member, and this is mutually acceptable to the student, then the student and the faculty member must prepare an agreement via a new Advisor-Student Guidelines form. The agreement is subject to unanimous consent of the student, faculty member, and Advisory committee. Contents of the agreement normally will include measurable targets for the frequency or response time of exchanges between the student and faculty member, as well as specific pieces of work or documents to be exchanged at certain times in the coming year.

A copy of the agreement will reside in the office of the Associate Head (Graduate) and be subject to evaluation by the Advisory committee and approval by the Associate Head (Graduate) on a yearly basis, in concert with the student's Annual Progress Report, as to both the exchange frequency/response time and specific items listed in the agreement.

If the Advisory committee so recommends and the Associate Head (Graduate) agrees, then the thesis committee will remain in force for another year, according to an updated agreement.

If either party does not meet the original agreement, a new committee must be struck that will better support the student. The revised committee will be subject to approval by the Associate Head (Graduate).

In order to admit (as sole Advisor) any new students to the graduate program, a faculty member can have no more than 1 current graduate student in or beyond year 3 of the MA program, year 5 of the PhD program in clinical psychology, or year 4 of the PhD program in all other program areas. The calculation of years-in-program for this purpose will not include time spent on a leave of absence (as approved by the Faculty of Graduate Studies), or, if the student has switched Advisors, time spent with Advisors other than the current one. The calculation of number-of-students for this purpose will include all of the students beyond any of the above limits, with the same primary Advisor.

Faculty members who find themselves with more than 1 student over these limits may still admit new students as co-Advisor with any faculty member who is not subject to the same admission restriction. With respect to admissions to the School Psychology Master's program, these limits do not apply to the course-based, comprehensive program stream, but they do apply to the thesis stream. Exceptional circumstances may occur, for instance, when a student has met all requirements of his or her program, but the graduation date falls after that of making offers of admission for the following year. The Associate Head (Graduate) in consultation with the GAFS committee can remove the admission restriction in such circumstances.

Psychological Service Centre (PSC) part-time social workers, although full members of Department Council, will not generate admission entitlements and may not admit graduate students. However, appointments in the Psychology Department and the Psychological Service Centre shall be considered as equivalent with regard to admission of graduate students.

Individual faculty members may serve as Advisor for no more than four students who receive annual funding of less than the amount provided by a full MA-level University of Manitoba Graduate Fellowship ("unfunded" students). This limit applies to the total number of Psychology graduate students for whom a faculty member is Advisor, and is not specific to individual admissions areas (for those faculty who hold affiliation with more than one area) or to student level (i.e., pre-MA, MA, or PhD). Acceptable sources of funding are scholarships, fellowships, bursaries, and employment income derived from work related to the student's academic program.

Faculty members seeking to admit one or more students such that their total number of advisees will exceed four must provide the Graduate Admissions and Financial Support Committee (GAFS) with detailed documentation of the

source(s) and amount(s) of funding for all current and recommended advisees. Such documentation must be submitted during the admission period prior to the academic year for which the faculty member plans to advise more than four graduate students. Financial support offered by an Advisor to a student must be guaranteed for at least a 12 month period.

Any student admitted by an adjunct member of the department will count against the advisee total of a consenting individual faculty member. This means that a faculty member must explicitly give permission to an adjunct member, prior to the adjunct member admitting a student. Further, the student admitted by the adjunct will count toward the total number of advisees of the authorizing faculty member.

If, at any time, the number of unfunded students advised by a faculty member stands at more than four (presumably because of a loss of funding to either the student, the faculty member, or both), then the faculty member will not be eligible to admit any new students until such time as his/her total number of unfunded advisees declines to four or fewer.

If the total number of students in a given admissions area is expected to exceed four (4) times the number of faculty members who will be supervising students in that area, then the area coordinator must provide an explicit statement to GAFS and the Department Head (or representative) indicating that all required courses can accommodate all expected students. This letter of support must be submitted during the admission period prior to the academic year for which this situation is expected to arise. If the area coordinator is unable to provide such a statement of support, then no new students will be admitted to that area.

The Department Head (or representative) may limit enrollments in any admissions area should he/she determine, following consultation with GAFS and the coordinator of the area in question, that all required courses cannot accommodate all expected students.

Graduate students who lose funding shall not be expelled from their program of study for this reason alone.

Students will not be required to switch Advisors simply to facilitate admission by the original Advisor of a new student.



	<p>Students seeking to change Advisors may do so at any time but must make the arrangements on their own behalf.</p> <p>Two faculty members who agree to serve as Co-Advisors for a student will each have that student count as 0.5 toward their advisee total.</p> <p>The above regulations pertaining to the admission of students to the Psychology graduate program do not apply to the School Psychology 2 Year Stream admissions area.</p>
<p><b>4.4.2 Student's Co-advisor</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• be a member of the Faculty of Graduate Studies<sup>1</sup>;</li> <li>• hold a Master's or equivalent<sup>2</sup>;</li> <li>• be active in research;</li> <li>• have expertise in a discipline related to the student's program;</li> </ul> <p><sup>1</sup> <a href="http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html">http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html</a></p> <p><sup>2</sup> 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 co-advisor's demonstrated research record and current research activities. Note that M.D., D.M.D., Pharm.D. and J.D. are undergraduate degrees and are not equivalent to a Master's or Ph.D.</p> <p>The co-advisor may be identified either at the beginning of, or mid-way through, a student's program. In all instances, the Faculty of Graduate Studies must be informed of, and approve, the co-advisor arrangement. If a co-advisor is added midway through the student's program, a new Advisor Student Guidelines must be completed.</p> <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 (1) advisor must be identified as the primary advisor; the advisor/co-advisor have a single vote. Both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.</p>	
<p><b>4.4.3 Student's Advisor/Co-advisor</b></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 department/unit.</p> <p>The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If a student does not have an advisor/co-advisor, then the interim advisor will be required to complete the Advisor Student Guidelines. The advisor/co-advisor and the student are required to approve the agreement. If the parties cannot agree on any component(s) of the Advisor Student Guidelines, the matter should be referred to the</p>	

department/unit Head, Graduate Chair, or the Dean of the Faculty of Graduate Studies. The Advisor Student Guidelines is to be completed again if there is a change in advisor/co-advisor or when a co-advisor is added mid-way through the student's program.

Should, during the student's program, the relationship between the student and advisor/co-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 (or designate). It is the responsibility of the department/unit offering the program in which the student is studying to arrange an alternate advisor if this is appropriate and necessary. All students should consult department/unit supplementary regulations for specific details regarding advisor/co-advisor requirements.

**4.5 Advisory Committee**

**4.5.1 Conflict of Interest**

There are several circumstances that might lead to a real, perceived or potential Conflict of Interest (COI) in advisory and examining committees. A real COI could be present due to the existence of a (past or present) personal relationship that is romantic, sexual, marital, personal or familial. There is a potential for a perceived COI in cases of recent (within the last 5 years) collaboration among committee members, which may result in the perception of a lack of fairness or impartiality. These examples are not intended to be comprehensive, and are provided solely for illustration. The University of Manitoba Conflict of Interest Policy and Conflict of Interest Procedures as well as the Conflict of Interest Between Evaluators and Students due to Close Personal Relationships should also be consulted.

In addition to following the processes outlined in the above policies, COIs that exist within advisory and examining committees should be declared in writing to the Faculty of Graduate Studies to provide transparency to all relevant parties (including the student, committee members, unit leadership, and the Faculty of Graduate Studies). All reported conflicts will be reviewed by the Dean of the Faculty of Graduate Studies (or designate). If the conflict is deemed sufficiently significant and cannot be mitigated, a new committee may need to be struck.

**4.5.2 Thesis/Practicum Route**

Advisory committees are 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 their research program.

The advisory committee must consist of a minimum of three (3) voting members (the advisor/co-advisor have a single vote), at least two (2) of whom must be members of the Faculty of Graduate Studies.

All examiners must be deemed qualified by the department/unit Head and be willing to serve.

Individuals who are not a member of the Faculty of Graduate Studies, but who possess specific and extensive expertise and experience, such as professionals, artists, Knowledge Keepers or Elders, may serve on the advisory committee as a full voting member. No more than one such knowledge expert may serve on any individual advisory committee, and must be nominated by the unit Head or Graduate Chair and approved by the Dean of the Faculty of Graduate Studies or designate.

Advisory committees may alternatively include one (1) non-voting invited member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.

Under no circumstances are graduate students, Post-Doctoral fellows, and Research Assistants or Associates to serve on graduate student examining committees, regardless if they hold a rank of Adjunct Professor.

Advisory Committee consists of:

a) an Advisor (and co-Advisor, if such is the advisory arrangement) who will direct the thesis and chair the Thesis Examining Committee;

b) a Departmental faculty member who is chosen by the Advisor/co-Advisor in consultation with the student;

c) an additional faculty member from within the University, who can either be outside the Psychology department or in the Psychology department. If this member is chosen from within the Psychology department, the selection should be made so as to ensure that there is a diversity of disciplinary perspectives on the committee.

All changes to the Advisory Committee must have the approval of the Head or designate (typically the Associate Head, Graduate Program).

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<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>It is expected that advisory committee members will have a Master's degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies or designate. Knowledge experts are exempted from this requirement.</p> <p>Additional specifications, if any, regarding the advisory committee are found in the department/unit supplementary regulations and students should consult these regulations for specific requirements.</p>	
<p><b>4.5.3 Course-based, Major Research Paper, or 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 department/unit's supplementary regulations and students should consult these regulations for specific requirements.</p>	
<p><b>4.5.4 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 department/unit's supplementary regulations and students should consult these regulations for specific requirements.</p>	
<p><b>4.6 Courses and Performance</b></p> <p><b>4.6.1 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 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.</p>	<p>See Registration 1.2.1., Re-Registration 1.2.2., and Registration Revisions 1.2.3.</p>
<p><b>4.6.2 Lapse or Expiration of Credit of Courses</b></p> <p>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/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.</p> <p>Courses completed more than ten (10) years prior to the date of awarding of a degree are deemed expired and cannot be used for credit toward that degree.</p> <p>In the event that coursework is no longer considered current or has expired, students must take additional coursework (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. The department/unit may recommend that students re-take previously passed course(s) which have lapsed or expired.</p>	<p>Students may request support from their Advisor and the department to include courses that were completed more than seven years prior to the date of awarding of a degree as credit toward that degree, with the approval of FGS.</p>
<p><b>4.6.3 Academic Performance</b></p> <p>Student progress shall be reported <i>at least</i> annually (but no more than once every four (4) months) to the Faculty of Graduate Studies on the "Progress Report" form.</p> <p>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. Students who receive two (2) consecutive "in need of improvement" or one (1) "unsatisfactory" rating</p>	<p>See Academic Performance 2.1.</p>

