

Supplementary Regulations Faculty of Graduate Studies (FGS)

Name of Unit/Program: Social Work (MSW, MSW-IK & Ph.D.)

FGS Academic Guide Regulation 2021/22	Supplementary Regulation
<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>PREFACE</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>Definitions</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>1.1 Application and Admission Procedures</p> <p>The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies via the online application system. Applicants should contact the department/unit to which they are applying for the procedures and requirements which are specific to the program of application. Contact information for each department/unit can be found on the <u>Graduate programs of study website</u>.</p> <p>1.1.1 Process:</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>	<p>Student Services and Admissions/Advising Office Faculty of Social Work University of Manitoba 521 Tier Building Winnipeg, Manitoba, Canada R3T 2N2 Ph: (204) 474-8350 Fax: (204) 474-7594 social_work@umanitoba.ca</p> <p>http://umanitoba.ca/faculties/social_work/</p>

<p>Graduate Studies, via the online application system. Note: 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>MSW-IK Program:</p> <p>Faculty of Social Work University of Manitoba William Norrie Centre 485 Selkirk Avenue Winnipeg, Manitoba Canada R2W 2M6 Phone: (204) 668-8160 Fax: (204) 663-8857 Email: mswik@umanitoba.ca</p>																
<p>1.1.2 Deadlines for Recommended Applications (from Departments/Units to the Faculty of Graduate Studies)</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="73 751 812 940"> <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>IMPORTANT: These are not application deadlines. Applicants are required to submit the application and documentation to the Faculty of Graduate Studies to meet the application deadline in place for a particular department/unit. 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 Graduate programs of study website.</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 respective Graduate Program Pages:</p> <p>MSW: https://umanitoba.ca/explore/programs-of-study/social-work-msw</p> <p>MSW-IK: https://umanitoba.ca/explore/programs-of-study/social-work-indigenous-knowledges-msw</p> <p>Ph.D.: https://umanitoba.ca/explore/programs-of-study/social-work-phd</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>1.1.3 Application Fee</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>1.1.4 Transcripts</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. 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 (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>MSW Program:</p> <p>Applicants who convocate with a BSW in February or later in the year of application must submit a special letter from their home university and/or faculty indicating that the applicant will be in possession of the BSW degree (convocated) by June 30 of the admission year.</p>																
<p>1.1.5 Transcripts: International</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>1.1.6 Transcripts: University of Manitoba</p> <p>University of Manitoba students are not required to submit University of Manitoba transcripts.</p>	
<p>1.1.7 Proficiency in English</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 English Language Proficiency Test Exemption List (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"> • 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. • Canadian Test of English for Scholars and Teachers (CanTEST®) (band 4.5 in listening and reading and band 4.0 in writing and oral interview) • International English Language Testing System (IELTS™) (6.5 in the Academic Module) • Academic English Program for University and College Entrance (AEPUCE) (65%) • PTE Academic (61% overall) <p>Note:</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>1.1.8 English Language Proficiency Test Exemption List</p> <p>Applicants holding secondary school diplomas and/or recognized university degrees from countries on the Faculty of Graduate Studies English Language exemption list are not required to submit an English Language Proficiency score. For more information please see our website.</p>	
<p>1.1.9 Letters of Recommendation</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 Graduate programs of study website.</p>	<p>MSW program: Two reference forms for letters of recommendation are required.</p> <p>MSW-IK program: Three references are required for application to the MSW-IK program, including an Academic, an Employment, and an Indigenous Community reference.</p> <p>Ph.D. program: Three letters of recommendation are required.</p>
<p>1.1.10 Admission Tests</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.

1.1.11 Entrance Requirements

The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a 3.0 Grade Point Average (GPA) or equivalent in the last two (2) previous years of full time university study (60 credit hours).

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.

Applicants who self-identify as members of one or more of the Educational Equity priority groups and who possess a Grade Point Average between 2.5 and 2.99 will be reviewed for special consideration. Applicants with adjusted Grade Point Averages below 2.5 will not be considered. For more information on the Education Equity Initiative see below.