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will normally be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".	
<p><b>4.6.4 Performance in Coursework</b></p> <p>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/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 the department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p> <p>Students are normally expected to complete remedial action by the end of the subsequent term.</p>	See Performance in Coursework 2.4.
<p><b>4.6.5 Performance not related to Coursework</b></p> <p>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 supplementary regulations and students should consult these supplementary regulations for specific requirements. Unsatisfactory performance must be reported to the Faculty of Graduate Studies on the "<u>Progress Report</u>" form. 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.</p>	See General Note 2.1.
<p><b>4.7 Academic Requirements for Graduation</b></p> <p>All students must:</p> <ul style="list-style-type: none"> <li>• maintain a minimum degree grade point average (DGPA) of 3.0 with no grade below C+;</li> <li>• complete <u>GRAD 7500</u></li> <li>• complete <u>GRAD 7300</u></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 (in terms of time in program and lapse or expiration of credit of courses).</li> </ul> <p>Individual department/units may have additional specific requirements for graduation and students should consult department/unit supplementary regulations for these specific requirements.</p>	
<p><b>4.7.1 Thesis/Practicum Route</b></p> <p><b>4.7.1.1 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. The thesis or practicum will normally be written in English unless the student is studying in a program at the Université de Saint-Boniface, or departmental/unit supplementary regulations allow a different language to be used.</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 department/units have specific requirements for graduation and students should consult department/unit supplementary regulations for specific requirements. Research must be approved by the appropriate Human</p>	<p>The Written Proposal and Proposal Oral Examination</p> <p>The Thesis/Practicum Title and Appointment of Examiners form is to be submitted to FGS by the student at least 2 weeks prior to scheduled proposal meeting. Under the supervision of the Advisor the student prepares a written proposal, which is submitted to the members of the Thesis Examining Committee.</p> <p>A thesis proposal must indicate if the proposed research requires any waivers of, or exceptions to Departmental requirements and policies. Data collection, analysis and a report of all research that is to be submitted by the student as part of thesis requirements must be carried out substantially by</p>

Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the practicum.

The thesis is developed under the mentorship of the advisor/co-advisor. Individual department/units may have specific guidelines regarding the thesis proposal and its acceptance by the student's advisory committee and department/unit Head; students should consult department/unit supplementary 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.

the student in consultation with his or her thesis examining committee.

Exceptions to the preceding requirement may be granted by the Examination and Evaluation Committee when a written request is submitted to the Committee by the thesis supervisor on behalf of the student.

A specific research design may require an exception for reasons such as the following:

1. some attribute of the experimenter is being used as an independent variable;
2. the extraordinary demands of the research design make it difficult or impossible for one person to execute (e.g., time, legal, and specialized equipment requirements);
3. the research is being conducted simultaneously in different locations;
4. the research is susceptible to experimenter bias and/or demand characteristics.

Exceptions for any of the above reasons are deemed acceptable, requiring only the agreement of the Thesis Examining Committee at the time of the proposal defence. Exceptions for other reasons will be considered by the Examination and Evaluation Committee when a written request is submitted to the Committee by the Advisor on behalf of the student.

After the Thesis Examining Committee has unanimously approved that the written thesis proposal be examined, the student is required to give a proposal oral. The thesis proposal must receive unanimous consent at the oral. While data for the thesis proper should not be collected prior to the proposal oral, the collection of pilot data is not only permissible but encouraged.

Proposal orals will be scheduled through the Head. All members of the Thesis Examining Committee shall be present at the proposal oral, unless specifically exempted by the Head. Meetings not scheduled by the Head will not be officially recognized by the Department. Proposal orals will be held in the Duff Roblin building in space allocated to the Psychology department and will be held only during daytime business hours, Monday through Friday. Exceptions must be cleared through the Head.

One week prior to the proposal oral, a notice of the oral and an APA-style abstract of the thesis proposal, both acceptable to the Head, will be distributed by the Head to faculty and graduate

students. The full proposal will be deposited with the Head for perusal by staff and students during this one-week period. Any objection to the proposal must be sent to the Head and the Thesis Examining Committee at or before the proposal oral. Serious objections may require significant changes in the proposal.

A thesis proposal is approved only when it demonstrates a scholarly understanding of an area, clearly delineates a rigorous investigative design dealing with a problem of psychology, and assures the Thesis Examining Committee that Graduate Studies' regulations will be satisfied when the thesis is completed. M.A. thesis proposals are evaluated on the same general criteria as Ph.D. thesis proposals. While the M.A. thesis is expected to be substantial, it need not be as comprehensive or methodologically elaborate as the Ph.D. thesis. Greater emphasis is given to adequate implementation and analysis of research within a training context. Proposals judged to be substandard in these respects by any member of the Thesis Examining Committee must be revised until the objection is satisfied.

Following the proposal oral the Advisor assumes major responsibility for guiding the student in thesis research. Due to the nature of psychological research some facets of a study may need changing. Major revisions must be approved beforehand by the Thesis Examining Committee.

#### E. Steps for Approval of the Thesis Proposal

1. The student in consultation primarily with the Advisor writes the initial drafts of the thesis proposal, although other members of the Advisory Committee may also have input. The thesis proposal must be comprehensive, i.e., it must be possible to discern exactly what is being proposed, including its methodology and rationale, from reading the thesis proposal. For example, it is not acceptable to simply state that follow-up studies will be determined after the results of the first study are in.

2. When the student has written a draft that is deemed acceptable by the Advisor, the thesis proposal is distributed to members of the Thesis Examining Committee at least two weeks before the scheduled date of the proposal oral.

3. At the proposal oral, the Thesis Examining Committee shall take the following factors into account in evaluating the proposal:

- a. Methodological rigor
- b. Comprehensiveness of the literature review
- c. Relevance of the literature reviewed

	<p>d. Scope of the contribution  e. Originality of the contribution  f. Required investment of time and effort  g. Student's understanding of and ability to present, answer questions about, and justify the project  h. Likely impact of the results on the field</p> <p>4. If the proposal is not approved unanimously as presented, the process becomes one of collaboration between the student and all committee members in an attempt to make the proposal stronger.</p> <p>5. If the proposal is still unacceptable (i.e., does not receive unanimous approval by all committee members), despite the best efforts of the committee to help the student improve the proposal, the oral defence fails. The student is then required to go through the proposal process again.</p> <p>6. It is recognized that modifications to the project may be required or be desirable subsequent to the proposal oral. However, it is not acceptable to simply leave additions, deletions, and other changes to the student and Advisor. If possible, all modifications must be submitted to the Thesis Examining Committee for unanimous written approval before implementation of the modifications. If for some reason this is not possible, the Thesis Examining Committee must be informed of the modification as soon as possible after they are made. If the committee is not informed of them beforehand and does not unanimously approve them in writing, the Thesis Examining Committee may withdraw approval of the project or may require other modifications.</p> <p>7. If the proposal (as originally presented or as modified through the collaborative effort described above) is approved and the student competently carries out the project as approved at the proposal oral or subsequently (see above), the Thesis Examining Committee will consider the thesis to be adequate in scope and methodology. Other considerations, such as the validity and comprehensiveness of the data analysis, the quality of the discussion, and the student's ability to defend the work, will still enter into the committee's final decision.</p>
<p><b>4.7.1.2 Examining Committee</b></p> <p>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. 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.</p>	<p>Following selection of a possible thesis topic, the Advisory Committee may be reconstituted to include faculty members who are particularly knowledgeable or interested in the topic. The Advisory Committee will typically form the basis of the student's future Thesis Examining Committee. All changes of the Advisory Committee must have approval of the Head or designate (hereafter</p>



Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the department/unit's supplementary regulations. The examining committee must consist of a minimum of three (3) members (including the advisor/co-advisor), at least two (2) of whom must be members of the Faculty of Graduate Studies. 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 department/units establish specific requirements for examination and students should consult department/unit supplementary regulations for specific requirements.

Under no circumstances are graduate students, Post-Doctoral fellows, and Research Assistants or Associates to serve on graduate student examining committees, regardless if they hold a rank of Adjunct Professor.

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 or more examiners do not approve the thesis, then the student is deemed to have failed the distribution.

Note that in the case of an advisor and co-advisor, both together have a single vote on the examining committee.

referred to as Head, although typically it is the responsibility of the Associate Head (Graduate)).

**A. Thesis Chairperson**

The Thesis Chairperson is usually the student's Advisor but need not be. Where the thesis chairperson is not the Advisor, the chairperson will be chosen by the Advisor in consultation with the student from the faculty in the student's research interest area in the Department, and the Advisor becomes a member of the Thesis Examining Committee. The Thesis Chairperson directs the student's literature search, problem formulation, and design development. It will be the Thesis Chairperson's responsibility to indicate to the Faculty of Graduate Studies the title of the student's thesis and the names of the appropriate Thesis Examining Committee members.

**B. Thesis Examining Committee**

The members of the Thesis Examining Committee and specific criteria for selection are:

1. Thesis Chairperson, who will direct the thesis and chair the Thesis Examining Committee;
2. the Advisor, when the Thesis Chairperson is not the Advisor, or a Departmental faculty member who is chosen by the Thesis Chairperson in consultation with the student; and
3. an additional faculty member from within the University, who can either be outside the Psychology department or in the Psychology department. If this member is chosen from within the Psychology department, the selection should be made so as to ensure that there is a diversity of disciplinary perspectives on the committee.

Other members of the Department may be called upon for consultation at this phase of the thesis project. In fact, it would be wise to involve staff members at this stage who will become members of the Thesis Examining committee so that their comments about design and procedure can be given at a time when corrective actions can most readily occur. The student's Advisor will recommend this Thesis Examining Committee to the Faculty of Graduate Studies on the "Thesis Title and Examiners" form which must be signed by the Head.

**C. The Written Proposal and Proposal Oral Examination**

The Thesis/Practicum Title and Appointment of Examiners form is to be submitted to FGS by the student at least 2 weeks prior to the scheduled