The Faculty of Social Work Educational Equity Initiative:

The purpose of this Educational Equity Initiative is to achieve equality in professional education so that no person shall be denied educational opportunities or benefits for reasons unrelated to ability. In fulfillment of this goal, the aim is to correct the conditions of disadvantage in professional education experienced by Canadian Aboriginal peoples, persons with disabilities, immigrants and refugees to Canada, LBTTQ and persons who are, because of their race or colour, a visible minority in Canada. Giving effect to the principle of educational equity means more than treating persons in the same way, but also requires special measures and the accommodation of difference. (Adapted from the *Canadian Employment Equity Act*.)

To qualify under this program applicants must identify themselves at point of application using the definitions below.

Definitions of Educational Equity Priority Groups:

Indigenous Peoples

Aboriginal peoples are all indigenous people of Canada including: First Nations, Métis, and Inuit.

Visible Minorities

Persons other than Aboriginal Peoples who are, because of their colour, a visible minority in Canada.

Immigrants

Immigrants are those who do not record Canadian citizenship by birth, and whose native tongue is not English.

Refugees

A refugee is an individual who has left his/her country of residence because of persecution for belonging to a particular social, cultural, religious

and/or national group, and/or for holding particular political beliefs and has been accepted for residence in Canada.

Persons with Disabilities

Persons with disabilities are those who would consider themselves disadvantaged by reason of any physical, intellectual, mental, sensory or learning impairment.

LGBTQ

LGBTQ are persons who self-identify as lesbian, gay, bisexual, transgender/transsexual, two-spirited, queer or questioning.

The Educational Equity Initiative applies to Canadian Citizens and Permanent Residents in Canada. Educational Equity Priority Groups do not pertain to International Applicants and Visa Students.

Eligibility consideration for MSW and MSW-IK programs under the Educational Equity Initiative for applicants with less than 3.0 adjusted Grade Point Average:

- If you have identified yourself at point of application as a member of one or more of the Educational Equity priority groups, and have a Grade Point Average between 2.50 to 2.99, you will be required to submit an additional form and your application will be reviewed for special consideration. Applicants with adjusted Grade Point Averages below 2.5 will not be considered;
- Special consideration applications will be scored identically to other applications on their non-academic components: paid and unpaid work experience (see section 3 below for more information).

The MSW and MSW-IK Admissions Committees refer all Educational Equity Initiative applications to the Faculty of Social Work Educational Equity (EE) Committee (comprised of faculty members, student representatives, and community members representing equity groups), which may request additional information from applicants. The EE committee reviews each EE application and makes a recommendation to the MSW and MSW-IK Admissions Committees. The MSW and MSW-IK Admissions Committees will make a recommendation to the Dean of the Faculty of Social Work. The final decision on admission rests with the Dean of the Faculty of Graduate Studies.

The Faculty undertakes to ensure that persons admitted to the Faculty, and the profession, have not engaged in behavior that is regarded as physically and mentally harmful to others. In this regard, **all applicants offered admission** will be