	<p>proposal meeting. Under the supervision of the Chairperson of the Thesis Examining Committee, the student prepares a written proposal which is submitted to the members of the Committee.</p>
<p><b>4.7.1.3 Oral Examination</b></p> <p>For department/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 supplementary regulations for specific requirements. A student has the right to an examination of the thesis/practicum if they believe it is ready for examination. It is the department/unit's responsibility to advise the student of any risk involved should they decide to proceed against the department/unit's recommendation.</p> <p>The examining process should be completed within one (1) month of distribution of the thesis/practicum to the examining committee.</p> <p>Normally, all members of the examining committee should be present in-person at the examination. Under exceptional circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one (1) member may participate electronically. Only under very exceptional circumstances can the student or the Advisor/Co-advisor participate electronically. No recording devices will be permitted. The oral examination must be held at either The University of Manitoba Fort Garry or Bannatyne campus, Université de Saint-Boniface, or the St. Boniface Hospital Albrechtsen Research Centre normally during regular business hours. 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 (or delegate).</p> <p>The oral examination will normally be held in English unless the student is studying in a program at the Université de Saint-Boniface, or departmental/unit supplementary regulations allow a different language to be used.</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/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.</p> <p>The judgment of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms "approved" or "not approved" on the "<u>Thesis/Practicum Final Report</u>" form. Each examiner must indicate their opinion by their signature. If two (2) or more examiners do not approve the thesis/practicum, the student is deemed to have failed the examination.</p>	<p>One week prior to the final thesis oral, a notice of the oral and an abstract of the thesis, both acceptable to the Head, will be distributed. A copy of the full thesis will be available for perusal by staff and students during this one-week period.</p> <p>The thesis Final Oral Examining Committee includes all members of the Thesis Examining Committee. All members of the Thesis Examining Committee must be present (either physically, by teleconference, or videoconference) at the final thesis oral, unless specifically exempted by the Head and approved by FGS. The judgment of the examiners on the work of the thesis will be given in the qualitative terms "approved" or "not approved." 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. The Thesis Examining Committee must submit its decision in writing to the Head on the form provided by the Faculty of Graduate Studies. A committee member may indicate "approved" pending specific revisions, which must be specified at the time of the defense and communicated to the Associate Head (Graduate). It thereafter becomes the task of the advisor (consulting with the committee if necessary) to ensure that the appropriate revisions are made by the student before the form is submitted to the Faculty of Graduate Studies.</p> <p>Once a defence has occurred, it is expected that the thesis manuscript will be finalized in a timely fashion. If revisions are required, the Committee will set a deadline for the student to complete the revisions. The student is expected to complete the revisions and provide the revised manuscript to the advisor normally within one month. A longer timeline for completion may be allowed by the committee if it is deemed appropriate due to the nature of the research. However, if the revisions require substantial reworking of the manuscript to meet the standards of a pass, this should result in a failing grade at the defense. The advisor is expected to respond to student revisions in a timely fashion, normally within two weeks of receiving the revised draft. Students are encouraged to defend their thesis at least 6-8 weeks prior to the deadline for manuscript submission for the cycle in which they expect to convocate, to allow sufficient time to complete any required revisions. Students are encouraged to confirm that committee members are available to attend the oral examination in person, particularly</p>

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	for defense dates taking place during the summer months.
<p><b>4.7.1.4 Failure</b></p> <p>In the case of a failure of the thesis/practicum at the Master's level, the candidate may, on support of their home department/unit, be allowed to defend the thesis a second time. In this case, 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, the student's advisor/co-advisor and the Department/Unit Head. The Department/Unit Head shall convene a meeting of the members of the examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard and/or prepare for the second defence.</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/practicum;</li> <li>• The oral examination; or</li> <li>• A combination of both stages.</li> </ul>	<p>If two or more examiners do not approve the thesis, then the student is deemed to have failed the defence.</p>
<p><b>4.7.2 Course-based, Major Research Paper, or Comprehensive Examination Route</b></p> <p>Students must demonstrate their mastery of their field. The specific procedures for evaluation of this mastery are stated in individual department/unit supplementary regulations.</p> <p>In those department/units where comprehensive examinations are required, students should consult the department/unit's supplementary regulations for specific requirements.</p> <p>The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the "<u>Report on Comprehensive Examination</u>" form 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>School Psychology Comprehensive Examination</p> <p>The purpose of the comprehensive examination is to provide a very general context in which to demonstrate an integrated understanding of the materials presented across courses in a detailed and comprehensive manner. This is intended as a way to evaluate the student's ability to think critically and independently, to integrate content knowledge, and to demonstrate mastery of key concepts. One or two questions are typically presented. These questions are purposely broad in order to allow individual responses. While this allows highly varied content and format, it is still expected that students answer the question that is posed. The maximum length of the report is 30 pages (double-spaced, 12 point font) plus references and appendices.</p> <p>Students must complete this process entirely independently. They must not discuss any aspect of the questions, the intended or actual responses, or any other aspect of the process with anyone, including classmates. Neither should students have outside help (like editing) with any aspect of this task. Responses are to be well written, appropriately organized, and accurately documented.</p> <p>Timing: Comprehensive Examinations will be assigned no later than May 1<sup>st</sup> and are due no later than June 1<sup>st</sup> unless special permission is granted for an alternate time-frame.</p> <p>Evaluation: Students who do not pass on the first attempt will be given one more opportunity to take</p>

	<p>the exam. Grading will be completed by the program instructors as follows:</p> <p><u>High Pass</u> - represents an outstanding level of performance incorporate a significant and detailed review of current literature, integrating several legitimate theoretical and applied concepts. Responses also may incorporate innovative characteristics.</p> <p><u>Pass</u> - represents a high level of performance indicating mastery of concepts and skills and is necessary for completion of the Master's degree.</p> <p><u>Conditional Pass</u> – Responses are broad, surface level, and do not incorporate sufficient course content or theoretical concepts. The student has not passed the examination but is eligible for a grade of Pass by completing the additional work designated by the examiners. The program instructors will evaluate the additional work to determine whether a grade of Pass or Fail will be assigned.</p> <p><u>Fail</u> – Responses are clearly inadequate, do not address appropriately the question, or fail to incorporate course content, important concepts and/or research. The student has not passed the examination and must retake it with new questions if this is the first attempt or is eliminated from the program if this is the second attempt. When required, the exam will be rewritten as soon as can be rescheduled by the Program Coordinator in conjunction with the student and the program instructors, normally beginning immediately on being informed of the failure and provided with a new question(s).</p> <p>Papers will be distributed across Program Instructors for grading. Where a paper achieves the grade of Conditional Pass it will be reviewed by a second Instructor to determine the final grade. A grade of Fail will be assigned only if all program instructors concur. If program instructors do not concur, then students are given a Conditional Pass and allowed to complete work designated by the examiners. The additional work is evaluated by program instructors and a Pass or Fail grade is assigned.</p>
<p><b>4.8 Style and Format</b></p> <p>The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (please refer to <u>Thesis/Practicum Types</u>).</p>	
<p><b>4.9 Details for Submission 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>	

FGS Academic Guide Regulation 2021/22	Supplementary Regulation
<ul style="list-style-type: none"> <li>• One digital version submitted as an e-thesis/practicum at the <a href="#">MSpace website</a>;</li> <li>• Copyright Licence Declaration/Infringement Form (completed on MSpace);</li> <li>• Thesis/Practicum final report.</li> </ul>	
<p><b>4.10 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, they 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 licence makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.</p> <p>The Copyright Licence 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 licence 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.</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 “<a href="#">Policy of Withholding Theses Pending Patent Applications</a>” in this Guide.</p> <p><b>Restriction of Thesis/Practicum 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 (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 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>4.11 Final Requirements and 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 and Copyright Licence Declaration uploaded into MSpace); 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 GRAD course associated with their culminating exercise, the department/unit must forward a list of potential graduate names to the Faculty of Graduate Studies by the deadline. The deadline for each of the graduation dates is published on the <a href="#">Faculty of Graduate Studies website</a>.</p>	<p>Although additional copies of the thesis are not required, it is generally desirable for students to prepare copies for the Department Head, the Advisor, and themselves.</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</p>	

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 department/units may have additional regulations that supplement these general regulations. All such supplementary regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (please refer to the [website](#)), and be kept on record in the Faculty of Graduate Studies. All students should consult department/unit supplementary 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) 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 department/units may have higher standards and additional criteria. However, the criteria for admissions into the Ph.D. program are more stringent than for Master's programs; therefore, the completion of a Master's program does not guarantee admission into the Ph.D. program. Some department/units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.

**Ph.D. Program**

Students entering the Ph.D. program with an M.A. degree in psychology from a Canadian university or its equivalent will not be required to complete the M.A. requirements. Students without a Psychology Master's degree would be considered for admission on an individual basis.

Students apply to one of the follow admissions areas:

- Applied Behaviour Analysis (ABA)
- Clinical Psychology
- Brain and Cognitive Sciences
- Developmental Psychology
- Quantitative Psychology
- Social/Personality Psychology

**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 full years of undergraduate study).

**Note:** This is the minimum requirement of the Faculty of Graduate Studies and department/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 supplementary regulations specify otherwise, and will be assessed Ph.D. fees for three (3) years. A minimum of 18 credit hours at the 7000-level or higher is required. Any further coursework beyond the minimum 18 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.

**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 four (4) terms (including Summer term) from the start of the Master's program. Fees paid, 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 supplementary regulations specify otherwise. A minimum of 18 credit hours at the 7000-level or higher is required. Any further coursework beyond the minimum 18 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.

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 start the Ph.D. program. The applicant must indicate a request for transfer on the online admissions application.

The student will be admitted to a 3-year Ph.D. program and will pay a total of three years of program fees, including program fees paid in the Master's at the time of transfer. Students are cautioned that such transfers may impact on the duration of The University of Manitoba Graduate Fellowship.

Students who have previously completed a recognized Master's degree and are initially admitted and registered in a Master's program may transfer 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. 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 supplementary regulations specify otherwise. The student will be admitted to a 2-year Ph.D. program and will pay a total of two years of program fees, including program fees paid in the Master's at the time of transfer.

**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 in the Master's and Ph.D. program simultaneously.

**5.2 Student's Advisor, Co-advisor and Advisory Committee**

**5.2.1 Student's Advisor**

Every Ph.D. student must have an advisor throughout their program, 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. 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:

- hold an appointment in the student's department/unit.
- be a member of the Faculty of Graduate Studies<sup>1</sup>;
- hold a Ph.D. or equivalent<sup>2</sup>;
- be active in research; and
- have expertise in a discipline related to the student's program.

<sup>1</sup> [http://umanitoba.ca/faculties/graduate\\_studies/governance/academic\\_membership.html](http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)

<sup>2</sup> 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

At the time of admission each Ph.D. student must be assigned an Advisor by the area admissions committee accepting the student in consultation with the Graduate Admissions and Financial Support Committee (GAFS). In consultation with the student, the Advisor selects an Advisory Committee whose primary responsibilities include guiding the student in meeting Departmental regulations, in selecting courses and in adequately preparing for the material covered by the candidacy exams. The Advisory Committee must be fully constituted no later than January 31 of the first year in the Ph.D. program.

In special circumstances, an Advisor and co-Advisor, under approval of the Department Head, may advise a student. In such an arrangement, the Advisor and co-Advisor are counted as a single member of a student's Advisory and Examining Committees. Both co-Advisors' signatures are required on all documents where the Advisor's signature is required.

**Admissions and Advisorship Regulations**

Faculty members wishing to change admissions areas, or to develop new affiliations with other admissions areas, may do so only with the approval of the Head after the Head has consulted with the groups concerned. New faculty members will be assigned to one or more admissions areas by the Head.

demonstrated research record and current research activities. Note that M.D., D.M.D., Pharm.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 department/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 program and course requirements. This interim period must not exceed eighteen (18) months after entry into the program before a permanent advisor is chosen.

Students shall be admitted to a specific admissions area. Students will have an Advisor within their own admissions area. To change areas, students will have to apply to, and be formally admitted by, the area they wish to join; applications to change areas will normally be considered in February of each year (if submitted by February 1), but specific admissions areas may consider such applications at other times if they so wish.

Faculty members normally may serve as Advisor to no more than a total of eight graduate students at a time. Only tenured and tenure stream faculty may accept graduate students. Each faculty member must meet the requirements of the Psychology department's admissions regulations.

When a faculty member fully retires or resigns from the University of Manitoba, he or she normally will not remain in place as the primary Advisor or co-Advisor to a graduate student. Exceptions may be granted by the Associate Head (Graduate) in cases where the student and the Advisory committee unanimously consent to this arrangement. Considerations will be given to the student's progress at the time when this decision is made.

If no exception is possible, a new committee must be struck that will better support the student. The new committee may include members of the previous committee but is not required to do so. Of special note, the former Advisor may serve as a committee member, subject to further specifications below; and former committee members may serve as new committee members, or in the primary/co-Advisor role.

When a faculty member fully retires or resigns from the University of Manitoba, if he or she wishes to remain in place as a thesis committee member, and this is mutually acceptable to the student, then the student and the faculty member must prepare a written agreement as to how they will continue to work together after the faculty member leaves.

The agreement is subject only to unanimous consent of the student, faculty member, and advisory committee. Contents of the agreement normally will include measureable targets for the frequency or response time of exchanges between the student and faculty member, as well as specific pieces of work or documents to be exchanged at certain times in the coming year.

The agreement will reside in the office of the Associate Head (Graduate) and be subject to evaluation by the advisory committee and approval by the Associate Head (Graduate) on a yearly basis, in concert with the student's Annual Progress Report, as to both the exchange

frequency/response time and specific items listed in the agreement.

If the advisory committee so recommends and the Associate Head (Graduate) agrees, then the thesis committee will remain in force for another year, according to an updated agreement.

If either party does not meet the original agreement, a new committee must be struck that will better support the student. The revised committee will be subject to approval by the Associate Head (Graduate).

In order to accept (as sole Advisor) any new students to the graduate program, a faculty member can have no more than 1 current graduate student in or beyond year 3 of the MA program, year 5 of the PhD program in clinical psychology, or year 4 of the PhD program in all other program areas. The calculation of years-in-program for this purpose will not include time spent on an exceptional leave of absence (as approved by the Faculty of Graduate Studies), or, if the student has switched Advisors, time spent with Advisors other than the current one. The calculation of number-of-students for this purpose will include all of the students beyond any of the above limits, with the same primary Advisor.

Faculty members who find themselves with more than 1 student over these limits may still accept new students as co-Advisor with any faculty member who is not subject to the same admission restriction. Exceptional circumstances may occur, for instance, when a student has met all requirements of his or her program, but the graduation date falls after that of making offers of admission for the following year. The Associate Head (Graduate) in consultation with the GAFS committee can remove the admission restriction in such circumstances.

PSC part-time social workers, although full members of Department Council, will not generate admission entitlements and may not admit graduate students. However, appointments in the Psychology Department and the Psychological Service Centre shall be considered as equivalent with regard to admission of graduate students.

Individual faculty members may serve as Advisor for no more than four students who receive annual funding of less than the amount provided by a full MA-level University of Manitoba Graduate Fellowship ("unfunded" students). This limit applies to the total number of Psychology graduate students for whom a faculty member is Advisor, and is not specific to individual admissions areas (for those faculty who hold affiliation with more than one



area) or to student level (i.e., pre-MA, MA, or PhD). Acceptable sources of funding are scholarships, fellowships, bursaries, and employment income derived from work related to the student's academic program.

Faculty members seeking to accept one or more students such that their total number of advisees will exceed four, must provide GAFS with detailed documentation of the source(s) and amount(s) of funding for all current and recommended advisees. Such documentation must be submitted during the admission period prior to the academic year for which the faculty member plans to advise more than four graduate students. Financial support offered by an Advisor to a student must be guaranteed for at least a 12 month period.

Any student admitted by an adjunct member of the department will count against the advisee total of a consenting individual faculty member. This means that a faculty member must explicitly give permission to an adjunct member, prior to the adjunct member admitting a student. Further, the student admitted by the adjunct will count toward the total number of advisees of the authorizing faculty member.

If, at any time, the number of unfunded students advised by a faculty member stands at more than four (presumably because of a loss of funding to either the student, the faculty member, or both), then the faculty member will not be eligible to admit any new students until such time as his/her total number of unfunded advisees declines to four or fewer.

If the total number of students in a given admissions area is expected to exceed four (4) times the number of faculty members who will be supervising students in that area, then the area coordinator must provide an explicit statement to GAFS and the Department Head (or delegate) indicating that all required courses can accommodate all expected students. This letter of support must be submitted during the admission period prior to the academic year for which this situation is expected to arise. If the area coordinator is unable to provide such a statement of support, then no new students will be admitted to that area.

The Department Head (or delegate) may limit enrolments in any admissions area should he/she determine, following consultation with GAFS and the coordinator of the area in question, that all required courses cannot accommodate all expected students.

	<p>Graduate students who lose funding shall not be expelled from their program of study for this reason alone.</p> <p>Students will not be required to switch Advisors simply to facilitate admission by the original Advisor of a new student.</p> <p>Students seeking to change Advisors may do so at any time but must make the arrangements on their own behalf.</p> <p>Two faculty members who agree to serve as Co-Advisors for a student will each have that student count as 0.5 toward their advisee total.</p> <p>The above regulations pertaining to the admission of students to the Psychology graduate program do not apply to the School Psychology Two-Year Stream admissions area.</p>
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**5.2.2 Student's 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:

- be a member of the Faculty of Graduate Studies<sup>1</sup>;
- hold a Ph.D. or equivalent<sup>2</sup>;
- be active in research; and
- have expertise in a discipline related to the student's program.

<sup>1</sup> [http://umanitoba.ca/faculties/graduate\\_studies/governance/academic\\_membership.html](http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)

<sup>2</sup> 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 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 equivalent to a Ph.D.

The co-advisor may be identified either at the beginning of, or midway through a student's program. In all instances, the Faculty of Graduate Studies must be informed of, and approve, the co-advisor arrangement. If a co-advisor is added midway through the student's program, a new Advisor Student Guidelines must be completed. 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; the advisor/co-advisor have a single vote. Both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.

**5.2.3 Student's Advisor/Co-advisor**

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 prior to the commencement

of any research and no later than the submission of the first Progress Report for the student. If a student does not have an advisor/co-advisor, the interim advisor will be required to complete the Advisor Student Guidelines. If the parties cannot agree on any component(s) of the Advisor Student Guidelines, 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. The Advisor Student Guidelines is to be completed again if there is a change in advisor/co-advisor or when a co-advisor is added midway through the student's program.

Should, during the student's program, the relationship between the student and advisor/co-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. It is the responsibility of the department/unit offering the program in which the student is studying to arrange an alternate advisor/co-advisor if this is appropriate and necessary.

All students should consult department/unit supplementary regulations for specific details regarding advisor/co-advisor requirements.

**5.2.4 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 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 their program.

The advisory committee must consist of a minimum of three (3) voting members (the advisor/co-advisor have a single vote), all of whom must be members of the Faculty of Graduate Studies.

In addition, individuals who are not a member of the Faculty of Graduate Studies, but who possess specific and extensive expertise and experience, such as professionals, artists, Knowledge Keepers or Elders, may serve on the advisory committee as a full voting member. No more than one such knowledge expert may serve on any individual advisory committee, and must be nominated by the unit Head or Graduate Chair and approved by the Dean of the Faculty of Graduate Studies or designate. Advisory committees may alternatively include one (1) non-voting invited 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 or designate. Knowledge experts are exempted from this requirement.

Under no circumstances should graduate students, Post-Doctoral Fellows, and Research Assistants or Associates serve on graduate student advisory committees, regardless if they hold a rank of Adjunct Professor.

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.

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.

The members of the Advisory Committee and specific criteria for selection are:

1) an Advisor; (and co-Advisor if such is the advisory arrangement) who will direct the thesis and chair the Thesis Examining Committee;

2) two Departmental faculty members chosen by the Advisor in consultation with the student;

3) an additional faculty member from within the University, chosen by the Department Head upon the recommendation of the advisor, who can either be outside the Psychology department or in the Psychology department. If this member is chosen from within the Psychology department, the selection should be made so as to ensure that there is a diversity of disciplinary perspectives on the committee.

The Advisory Committee must be fully constituted no later than January 31 of the first Ph.D. year.

**5.2.5 Conflict of Interest**

There are several circumstances that might lead to a real, perceived or potential Conflict of Interest (COI) in advisory and examining committees. A real COI could be present due to the existence of a (past or present) personal relationship that is romantic, sexual, marital, personal or familial. There is a potential for a perceived COI in cases of recent (within the last 5 years) collaboration among committee members, which may result in the perception of a lack of fairness or impartiality. These examples are not intended to be comprehensive, and are provided solely for illustration. The University of Manitoba [Conflict of Interest Policy](#) and [Conflict of Interest Procedures](#) as well as the [Conflict of Interest Between Evaluators and Students due to Close Personal Relationships](#) should also be consulted.

In addition to following the processes outlined in the above policies, COIs that exist within advisory and examining committees should be declared in writing to the Faculty of Graduate Studies to provide transparency to all relevant parties (including the student, committee members, unit leadership, and the Faculty of Graduate Studies). All reported conflicts will be reviewed by the Dean of the Faculty of Graduate Studies (or designate). If the conflict is deemed sufficiently significant and cannot be mitigated, a new committee may need to be struck.

**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 and should include:

- information about the minimum or expected time for completion of the degree;
- coursework to be taken along with course classification ("S", "X", "A" or "O");
- 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 department/unit supplementary 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. A maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.<sup>1</sup>
- 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. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.<sup>1</sup>

**PhD Program**

**Students in Applied Behaviour Analysis (ABA), Brain and Cognitive Sciences, Developmental Psychology and Social/Personality Psychology are required to complete:**

- Major - Two half-courses at the 7000 level or above in psychology; (6 credit hours). Ancillary - One half course; (3 credit hours). If the ancillary is taken in psychology, the course must be at the 7000 level or above and must be in an area clearly apart from the major. The Head or designate may request a written rationale from the Advisor justifying the distinctiveness from the major of a student's proposed ancillary. If the ancillary is taken outside of psychology, the course will normally be at the 4000

<sup>1</sup> Unless professional accreditation requirements and/or the department/unit's supplementary regulations indicate otherwise.

level or above. No course taken during the student's undergraduate program may be applied toward this requirement. If a course below the 7000 level is taken to satisfy the ancillary requirement, another course at the 7000 level or higher will be needed in order to meet a separate requirement by the Faculty of Graduate Studies to include a minimum of 12 credit hours at the 7000 level or higher to complete a Ph.D. program of study.

- One half course (3 credit hours) in research design research methodology, or quantitative methods over and above the basic statistics requirement in the M.A. program. The head or designate may request a written rationale from the Advisor justifying the extent to which the course chosen will satisfy this requirement. The course taken to satisfy this requirement may not count for any of the courses in a) or b), above.
- All PhD students are required to complete PSYC 7790 PhD Proposal Development (0 credit hours). Students will be required to pass the course in any one of their first eight terms of full-time study in the program (including the summer session). This course will normally be supervised by the Advisor.

**Quantitative students are required to complete:**

- at least 2 half courses (3 credit hours each) in research methods/design and/or quantitative methods
- at least one ancillary half course (3 credit hours) that does not have a focus in quantitative research methods or design.
- The remaining half course (3 credit hours) will be coursework taken within the psychology department at the 7000 level or higher, and will provide the student with additional breadth in psychology and depth in their research area of interest. This courses may or may not have a specifically quantitative or methodology focus.