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	<p>required to submit a Criminal Record Statement and a Child Abuse Registry (CAR) check (for a record of those registered as an offender).</p> <p>The Faculty reserves the right, based on its findings, to interview all applicants selected for admission with an assurance of confidentiality regarding same. The existence of such a record will not automatically exclude the applicant, but the Admissions Committee may declare a candidate ineligible based on its findings.</p>
<p>1.1.12 Eligibility of University of Manitoba Staff Members</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>1.2 Registration Procedures</p> <p>1.2.1 Registration</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"> • Undergraduate students must obtain permission from the department/unit head and course instructor before registering for a graduate course. • Only undergraduate students completing an undergraduate degree at the University of Manitoba are eligible to enroll in a graduate course. • Undergraduate students are not eligible for admission to any graduate course that is cross-listed with an undergraduate course, or that is scheduled to be taught at the same time and location as an undergraduate class. • Undergraduate students will only be eligible to receive graduate-level credit for a course designated as 7000-level or above if at least 75% of the students registered in the course are graduate students. • Undergraduate students who complete a graduate course are not guaranteed admission to a graduate program. <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"> • No more than 50% of the coursework required in a graduate program may be imported. • 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. 	<p>All newly admitted and returning graduate Social Work students are required to register on the University of Manitoba website. In-person registration is not permitted for Social Work; graduate students are eligible to register by Aurora Student.</p> <p>Steps to Register:</p> <ol style="list-style-type: none"> 1. Consult the Faculty of Social Work section of the Graduate Calendar regarding the course requirements for your program of studies. Graduate Calendar is available on the University website; 2. Contact your Pre-Master's advisor or your MSW, MSW-IK or Ph.D. program Faculty advisor to discuss and/or review your program of studies; 3. Obtain written approval of your program of studies from your advisor. Any changes to your program must be approved by your advisor. It is advisable to determine your program well in advance of registration. <p>Steps to Register – MSW-IK Program:</p> <ol style="list-style-type: none"> a) Consult the Faculty of Social Work section of the University of Manitoba Graduate Calendar regarding the course requirements for your program of studies. The Graduate Calendar is available on the University website: http://umanitoba.ca/student/records/academiccalendar.html b) Contact your MSW-IK advisor council to discuss and/or review your program of studies. c) Obtain the written approval of your program of studies from your advisor council. Any changes to your program must be approved by your advisor

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<ul style="list-style-type: none"> 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 <u>Lapse or Expiration of Credit of Courses</u>). <p>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; <u>admission is not guaranteed if a student re-applies to the Faculty of Graduate Studies</u>. 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.</p> <p>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.</p> <p>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 "<u>Concurrent Curriculum Permission</u>" form.</p> <p>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.</p>	<p>council. It is advisable to determine your program well in advance of registration.</p> <p>d) Having met with your advisor council to select your program of studies and having the courses you require approved, read the Faculty of Social Work Registration Instructions and Program Information in the Graduate Studies section of the Registration Guide in order to familiarize yourself with Aurora Student prior to your scheduled initial registration access date. Please refer to Aurora Student on the University website to determine your Initial Access Time to register.</p> <p>e) Register by using the University of Manitoba website. www.umanitoba.ca Click on Aurora Student.</p> <p>f) Identify fee assessment on Aurora Student.</p> <p>g) Pay fees or arrange to pay fees. Registration is complete once fees are paid.</p> <p>If you have only SWRK 7820 Project Seminar 3 (for Project option students) or GRAD 7000 Master's Thesis (for Thesis option students) to complete, you still must register.</p>
<p>1.2.2 Re-Registration</p> <p>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 "<u>Leave of Absence</u>").</p> <p>The notation 'Discontinued Graduate Program' will be placed on the academic record of any graduate student who has failed to maintain continuous registration.</p>	<p>For returning MSW and MSW-IK students, ensure that you and your Faculty advisor have completed and signed the Faculty of Graduate Studies Progress Report form and for students in a thesis route, the Advisor Student Agreement. Students who have not completed these forms will be blocked from registering for the following year by the Faculty of Graduate Studies.</p>
<p>1.2.3 Registration Revisions</p> <p>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 <u>Academic Schedule</u> of the Graduate Academic Calendar.</p> <p>Note: Graduate students are not permitted to withdraw from courses without written permission from their department/unit Head on recommendation from their advisor/co-advisor (and/or advisory committee). The notation "Required to Withdraw" may be placed on the academic record of any graduate student who has withdrawn from courses without such approval.</p>	
<p>1.2.4 Advisor Student Guidelines (ASG)</p> <p>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</p>	

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.