**Clinical psychology students are required to take the following courses:**

Cognitive and Behaviour Therapy PSYC 8430 (3)  
 Social and Community Intervention PSYC 8100 (3)  
 Social Bases of Behaviour Elective 3 : Intervening with Children and Social Systems PSYC 7082 (3)  
 OR Social Psychology and Health PSYC 7190 (3)  
 OR Person X Situation Interactionism PSYC 7620 (3) OR Alternative approved by the Director of Clinical Training & Associate Head (Graduate)

Program Evaluation & Consultation PSYC 8110 (3) (strongly recommended) OR School Psychology Research Design and Program Evaluation PSYC 7130 (3) If approved by DCT & Associate Head (Graduate)  
 PSC Practicum III PSYC 7930 (0)  
 Senior Practicum 4 PSYC 7940 (0)  
 Case Conceptualization and Communication 3 PSYC 8080 (3)  
 Ph.D. Thesis Proposal and Development PSYC 7790 (0)  
 Doctoral Ancillary: History and Systems of Psychology PSYC 7280 (3)

Cognitive-Affective Bases Elective Cognitive Development PSYC 7330 (3) OR Alternative approved by the Director of Clinical Training & Associate Head (Graduate)  
 Senior Practicum PSYC 7950 (0)  
 Senior Practicum PSYC 7952 (0)  
 Clinical Supervision in Psychology PSYC 8090 (3)  
 Optional Senior Practicum PSYC 7954 (0)  
 Optional Senior Practicum PSYC 7956 (0)  
 Internship PSYC 7980 (0)

In addition, the following provisos regarding clinical students' coursework apply:

- Students may take an optional elective course at any point in their graduate program under the advisement of their advisor and/or advisory committee.
- The Social Bases of Behaviour and/or Cognitive-Affective Bases electives can be waived by the Director of Clinical Training if students have taken 6 credit of suitable undergraduate course work meeting this basic requirement.
- Three Senior Practica, also known as specialty practica, are required, for a total of 6 required practica. Students, with the consent of their advisory committee, may take more than the required six practica to be competitive for internship applications. Senior practica are typically completed in the community, but may also be completed with a specific focus by clinical faculty at the PSC.
- The PhD oral proposal must occur and receive either an outright, or provisional, pass by May 15<sup>th</sup> of the year internship applications are due. If the pass is provisional, any required revisions to the written proposal must be fully completed and approved by the Department of Psychology in order for the student to receive approval to apply for internship.

For all program areas, the student, the Advisor, and all members of the Thesis Examining Committee

	<p>will be required to sign the appropriate "Proposal Development Registration Form" to indicate that everyone involved in the student's research program is aware of, and has agreed to, the student registering in the course. The course must culminate in the submission of an acceptable, comprehensive draft of the research proposal to all members of the Thesis Examining Committee. An appropriate "Proposal Development Completion Form," signed by the student, the Advisor, and all members of the Thesis Examining Committee, will be required at the end of the course to indicate whether the student has generated an acceptable, comprehensive draft of the proposal. This course is graded on a pass/fail basis as determined by majority vote of the Thesis Examining Committee. Both forms must be submitted to the Psychology Graduate Office.</p> <p>Time extensions for this course will be granted only with the approval of the Associate Head (Graduate), who will consult with the student's Thesis Examining Committee prior to reaching a decision.</p> <p>Failure to pass this course on time will normally result in an annual evaluation of "in need of improvement" or "unsatisfactory" as appropriate.</p> <p>e) Any of the above course requirements may be waived if the Head or designate determines that an equivalent course has been successfully completed in another Ph.D. program or as an extra (i.e., not required) course in an MA program.</p> <p>The above Ph.D. course requirements are minimal and additional requirements may be established by specific programs or individual Advisors.</p>
<p><b>5.4.1 Language Requirements</b></p> <p>Some department/units specify a language requirement for the Ph.D. degree. Students are advised to check department/unit supplementary regulations regarding this requirement.</p>	<p>None required.</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 a case-by-case basis. The student's department/unit makes the request to the Faculty of Graduate Studies by completing the "<a href="#">Advance Credit-Transfer of Courses</a>" form.</p> <ul style="list-style-type: none"> <li>• Application for advance credit must be made within the first year of the program (please refer to <a href="#">Lapse or Expiration of Credit of Courses</a>)</li> <li>• No more than 50% of the required coursework for the program can be achieved using advance credit.</li> <li>• A course may not be used for credit toward more than one degree, diploma or certificate.</li> </ul>	<p>Students who have previously attended another university or faculty may also request a course waiver if they have completed a course equivalency which has not been used towards a previous degree.</p>

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<ul style="list-style-type: none"> <li>The student must register at the University of Manitoba for at least two 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.</li> </ul>	
<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> <ul style="list-style-type: none"> <li>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;</li> <li>are considered on an individual basis;</li> <li>cannot be used for credit towards another degree;</li> <li>may not exceed 50% of the minimum credit hours of coursework required of the student's graduate program at The University of Manitoba.</li> </ul> <p>Permission is granted in the form of a <u>Letter of Permission</u> 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 or Expiration of Credit of Courses</b></p> <p>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/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.</p> <p>Courses completed more than ten (10) years prior to the date of awarding of a degree are deemed expired and cannot be used for credit toward that degree.</p> <p>In the event that coursework is no longer considered current or has expired, 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. The department/unit may recommend that students re-take previously passed course(s) which have lapsed or expired.</p>	<p>Students may request support from their Advisor and the department to include courses that were completed more than seven years prior to the date of awarding of a degree as credit toward that degree, with the approval of FGS.</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 (2) years of study beyond the level of the Master's degree, or three (3) years beyond the level of a Bachelor's degree.</p> <p><b>5.5.2 Maximum Time Limit</b></p> <p>A student's candidature shall lapse if they fail 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.</p> <p>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 <u>Student Status/Categories of Students</u>) 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 using the "<u>Time Extension Request</u>" form to the Dean of the Faculty of Graduate Studies <b>at least three (3), but</b></p>	



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<p><b>no more than four (4)</b>, months 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 (please refer to "<u>Extension of Time to Complete Program of Study</u>" and "<u>Leaves of Absence</u>") 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 (but no more than once every four (4) months) to the Faculty of Graduate Studies on the "<u>Progress Report</u>" form.</p> <p>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. Students who receive two (2) consecutive "in need of improvement" or one (1) "unsatisfactory" rating will normally be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p>	See Academic Performance 2.1.
<p><b>5.6.1 Performance in Coursework</b></p> <p>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/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 department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p>	See Performance in Coursework 2.4.
<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. Unsatisfactory performance must be reported to the Faculty of Graduate Studies on the "<u>Progress Report</u>" form. 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.</p> <p>Students are normally expected to complete remedial action by the end of the subsequent term.</p>	
<p><b>5.7 Academic Requirement for Graduation</b></p> <p>All students must:</p> <ul style="list-style-type: none"> <li>• maintain a minimum degree grade point average (DGPA) of 3.0 with no grade below C+;</li> <li>• complete <u>GRAD 7500</u></li> <li>• complete <u>GRAD 7300</u></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 (in terms of time in program and lapse or expiration of credit of courses).</li> </ul> <p>Individual department/units may have additional specific requirements for graduation and students should consult department/unit supplementary regulations for these specific requirements. 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>	A. Purpose

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 unit to unit. The purpose 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.

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.

The examination is conducted according to a procedure established by the department/unit which is approved and documented in departmental/unit supplementary regulations. The department/unit supplementary regulations state the format and composition of the examination committee for the candidacy examination. The candidacy examination must be held at either The University of Manitoba Fort Garry or Bannatyne campus, or the St. Boniface Hospital Albrechtsen Research Centre normally during regular business hours.

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 student's research. The structure of the exam must be made known to the student 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.

Any student who fails the candidacy examination twice will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".

On successful completion of this examination, the student will be considered a candidate for the Ph.D. degree.

The purpose of the candidacy exam is to contribute to and evaluate the student's:

- a) depth and breadth of preparation in the content, methodology, and theory which, in the judgment of the Advisory Committee, is relevant to the general program of doctoral study in Psychology; and
- b) ability to analyse, integrate, and creatively use information from divergent areas relevant to the general program of doctoral study in Psychology.

**B. Candidacy Examination Committee**

The student's Advisory Committee constitutes the Candidacy Examination Committee. The student's Advisor is the Chair of the student's Candidacy Examination Committee.

**C. Examination Procedures**

The major area examination requirement may be satisfied in any one of three ways, namely:

- a) a standard closed-book examination;
- b) a standard take-home examination; or
- c) an open-format examination.

Students are required to declare to the Graduate Office at least two months prior to the date on which they intend to take the exam. In any case, these deadlines apply for any year in which the student is writing the exam. All students will normally have taken and passed their candidacy examination within two years of being admitted to the Doctoral Program (with non-provisional status) and at least within one year prior to graduation. In no case may candidacy examinations be taken prior to completion of the M.A. degree. Unless otherwise indicated, the Head (or designate) will be responsible for ensuring that each deadline involving Candidacy Examinations is met.

Students will be asked to indicate the form of the examination and, the date it is to be taken. The student may opt out up to one week before the date for distributing the exam, except in cases of illness or crisis (as determined by the head or designate), when cancellation may occur at any time. The student's Advisor, after consultation with the other members of the Candidacy Examination Committee, will complete and submit to the Head (or designate) the appropriate form (together with a detailed description of the composition of the candidacy examination itself and the evaluation procedures to be used) at least 5 working days prior to its distribution. The dates for distributing all forms of candidacy exams to students will be the same, namely September 15, February 1, and May 1 of each academic year.

At the time of the exam distribution, the Candidacy Examination Committee will provide the student (in writing) the specific weights for each question/topic and the method to be used to determine the final pass/fail decision. Each question/component of the exam must be evaluated on a pass/fail basis by each member of the committee. A committee's decision will be considered a unanimous pass when the total number of failing evaluations received across all committee members and questions/components of the exam is 2 or fewer. If one committee member fails more than 2 components or more than 2 committee members fail any one component, this will therefore result in a failed exam.

The committee may include provisions for the committee to discuss the evaluation of questions/components in cases of disagreement, so long as the corresponding method of evaluation is provided to the student in writing at the time of the exam distribution.

When the examination is finished, the Head (or designate) shall distribute copies of the completed exam to the members of the Candidacy Examination Committee, and the Advisor shall ensure that the examination is evaluated on schedule. A rating-scale evaluation of the candidacy examination is encouraged to facilitate both grading of the exam and feedback to the student. Normally within six weeks the Candidacy Examination Committee will evaluate the examination and assign a pass or fail grade for the student. The student's Advisor will notify (in writing) the student and the Head (or designate) whether the student has passed or failed the examination, or the reason for a delayed decision.

Within 3 weeks after notification of the student's pass/fail grade, each student must receive written feedback from the Advisor on behalf of the Candidacy Examination Committee. This feedback will address the quality of the student's writing, organization, and content of answers to each question/topic of the exam. The student is encouraged to request more specific feedback from each member of the committee.

The evaluation of the student at the time of the candidacy examination shall entail not only the student's performance on the examination but also overall preparedness for a career in psychology. If the career preparedness evaluation is negative, it shall be treated separately, as though it were an

Advisor's negative report arising from a Progress Report Evaluation.

Failure to meet the deadline for handing in the completed candidacy exam will constitute an automatic failure of the examination.

Students who fail a candidacy examination shall be allowed a second attempt, and may elect a different form of examination for their second attempt.

Students who fail the candidacy examination on two occasions will be required to withdraw from the program by FGS.

The Candidacy Examination may be structured in one of three ways:

1) Closed-book: Typically consists of 2, 4-hour examination periods on consecutive days. Questions are such that the student could answer them in three hours, leaving one hour to organize, outline, check through answers, etc.

If the evaluation of the student's performance on the written portion of the closed-book examination is not unanimous, the Advisory Committee may require the student to take an oral examination to clarify performance. If the student declines to take an oral, a grade of F will ensue. If the student decides to attempt this oral exam, the student's grade will reflect performance on both the written and oral portions of the exam. This same policy will apply to either the student's first or second attempt at the examination. The content of the oral portion of the examination shall be either that specified for the written portion of the closed-book examination or some part thereof.

2) Take-home: The examination is set by the Candidacy Examination Committee, with the exception that one question may be submitted by the student subject to the approval of and/or modification by the committee. The examination consists of four to eight questions which, together with answers, have a maximum combined length of 100 double-spaced typed pages (not counting the references and non-texted appendices that are specified in advance by the Candidacy Examination Committee). The completed examination must be submitted to the Head (or designate) within three months of distribution.

A student may contact committee members anytime during the initial four weeks of the examination period to clarify any questions. If problems arise in making such contact, they should be immediately resolved by consulting the Advisor or the Associate Head (Graduate). Except for such clarifications, the student will be expected to work

alone (i.e., neither solicit nor receive from committee members or other individuals any form of assistance in answering a question on the exam). If inordinate delays are encountered in obtaining materials from the University of Manitoba's Document Delivery service, and if these resources are crucial for answering one or more questions on the candidacy examination, any time before the last week of the examination period the student may also request in writing permission from the Head for a time extension of up to 20-working days to submit the completed exam. The decision by the Head to grant the request will be based on the merits of the request, including documentation provided by the student, and the written approval of the Chair of the student's advisory committee. In cases of extended illness or crisis, extension of the deadline may be obtained from the Head (or designate). An optional oral exam to clarify performance is not allowed on the standard take-home examination. A second attempt at the examination will involve new questions. Unless otherwise noted, the general policies and procedures will be the same as described for the standard closed-book examination.

3) Open-Format Examination:

The examination is set by the Candidacy Examination Committee and will be independent of the thesis proposal. The examination consists of several questions which require answers:

- a) either in essay-style or in a combination of essay/oral-style; and
- b) either one or both of the following:
  - i. a sample application for a faculty-level research grant (following the most recent format required by CIHR, NSERC, or SSHRC);
  - ii. a research paper for which the student has sole responsibility or for which the student assumed first-authorship.

Students who choose to include only one of these optional elements will be required to answer as part of the candidacy examination between 3 and 6 questions, or questions based on 3 to 6 themes, posed by the Candidacy Examining Committee.

The committee may choose to have all or some of these questions answered in either written or oral format. All answers must be presented to the entire committee. Oral examinations with no written component will be limited to two ninety-minute sessions. Written examinations with no oral component may be answered in either close-book format or take-home format. If answered in a closed-book format, then closed-book procedures

	<p>will apply with the exception that the examination will consist of two three-hour examination periods across two consecutive days. If answered in a take-home format, then take-home procedures apply with the exception that the combined length of the answers should be no more than 75 double-spaced typed pages (excluding references and non-texted appendices specified in advance by the Candidacy Examining Committee).</p> <p>Students who choose to include both a sample grant application and a research paper will be required to answer as part of the candidacy examination between two and four questions posed by the Candidacy Examination Committee. The committee may choose to have all or some of these questions answered in either written or oral format. All answers must be presented to the entire committee. Oral examinations with no written component will be limited to two sixty-minute sessions. Written examinations with no oral component may be answered in either closed-book format or take-home format. If answered in a closed-book format, then closed-book procedures will apply with the exception that the examination will be completed within a single 4-hour session. If answered in a take-home format, then take-home procedures will apply with the exception that the combined length of the answers should be no more than 50 double-spaced typed pages (excluding references and non-texted appendices specified in advance by the Candidacy Examination Committee).</p> <p>Both oral questions and their answers will be audio recorded for possible future reference purposes. This recording will be held in the Psychology Graduate Office, and will be used only in situations in which the student appeals a failing grade for the oral examination. Once the student has passed and received Department approval, the audio recording will be destroyed.</p> <p>If written and oral questions are mixed, the requirements will be proportional to the amount of work and number of questions in each examination format.</p>
<p><b>5.9 Thesis Proposal</b></p> <p>Some departments/units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific department/unit supplementary 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.</p>	<p>Under the supervision of the Advisor, the student prepares a written proposal which is submitted to the members of the Committee. A thesis proposal must indicate if the proposed research requires any waivers of, or exceptions to Departmental requirements and policies. Data collection, analysis and report of all research that is to be submitted by a student as part of thesis requirements must be carried out substantially by the student in consultation with his or her thesis examining committee. Exceptions to the preceding requirement may be granted by the Examination</p>

and Evaluation Committee when a written request is submitted to the Committee by the thesis supervisor on behalf of the student.

A specific research design may require an exception for reasons such as the following:

- some attribute of the experimenter is being used as an independent variable;
- the extraordinary demands of the research design make it difficult or impossible for one person to execute (e.g., time, legal, and specialized equipment requirements);
- the research is being conducted simultaneously in different locations;
- the research is susceptible to experimenter bias and/or demand characteristics.

After the Thesis Examining Committee has unanimously approved that the written thesis proposal be examined, the student is required to give a proposal oral, which will be chaired by the appointed departmental representative. The thesis proposal must receive unanimous consent at the oral. While data for the thesis proper should not be collected prior to the proposal oral, the collection of pilot data is not only permissible but encouraged.

Proposal orals will be scheduled through the Head. All members of the Thesis Examining Committee (including the additional member appointed only for the proposal oral) shall be present at the proposal oral, unless specifically exempted by the Head. Meetings not scheduled by the Head will not be officially recognized by the Department. Proposal orals will be held in the Duff Roblin Building in space allocated to the Psychology Department only during daytime business hours, Monday through Friday. Exceptions must be cleared through the Head.

One week prior to the proposal oral, a notice of the oral and an APA-style abstract of the thesis proposal, both acceptable to the Head, will be distributed by the Head to faculty and graduate students. The full proposal will be deposited with the Head for perusal by staff and students during this one-week period. Any objection to the proposal must be sent to the Head and the Thesis Examining Committee at or before the proposal oral. Serious objections may require significant changes in the proposal.

A thesis proposal is approved only when it demonstrates a scholarly understanding of an area, clearly delineates a rigorous investigative design dealing with a problem of psychology, and assures the Thesis Examining Committee that Graduate Studies' regulations will be satisfied when the thesis is completed. Proposals judged to be

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	<p>substandard in these respects by any member of the Thesis Examining Committee must be revised until the objection is satisfied.</p> <p>Following the proposal oral the Thesis Chairperson assumes major responsibility for guiding the student in thesis research. Due to the nature of psychological research some facets of a study may need changing. Major revisions must be approved beforehand by the Thesis Examining Committee.</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. The thesis must be written in English unless otherwise approved by the department/unit and Faculty of Graduate Studies.</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 department/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 on the <a href="#">website</a>.</p>	<p>The thesis should follow the style manual of the American Psychological Association and should be written in APA format (with the exception that figures and tables should be located within the body of the text rather than after the references).</p> <p>Details of style, etc. are the same for the Ph.D. thesis as for the Master's thesis.</p>
<p><b>5.11 Thesis Examination Procedures</b></p> <p>The final examination for the Ph.D. degree proceeds in two (2) stages:</p> <ol style="list-style-type: none"> <li>1. Examination of the candidate's thesis by the examining committee;</li> <li>2. 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 - University of Manitoba (Internal) Examiners</b></p> <p>The candidate's advisor/co-advisor is considered to be a single 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. All examiners must be members of the <a href="#">Faculty of Graduate Studies</a>. 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.</p>	<p><u>The Thesis Final Examining Committee</u></p> <p>The Thesis Final Examining Committee will normally comprise the members of the Thesis Examining Committee plus the external examiner as named by the Faculty of Graduate Studies. Other members may be added upon approval of the Head. At least 50 percent of the Thesis Final Examining Committee must comprise Psychology Department faculty. It is the duty of the Thesis Final Examining Committee to review and report on the candidate's thesis. Details regarding the examination procedure and scheduling are found in the Graduate Studies Regulations and are the direct purview of the Faculty of Graduate Studies.</p>
<p><b>5.11.2 Formation of the Examining Committee - External Examiner</b></p> <p>The candidate's advisor/co-advisor, in consultation with the advisory committee, will recommend the names of at least three (3) distinguished scholars from outside The University of Manitoba with particular experience in the field of the thesis research and significant Ph.D. student supervisory/examination experience to serve as the external examiner. The recommendations must be made to the Dean (or designate) of the Faculty of Graduate Studies for approval via the Ph.D. Thesis Submission Portal on <a href="#">JUMP</a> and must include:</p>	



- A CV of each of the prospective external examiners;
- A short statement explaining:
  - The rationale behind the recommendations;
  - The prospective external examiners' qualifications (if not already explicit on the CV). This includes a current list of their scholarly publications and research activities and, importantly, their experience with Ph.D. student supervision/examination (e.g., Ph.D. students they have supervised to completion; Ph.D. students they are currently supervising; experience serving as external examiner for Ph.D. examining committees).

Advisors and/or departments/units must contact the prospective external examiners to obtain this information and determine if they are available to review the thesis.

If any of the recommended examiners do not meet the 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 (if outside of North America);
- 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 a significant number of Ph.D. students to completion, and significant recent experience with the supervision/examination of Ph.D. students.

The external examiner must not:

- have held any faculty appointment within the candidate's home department/unit at the University of Manitoba within the last 10 years
- have acted as an external examiner for a student of the same Ph.D. advisor and/or co-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 (as 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 within the last ten (10) years;
  - research advisor/co-advisor within the last ten (10) years;
  - research collaborator within the last five (5) years;
  - co-author of published material within the last five (5) years.