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<p>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.</p> <p>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.</p> <p>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.</p>	
<p>1.4.2 Pre-Master's Or Qualifying Students</p> <p>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.</p>	
<p>1.4.3 Occasional Students</p> <p>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.</p> <p>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.</p> <p>Note:</p> <ol style="list-style-type: none"> 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 "<u>Advance Credit – Transfer of Credit</u>" form. Fees paid by a student while registered as an occasional student are not transferable, at a later date, to a degree program. Registration in the occasional student category can be for no more than one (1) academic year (September 1 - August 31) without reapplication. At least 60% of coursework per academic year must be taken at the graduate level while registered as an occasional student. 	<p>Occasional Students in the MSW Program:</p> <p>Applicants who hold a degree in Social Work at the point of application from an accredited university which is recognized by the University of Manitoba may apply as MSW Occasional students.</p> <p><u>Admission requirements to apply as MSW Occasional students include:</u></p> <ul style="list-style-type: none"> possession of a BSW, MSW, Ph.D. in Social Work at point of application from an accredited university which is recognized by the University of Manitoba; a minimum Grade Point Average of 3.0 (B) in the last 60 credit hours of university study. If courses have been taken as a special student, occasional student and/or in a subsequent degree or Pre-Master's program, they will be calculated into the Grade Point Average as part of the last 60 credit hours. <p><u>Social Work courses available to MSW Occasional students:</u></p> <ul style="list-style-type: none"> SWRK 6010 Data Analysis for Social Work Research (3 CH) SWRK 6070 Qualitative Research in Social Work (3 CH) SWRK 7300 Clinical Evaluation of Social Work Interventions (3 CH) SWRK 7430 Evaluation Research in Social Work Practice (3 CH)

- SWRK 7440 Policy Analysis in Social Work Practice (3 CH)
- SWRK 7230 Problem Seminar (3 CH)

The maximum number of credit hours (CH) permitted is 6 CH plus SWRK 6010 (3 CH) or SWRK 6070 (3 CH).

All occasional and non-social work students are required to abide by the same pre/co-requisite policy that applies to Social Work students.

All occasional students register online using the Aurora Student system.

MSW students are given priority in registration and space allocation.

Occasional students must seek written permission of the instructor to register for all courses except for SWRK 3100, SWRK 6010 and SWRK 6070 (permission not required).

The written permission must be submitted to the Student Services and Admissions/Advising Office, Faculty of Social Work, at least 5 working days prior to one's registration access date.

Occasional Students in the MSW-IK Program:

- possession of a BSW, MSW, or Ph.D. in Social Work at point of application from an accredited university which is recognized by the University of Manitoba;
- a minimum grade point average of 3.0 (B) in the last 60 credit hours of university study. If courses have been taken as a special student, occasional student and/or in a subsequent degree or Pre-Master's program, they will be calculated into the grade point average as part of the last 60 credit hours.

Social Work courses available to MSW-IK Occasional students:

- SWRK 7720 Critical Theory and Indigenous Peoples (3 CH)
- SWRK 7730 Indigenous Research Methodologies and Knowledge Development (3 CH).

All occasional and non-social work students are required to abide by the same pre/co-requisite policy that applies to MSW-IK students.

All occasional students register online using the Aurora Student system.

	<p>MSW-IK students are given priority in registration and space allocation.</p> <p>Occasional students must seek written permission of the instructor to register for all courses.</p> <p>Occasional Students in the Ph.D. Program:</p> <p>Applicants who hold a Master's degree at the point of application from an accredited university which is recognized by the University of Manitoba may apply as Ph.D. Occasional students.</p> <p>There are two categories of admission for Occasional students dependent on the applicant's previous degree:</p> <ol style="list-style-type: none"> 1. Applicants who do not hold a prior degree in social work: <ul style="list-style-type: none"> • must have a Master's degree; • must have a minimum of 3.0 Grade Point Average of 3.0 (B) in the last 60 credit hours of University study; and • must have permission of the instructor of any Ph.D. level course in social work in which they wish to enrol. 2. Applicants who hold a prior degree in social work: <ul style="list-style-type: none"> • must have a Master's degree; and • must have a minimum of 3.0 Grade Point Average of 3.0 (B) in the last 60 credit hours of University study. <p><u>Social Work courses available to Ph.D. Occasional students:</u></p> <p>Ph.D. Occasional students in Social Work are limited to taking the core courses in the Social Work Ph.D. Program. The maximum number of credit hours a student may take as an occasional student from the core is 3 credit hours.</p>
<p>1.4.4 Joint Masters (With the University of Winnipeg)</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>1.4.5 Visiting Students</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</p>	

all institutions attended and a successfully completed English Language Proficiency Test from the approved list, if applicable. Applications must be submitted to the Faculty of Graduate Studies a minimum of one (1) month prior to the start of the intended term of study.