The Dean of the Faculty of Graduate Studies or designate will choose the external examiner from the list provided by the candidate's advisor/co-advisor or department/unit and will make the formal invitation to the external examiner. The Dean (or designate) 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**

<p>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.</p>	
<p><b>5.11.4 Distribution of the Thesis for Examination</b></p> <p>Ph.D. candidates must submit their thesis for distribution electronically through JUMP. Please refer to the <a href="#">website</a> for pertinent instructions. 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 <a href="#">website</a> should be consulted regarding recommended dates by which theses must be submitted.</p> <p>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 examiners may contact the Dean of the Faculty of Graduate Studies to discuss any issues related to the thesis.</p>	
<p><b>5.11.5 Responsibilities of the Examiners</b></p> <p>In general, the examiners are responsible for:</p> <ul style="list-style-type: none"> <li>• ensuring that the thesis and the candidate meet recognized scholarly standards for a Ph.D.;</li> <li>• appraising the underlying assumptions, methodology, findings, and scholarly significance of the findings of the thesis;</li> <li>• ensuring that the thesis is organized, presents data and uses accepted conventions for addressing the scholarly literature in an acceptable manner;</li> <li>• evaluating that the candidate has the ability to present their findings orally and demonstrate their scholarship by responding to questions and defending the thesis.</li> </ul> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Any potential breach of academic integrity must be reported to the Dean of the Faculty of Graduate Studies.</li> <li>2. Any potential breach of <a href="#">The University of Manitoba's Responsible Conduct of Research Policy</a> must be reported to the Office of the Vice President (Research and International).</li> <li>3. 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.</li> </ol>	
<p><b>5.11.6 Process</b></p> <p><b>Examination of the Written Thesis</b></p> <p>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 "<a href="#">Approval to Proceed to Examination</a>" form. By completing the "Approval to Proceed to Examination" form:</p> <ul style="list-style-type: none"> <li>• each member of the advisory committee verifies that they have read the complete version of the thesis and have provided the candidate with a detailed review and comments including any necessary revisions;</li> </ul>	

- the student verifies that they have received feedback from all members of the advisory committee and have taken the feedback into account in preparing the thesis and are ready and willing to have their thesis examined; and
- the department/unit verifies 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.

The thesis will be eligible for examination if no more than one (1) member of the advisory committee is not in support, the department/unit is in support, and an external examiner has been secured by the Faculty of Graduate Studies.

The Dean of the Faculty of Graduate Studies will request the examiners to give, within four (4) weeks of the distribution of the thesis, a detailed written report of the thesis.

The 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 either the external examiner **or** two (2) or more internal examiners indicate a failure (i.e. places the thesis in categories 3 or 4), then the candidate fails the examination. Otherwise, the candidate may proceed to the oral examination. The awarding of a passing grade by an internal or external examiner does not preclude them from assigning 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, by the same examining committee. In this case, the department/unit Head shall convene a meeting of the internal examiners 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 that 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, examining 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. The thesis will be eligible for second distribution only once this is received by Faculty of Graduate Studies.

Two failures at any combination of written review and/or oral examination stage will normally result in the candidate being withdrawn from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".

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<p><b>Reports</b></p> <p>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.</p>	
<p><b>5.12 Oral Examination</b></p> <p><b>5.12.1 Scheduling</b></p> <p>Departments/Units cannot proceed with scheduling the oral examination prior to receiving the approved internal and external examiners report from the Faculty of Graduate Studies. The oral examination must be held at either The University of Manitoba Fort Garry or Bannatyne campus or the St. Boniface Hospital Albrechtsen Research Centre normally during regular business hours. It is the responsibility of the department/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.</p>	<p>One week prior to the final thesis oral, a notice of the oral and an abstract of the thesis, will be forwarded by the Head to faculty and graduate students. The full thesis will be deposited with the Head for perusal by staff and students during this one-week period. Rules and procedures for scheduling the final thesis oral examination are those of the Faculty of Graduate Studies.</p>
<p><b>5.12.2 Attendance</b></p> <p>The Dean of the Faculty of Graduate Studies or designate shall act as Chair of the examination committee.</p> <p>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, then their participation electronically is expected. If the external examiner cannot participate electronically, they will be asked to provide questions in advance. These questions will be read to the candidate at the defence by the advisor.</p> <p>Normally, all internal members of the examining committee should be present in-person 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, members may participate electronically. Consequently, no more than one (1) internal member and the external examiner may participate electronically.</p> <p>The candidate and advisor/co-advisor must be present in person for the examination.</p> <p>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 department/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.</p> <p>Regardless of open or closed status, no recording devices will be permitted.</p>	
<p><b>5.12.3 Format of the Examination</b></p> <p>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 the invited member (if applicable) of the examining committee and then members of the audience.</p>	
<p><b>5.12.4 Procedures for the Conduct of the Examination</b></p> <p>The Chair should discuss the examination procedures with the examiners prior to the beginning of the formal examination.</p> <p>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.</p>	<p>Although additional copies are not required, it is generally desirable for students to prepare copies for the Department Head, the Advisor, and themselves.</p>

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

The Chair may exercise their discretion in allowing questions from the audience following completion of the formal examination. Once assuming the role of Chair, they forego the right to comment on the merits of the thesis regardless of whether they are an expert in the field.

**5.12.5 Decision of the Committee**

Following completion of the formal examination, the candidate, invited member (if applicable) of the examining committee 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 their signature, concurrence with the failing grade.

If either the external examiner or two (2) or more internal examiners indicate a failure, then the candidate fails the examination. In this case, the Chair must submit a copy of the report(s), 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 defend the thesis 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 and/or prepare for the second oral defence. In normal circumstances this may 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-advisor, advisory committee, and department/unit is required before the thesis is eligible for re-examination. Eligibility for re-examination 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 Faculty of Graduate Studies.

Once a defense has occurred, it is expected that the thesis manuscript will be finalized in a timely fashion. If revisions are required, the Committee will set a deadline for the student to complete these revisions. The student is expected to complete the revisions and provide the revised manuscript to the committee normally within one month of the defense. A longer timeline for completion may be allowed by the committee if it is deemed appropriate due to the nature of the research. However, if the revisions require substantial reworking of the manuscript to meet the standards of a pass, this should result in a failing grade at the defense. The committee is expected to respond to student revisions in a timely fashion, normally within two weeks of receiving the revised draft. Students are encouraged to defend their thesis/dissertation at least 6-8 weeks prior to the deadline for manuscript submission for the cycle in which they expect to convocate, to provide time for revisions. Students are encouraged to confirm that committee members are available, particularly for defense dates taking place during the summer months.

**Note:** In some circumstances, the candidate may revise the written thesis. The revised thesis will be provided to the committee prior to the next oral defence. The revised written thesis shall not be re-examined; however, revisions can be recommended at the oral examination.

Candidates whose thesis is failed twice at the written review and/or oral examination stage will normally be withdrawn from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".

**5.13 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 and "Final Examination of the Ph.D. Thesis" form, a corrected copy of the electronic version of the thesis and Copyright Licence Declaration uploaded into MSpace, and providing all other degree requirements have been satisfied.

**Patents** –Refer to "Policy of Withholding Theses Pending Patent Applications".

**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 restricted.

**Library and Archives Canada** – Library and Archives Canada obtains a copy of the thesis via the University's MSpace repository.

**5.14 Student Withdrawal**

A student will be required to withdraw when the Ph.D. thesis has been rejected twice at the stage where:

1. The internal examining committee reports on the merits of the written thesis;
2. The external examiner reports on the merits of the written thesis;
3. The oral examination; or
4. A combination of any of these stages.

**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 website.

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 during Application and Negotiation 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 (1) 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 restricted.

**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 and submit it to their major department/unit for recommendation to the Faculty of Graduate Studies **at least three (3), 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 (4) to eight (8) months. More than one (1) extension period may be granted, however the total for all approved extensions will not normally exceed one (1) year.

**Section 8: Leaves of Absence****For International Graduate Students:**

To determine how applying for a Leave of Absence may affect your immigration status with Immigration, Refugees and Citizenship Canada, please consult with an International Student Advisor at the International Centre prior to completing your "Leave of Absence" application with your department/unit.

**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 must not be actively engaged in their program of study or thesis/practicum 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.<sup>1</sup> 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 to complete program of study as outlined in Faculty of Graduate Studies regulations.



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<p><b>Note:</b> 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.</p> <p><sup>1</sup> <b>Program Fees:</b> 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 already paid.</p>	
<p><b>8.2 Exceptional Leave</b></p> <p>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 must 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 or thesis/practicum 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 does not cover circumstances related to travel, employment or financial concerns.</p> <p><b>Note:</b> 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.</p>	
<p><b>8.2.1 Fees</b></p> <p><b>Program Fees:</b> 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.</p>	
<p><b>8.3 Parental Leave</b></p> <p>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 normally not to exceed one (1) year. Supplemental documentation must be submitted to 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 must not be actively engaged in their program of study or thesis/practicum work. The leave period is not included in the time period allowed for completion of the degree.</p> <p><b>Note:</b> 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.</p>	
<p><b>8.3.1 Fees</b></p> <p><b>Program Fees:</b> 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.</p> <p>All applications for Leaves of Absence must be submitted on the "<u>Leave of Absence</u>" form.</p>	
<p><b>8.4 Awards and Leave of Absence</b></p> <p>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.</p>	



**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 21 calendar days of vacation over a twelve (12) month period.

- For the purposes of calculating vacation entitlement, the academic year means the period from September 1 to August 31.
- Vacation entitlement will be prorated for the portion of the year in which a student is registered.
- Any vacation time taken during an official closure of the University is not included as part of the 21 calendar day vacation entitlement. In addition, attendance at academic conferences shall not be considered vacation time.
- Student vacation requests should have minimal impact on the student's research, coursework, and other obligations to the University. Any requests provided ahead of time and within these guidelines will not be unreasonably denied.
- Should a conflict arise between a student's vacation request and a supervisor's expectations, the Department/Unit Head (or designate) shall make a final determination.

**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 restrictions 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 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 academic and disciplinary appeals cases than normally used for University of Manitoba students in regular programs (not Joint Programs). This process is outlined in the Joint Master's Program Governing Document.