Note:

1. Fees paid by a student while registered as a visiting student are not transferable, at a later date, to a degree program.
2. Registration in the visiting student category can be for no more than one (1) academic year (September 1 - August 31) without reapplication.
3. At least 60% of coursework per academic year must be taken at the graduate level while registered as a visiting student.
4. Registration at two different universities on a Letter of Permission (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.

1.5. Student Accessibility

See Accessibility Policy and Procedure.

SECTION 2: Academic Performance - General

2.1 General Note

Students are responsible for ensuring that they meet all degree and program requirements. The advisor (and if appropriate co-advisor), advisory committee, and department/unit must ensure that each student follows Faculty of Graduate Studies and department/unit guidelines and meets all program requirements. The Faculty of Graduate Studies performs a final check of Faculty of Graduate Studies minimum requirements for each student just prior to graduation. Students are cautioned, therefore, to periodically check all regulations with respect to their degree requirements. Failure to meet all the requirements will render a student ineligible to graduate.

Departments/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:

The department/unit is responsible for informing the Faculty of Graduate Studies when a student's performance is unsatisfactory in research or coursework and the department/unit must outline any recommended remedial action(s).

The department/unit must notify the student of the deficiency and of its recommendation.

If the student fails to satisfy any remedial action recommended, the student may be required to withdraw from the Faculty of Graduate Studies.

Note:

When a graduate student is required to withdraw from a program of study, the notation on the academic record will be: "Required to withdraw".

A student who has been required to withdraw from a graduate program may be permitted to apply for admission to another graduate program only if the application for admission is approved by the Dean of the Faculty of Graduate Studies.

Voluntary withdrawal from a program is only permitted if the student is in good academic standing.

Decisions regarding student status and/or progress in the graduate program are made by the Graduate Standings Committee.

The Chair of the Graduate Standings Committee will forward the recommendation of the Faculty of Social Work to the Dean of the Faculty of Graduate Studies.

MSW-IK Program:

The Faculty of Social Work can only recommend a particular action to the Faculty of Graduate Studies with regard to student progress and/or status in the program.

The following outlines the procedures for review of these Faculty of Social Work decisions and recommendations:

a) When a Faculty of Social Work decision is made with regards to a student's status and/or progress in the MSW-IK Program, the student will be informed by the Program Director of the nature of the decision and of the possible consequences.

b) Within one week of receiving the decision/recommendation, the student may request a review of the decision by the MSW-IK Faculty and Elder Collective.

c) The MSW-IK Faculty and Elder Collective will review the case within one month of receipt of the request. The Chair of the Graduate Program Standings Committee is a member of the MSW-IK Faculty and Elder Collective.

Recommendations of departments/units will supersede student requests for voluntary withdrawal.

d) The Chair of the Graduate Program Standings Committee will forward the recommendation to the Dean of the Faculty of Graduate Studies.

2.2 Bona Fide Academic Requirements (BFAR)

The following Bona Fide Academic Requirements (BFAR) represent the core academic requirements a graduate student must acquire in order to gain, and demonstrate acquisition of, essential knowledge and skills. Students must also meet additional requirements that may be specified for their program.

Students must meet requirements as outlined in both BFARs and Supplementary Regulation documents as approved by Senate.

Unless otherwise indicated, students may elect to complete any/all of the following requirements with or without appropriate and authorized assistive technology/aids. Students must consult Student Accessibility Services (SAS) regarding authorization for these procedures.

BFAR Statement	Taught	Assessed
Student must successfully complete a co-operative experience or practicum, if required by their program.	Master's GRAD 7030	GRAD 7030
Student must successfully complete a comprehensive exam, project, studio exhibition, or equivalent, as required by their program and determined by the assigned examining committee.	GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200	GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200 Examining/Adjudication Committee
Student must produce a recorded/published thesis commensurate with degree being sought.	Master's GRAD 7000 Doctoral GRAD 8000	GRAD 7000 GRAD 8000
Student must successfully defend their thesis (where required), as determined by the assigned examining committee, in real-time.	Master's GRAD 7000 Doctoral GRAD 8000	GRAD 7000 GRAD 8000
Student in doctoral program must complete a candidacy exam (or equivalent) as required by their program and determined by the assigned examining committee.	GRAD 8010	GRAD 8010
Student must demonstrate knowledge of the University of Manitoba's policy on academic integrity, plagiarism, and cheating.	GRAD 7500	GRAD 7500
Student must conduct research in a safe and ethical manner, referring to their respective ethics board and supervisor(s) to ensure respect is maintained for: human dignity and/or animal welfare; vulnerable persons; informed consent; justice and diversity; confidentiality and privacy; beneficence	GRAD 7300	GRAD 7300

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<p>and non-maleficence in the work that they conduct.</p> <p>Student must complete coursework as required by their program.</p>	
<p>Individual unit BFARs available on the Graduate Studies website.</p>	
<p>2.3 Academic Performance</p> <p>Student progress shall be reported at least annually, (but not to exceed 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 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>2.4 Performance in Coursework</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>Note:</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>Decisions regarding student status and/or progress in the graduate program are made by the Graduate Standings Committee.</p> <p>The Chair of the Graduate Standings Committee will forward the recommendation of the Faculty of Social Work to the Dean of the Faculty of Graduate Studies.</p> <p>MSW-IK Program: Any failure to meet these coursework performance requirements will result in the matter being forwarded to the MSW-IK Faculty and Elder Collective. The Chair of the Faculty of Social Work Graduate Standings Committee is a member of the MSW-IK Faculty and Elder Collective for reviewing issues related to students. The options for the MSW-IK Faculty and Elder Collective include, but are not necessarily limited to, recommending to the Faculty of Graduate Studies that the student repeat the course, complete other remedial action(s), or be required to withdraw from the program.</p> <p>If any other issues related to students arise, the MSW-IK advisor council will inform the MSW-IK Faculty and Elder Collective. Together they will review the issues and make a recommendation to the Chair of the Faculty of Social Work Graduate Standings Committee.</p> <p>The Chair of the Faculty of Social Work Graduate Standings Committee will forward any recommendations of the MSW-IK Faculty and Elder Collective to the Dean of the Faculty of Graduate Studies.</p>
<p>2.5 Mandatory Academic Integrity Course</p> <p>All students, including those in a Pre-Master’s program, are required to register for and complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within their first</p>	

term of initial registration. Université de Saint-Boniface graduate students may choose to complete GRAD 7500 or the French-language equivalent, GRAD 7501.

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.

Notes:

Students who successfully complete GRAD 7500 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.

Students on an exceptional/parental/regular leave of absence must register in GRAD 7500 upon return from leave if it has not already been completed.

Visiting and Occasional students are not expected to complete GRAD 7500. For further information see GRAD 7500 FAQ.

2.6 Mandatory Research Integrity Online Course

All students, including those in a Pre-Master's program, are required to register for and complete GRAD 7300 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.

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.

Notes:

Students who successfully complete GRAD 7300 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.

Students on an exceptional/parental/regular leave of absence must register in GRAD 7300 upon return from leave if it has not already been completed.

Visiting and Occasional students are not expected to complete GRAD 7300. For further information see GRAD 7300 FAQ.

2.7 Graduate Focus on Aging Concentration

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 "Student intention to receive the Graduate Focus on Aging Concentration" 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.

The Graduate Focus on Aging Concentration requirements include:

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;
2. A thesis/practicum on an aging-related topic;
3. Having at least one Advisory committee member who is officially affiliated with the Centre on Aging as a Research Affiliate; and
4. Participating in the annual Spring Research Symposium of the Centre on Aging at least once as a poster presenter.