**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

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<p>supplementary regulations pertinent to a department/unit's operation which have been approved by the Faculty of Graduate Studies;</p> <ul style="list-style-type: none"> <li>• “Respondent” – a representative of the Faculty of Graduate Studies designated by the Dean of the Faculty of Graduate Studies to represent the Faculty of Graduate Studies. In this document, “Respondent” may also refer to a “Co-respondent” invited by the Respondent to represent the department/unit unless otherwise noted.</li> </ul>	
<p><b>9.3 Types of Appeal</b></p> <p>Several areas of appeal are available to appellants:</p> <ul style="list-style-type: none"> <li>• admission;</li> <li>• academic;</li> <li>• discipline;</li> <li>• administration (e.g. fee appeals).</li> </ul> <p>In all cases, appeals should be addressed to the Dean of the Faculty of Graduate Studies. Appeals of decisions made by the Dean will be referred to an Appeal Panel. 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, their program, until such time as they have exhausted the university appeal process or the appellant decides not to appeal further, whichever comes first.</p> <p>A flow chart of the University of Manitoba Appeals Processes is available at this <a href="#">link</a>.</p>	
<p><b>9.4 Admission Appeals</b></p> <p>Please refer to University of Manitoba Governing Documents: <a href="#">Students: Policy: Admission Appeals Procedures and Guidelines</a>.</p>	
<p><b>9.5 Academic Appeals</b></p> <p>Academic Appeals are appeals concerning academic decisions made by the department/unit and/or the Faculty of Graduate Studies.</p> <p><b>9.5.1 Appeal Considerations</b></p> <p>The Faculty of Graduate Studies will consider appeals:</p> <ul style="list-style-type: none"> <li>• stemming from a decision of a department/unit on academic matters (e.g. first failure of a candidacy examination) only after they have been dealt with by the appropriate department/unit-level appeal process (if any), as is outlined in the department/unit supplementary regulations;</li> <li>• stemming from a decision of the Faculty of Graduate Studies (e.g. Required to Withdraw) which may follow the recommended action of a department/unit.</li> <li>• stemming from a negative decision from the Registrar's Office on a final grade or term work grade appeal.</li> </ul> <p>In all cases, appeals should be addressed to the Dean of the Faculty of Graduate Studies.</p> <p>A decision of the Appeal Panel is appealable only to the Senate Committee on <a href="#">Appeals</a>.</p>	
<p><b>9.5.2 Composition of an Appeal Panel</b></p> <p>Faculty members or students are disqualified from participating on an Appeal Panel if they:</p>	

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<ul style="list-style-type: none"> <li>• hold any academic appointment in the department/unit in which the appellant is registered;</li> <li>• are/were a student in the department/unit in which the appellant is registered;</li> <li>• were, as an individual, or as a member of a committee or board, responsible for making the decision being appealed.</li> </ul> <p><b>Note:</b> 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 the proceedings.</p>	
<p><b>9.5.3 Grounds for an Academic Appeal</b></p> <p>It shall be the responsibility of the appellant to indicate clearly and specifically the grounds warranting consideration of the appeal.</p> <p>The Appeal Panel shall only consider an appeal if there is evidence that:</p> <ul style="list-style-type: none"> <li>• the department/unit or the Faculty of Graduate Studies failed to follow the rules of natural justice;</li> <li>• the department/unit or the Faculty of Graduate Studies failed to follow procedures;</li> <li>• a department/unit or Faculty of Graduate Studies regulation has been unfairly or improperly applied, or has become inapplicable through lapse of time;</li> <li>• there are documented mitigating circumstances (e.g. medical, compassionate);</li> <li>• there is apparent conflict between a Senate Regulation, a Faculty of Graduate Studies policy and/or a department/unit regulation.</li> </ul>	
<p><b>9.5.4 Academic Appeal Deadlines</b></p> <p><b>9.5.4.1 Appeal of a Faculty of Graduate Studies Decision:</b></p> <p>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 that the appellant was informed in writing of the action to be appealed.</p>	
<p><b>9.5.4.2 Appeals to Senate:</b></p> <p>As per the University of Manitoba Governing Documents: <u>Students: Policy: Appeals Procedures</u>, 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.</p>	
<p><b>9.5.5 Faculty of Graduate Studies Academic Appeals Process</b></p> <p><b>9.5.5.1 Submission of Appeal Package</b></p> <p>The Appellant must submit an appeal package consisting of an appeal form, a letter outlining their appeal, and any relevant supporting documentation to the Faculty of Graduate Studies within the above timeframe. Incomplete appeals may not be considered.</p> <p>Upon receipt of a formal appeal, the Dean of the Faculty of Graduate Studies may, at their 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. Decision</p>	

letters are issued via email to the appellant's University of Manitoba email address. Hard copies of the letter will be made available upon request.

**9.5.5.2 Faculty of Graduate Studies Appeals Committee**

The appellant may appeal the Dean's decision to the Faculty of Graduate Studies Appeals Committee within fifteen (15) working days of the date of the letter of decision.

An Appeal Panel will be struck, and a teleconference meeting set by the Faculty of Graduate Studies to determine whether the appellant has grounds to proceed to a Hearing. If the Appeal Panel determines that the appellant has not substantiated their grounds for appeal, the matter will not proceed to a hearing. The Panel will notify the appellant and the Dean of Graduate Studies of their decision in writing. If the Appeal Panel determines that the appellant has substantiated their grounds for appeal, the appellant and the Dean of Graduate Studies will be notified and a hearing will be scheduled.

If it is determined that the appeal will proceed to a hearing, the Appeal Panel may request additional information, or of its own volition, call additional witnesses.

**9.5.5.3 Hearing Procedures**

The Faculty of Graduate Studies shall inform the appropriate department/unit head (or designate) of the nature of the appeal and request that they accompany the Faculty of Graduate Studies respondent as a co-respondent at the hearing. The co-respondent will be requested to provide a letter responding to the appeal no later than fifteen (15) business days before the date of the hearing. The respondent will be requested to provide a letter addressed to the Chair of the Appeal Panel no later than ten (10) working days prior to the hearing.

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 a student advocate, a fellow student or other full-time member of the University community not receiving payment for appearing, or working for legal aid. If the appellant wishes, one (1) member of their immediate family, and a lawyer, may be present, but only as observers (i.e. they cannot participate in the proceedings). The Faculty of Graduate Studies must be notified of any persons accompanying the appellant at least ten (10) working days prior to the hearing.

The appellant, respondent, and appeal panel shall have the right to call witnesses to appear before the panel. Witnesses are to be made available for questioning only and will not be privy to the appeal documents or the hearing proceedings in which they are not involved. The appellant must indicate their witness request in their appeal letter. The respondent shall indicate their desire to invite a witness to the Chair of the Appeal Panel no later than five (5) business days after receiving notice that the appeal will proceed to a hearing. It is the responsibility of the party calling witnesses to ensure that the witnesses are informed of the date and time of the hearing.

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 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.

Hearings shall be held in closed session unless at least one (1) party requests an open hearing and all parties involved in the proceedings 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.

The Appeal Panel shall convene prior to the arrival of the appellant (and/or representative) and the respondent to discuss the order of proceedings and questions raised by the appeal documents.

The order of proceedings is as follows:

- The appellant and/or representative will be invited to make an opening statement, followed by rounds of questioning by the Panel and then the respondent;
- The respondent will be invited to make an opening statement, followed by rounds of questioning by the Panel and then the appellant and/or representative;
- The Panel will have the opportunity to ask further questions of all parties;
- If applicable, witnesses will be called upon to enter the room individually. The Panel, appellant and/or representative and respondent will have the opportunity to ask questions;
- The appellant and/or representative and respondent will make closing statements. No new information is permitted to be presented at this time;
- The Panel will deliberate in camera (i.e. closed session).

All parts of the meeting required by the Appeal Panel to deliberate or determine the disposition of the appeal shall be held in camera. Such deliberations shall take into account all documentation provided by the appellant and respondent, as well as all testimonies heard during the hearing.

**9.5.5.4 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, their representative, and the department/unit in writing of the disposition of the appeal, the reasons for the decision and any actions that may result. The appellant shall be informed of their right of appeal to the Senate Committee on Appeals, including 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

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 Disciplinary Action**

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](#).

The student shall clearly indicate in the notice of appeal whether they are appealing the decision on:

1. the finding of facts;
2. the disposition determined by the disciplinary authority; or
3. both (1) and (2).

**9.7 Fee Appeals**

Please refer to the Registrar's Office [webpage on fee appeals](#). To initiate the Fee Appeal process, the student must complete a Fee Appeal form, available at the former link. For information about Fee Appeals, please visit the Registrar's Office online or in person at 400 University Centre.

**9.8 Term Work Appeals**

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. Please refer to the [Registrar's Office website](#) for additional information.

**9.9 Final Grade Appeals**

Please refer to the [Registrar's Office webpage](#) on grade appeals. To initiate the Grade Appeal process, the student must complete a Grade Appeal form, available at the former link. For information about Grade Appeals, please visit the Registrar's Office online or in person at 400 University Centre.

**9.10 Assistance with Appeals**

The [Office of Student Advocacy & Case Management](#), 520 University Centre, provides information and assistance to students regarding all appeal processes. It is strongly recommended that students contact the Office of Student Advocacy & Case Management to assist them with any appeal they are considering.

**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 supplementary 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

FGS Academic Guide Regulation 2021/22	Supplementary Regulation
<ul style="list-style-type: none"> <li>• the name of the University</li> <li>• the degree for which the thesis/practicum is submitted</li> <li>• the name of the department/unit</li> <li>• the full name of the author</li> <li>• the copyright notation ©</li> </ul> <p>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 on this <a href="#">link</a>.</p>	
<p><b>1.1.2 Abstract</b></p> <p>The abstract is expected to provide a concise, accurate account of the thesis/practicum. Abstract maximum length is 350 words. An abstract should contain a statement of the problem, methods, results, and conclusions.</p>	
<p><b>1.1.3 Acknowledgements</b></p> <p>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.</p>	
<p><b>1.1.4 Dedication</b></p> <p>A single page pertaining to a dedication is allowed.</p>	
<p><b>1.1.5 Table of Contents</b></p> <p>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. A sample table of contents can be found at this <a href="#">link</a>.</p>	
<p><b>1.1.6 List of Tables</b></p> <p>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.</p>	
<p><b>1.1.7 List of Figures</b></p> <p>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.</p>	
<p><b>1.1.8 List of Copyrighted Material</b></p> <p>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 Figures and follow the same format as the Table of Contents. For further information on copyright please refer to the following <a href="#">link</a>.</p>	
<p><b>1.2 Format</b></p> <p><b>1.2.1 Styles</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• American Psychological Association, Publication Manual of the American Psychological Association</li> </ul>	

<ul style="list-style-type: none"> <li>• Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations</li> <li>• The Modern Language Association of America, MLA Handbook for Writers of Research Papers</li> <li>• University of Chicago Press, The Chicago Manual of Style</li> </ul> <p>Students should always use the latest edition available. If there is a conflict between the instructions in this guide and the style manual chosen, the former should be followed.</p>	
<p><b>1.2.2 Spelling</b></p> <p>Canadian, British or American spelling is acceptable, but one style must be used consistently throughout the document.</p>	
<p><b>1.2.3 Format</b></p> <p>One-and-a-half (1.5) 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 12pt Times Roman. Full justification of the text is not required.</p>	
<p><b>1.2.4 Margins</b></p> <p>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.</p>	
<p><b>1.2.5 Page Numbers</b></p> <p>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.</p>	
<p><b><u>1.3 Footnotes, References and Appendices</u></b></p> <p>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 throughout the document.</p>	
<p><b><u>1.4 Figures, Illustrations, Photographs and Design Drawings</u></b></p> <p><b>1.4.1 Illustrative Material</b></p> <p>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.</p> <p><b>1.4.2 Layout of Tables and Figures</b></p> <p>Each table and figure must have a number and title. The number and title should appear at the top or bottom of the table or figure as per style. 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.</p>	
<p><b><u>1.5 Additional Materials</u></b></p> <p><b>1.5.1 Consent and Access to Information Forms</b></p> <p>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</p>	



included in an Appendix. Any personal information including signatures must be omitted from the submitted form to meet [F.I.P.P.A. regulations](#).

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](#).

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 please refer to the [Copyright Office website](#).

**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 that 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 that 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 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 these statements at the oral defence in the case of a doctoral thesis.