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

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<p>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>SECTION 3: General Regulations: Pre-Master's</p> <p>3.1 Admission and Program Requirements</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>Social Work does not offer a Pre-Master's.</p>
<p>3.2 Academic Performance</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>	

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<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>SECTION 4: General Regulations: Master's</p> <p>4.1 General</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 link), 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"> • Thesis/practicum-based; • Course-based; • Comprehensive Exam; • Project; • Accredited Professional; • Major research paper. 	
<p>4.2 Admission</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"> • 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"> ○ Canadian institutions empowered by law to grant degrees; or ○ Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies. • Graduates from first-cycle Bologna compliant degrees. • Students who have completed a Pre-Master's program from: <ul style="list-style-type: none"> ○ The University of Manitoba (see General Regulations - Pre-Master's); or ○ Canadian institutions empowered by law to grant degrees; or ○ Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies. <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>Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	<p>MSW Program – Year One Foundation Courses</p> <p>Eligibility Requirements – MSW Program:</p> <ul style="list-style-type: none"> • Possession of a minimum four-year degree other than a Bachelor of Social Work (BSW) from an accredited program (convocated) by June 30 of the application year, which is recognized by the University of Manitoba. • A Minimum Grade Point average of 3.0 (B) is required in the last 60 credit hours of the degree at the point of application. • Applicants who self-identify as members of one or more of the Educational Equity priority groups and who possess a Grade Point Average between 2.5 and 2.99 will be reviewed for special consideration. Applicants with Grade Point Averages below 2.5 will not be considered. For more information on the Education Equity Initiative see section 1.1.11 above. • If courses have been taken subsequent to the degree as a Special Student and/or Occasional Student and/or in a subsequent degree they will be calculated into the Grade Point Average as part of the last 60 credit hours. <p>MSW Program – Year Two Advanced Courses</p>

Eligibility Requirements:

- Possession of a BSW degree (convocated) by June 30 of the application year from an accredited program or its equivalent, which is recognized by the University of Manitoba.
- A Minimum Grade Point average of 3.0 (B) is required in the last 60 credit hours of a BSW degree at the point of application.
- Applicants who self-identify as members of one or more of the Educational Equity priority groups and who possess a Grade Point Average between 2.5 and 2.99 will be reviewed for special consideration. Applicants with a Grade Point Average below 2.5 will not be considered. For more information on the Education Equity Initiative see section 1.1.11 above.
- If courses have been taken subsequent to the degree as a Special Student and/or Occasional Student and/or in a subsequent degree, they will be calculated into the Grade Point Average as part of the last 60 credit hours.

MSW-IK Program**Eligibility Requirements:**

- Possession of a BSW degree (convocated) by June 30 of the application year from an accredited program or its equivalent, which is recognized by the University of Manitoba.
- A Minimum Grade Point Average of 3.0 (B) is required in the last 60 credit hours of a BSW degree at the point of application.
- Applicants are required to participate in an admission interview process and program orientation, and submit a well-developed statement of intent and a declaration of whether they intend to follow the thesis option or the project option.
- Applicants who self-identify as members of one or more of the Educational Equity priority groups and who possess a Grade Point Average between 2.5 and 2.99 will be reviewed for special consideration. Applicants with a Grade Point Average below 2.5 will not be considered. For

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	<p>more information on the Education Equity Initiative see section 1.1.11 above.</p> <ul style="list-style-type: none"> If courses have been taken subsequent to the degree as a Special Student and/or Occasional Student and/or in a subsequent degree, they will be calculated into the Grade Point Average as part of the last 60 credit hours.
<p>4.3 Program Requirements</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>4.3.1 Thesis/Practicum Route</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>The two-year Master of Social Work (MSW) Program provides two entry routes:</p> <ol style="list-style-type: none"> Foundation Level for students who have completed a four-year undergraduate degree, but do not have a Bachelor of Social Work (BSW) degree from an accredited program or its equivalent; Advanced Level for students with a BSW degree from an accredited program. <p>Students may take the MSW program on a full-time or part-time basis. There is a four-year time limit to complete the MSW program on a full-time basis and a six-year time limit to complete the MSW program on a part-time basis.</p> <p>Year One Foundation Level</p> <p>Students who have completed a four-year undergraduate degree, but do not have a Bachelor of Social Work (BSW) degree from an accredited program or its equivalent will be offered admission into the first and foundation year of the MSW program. This first year will be 24 credit hours of foundation level courses and six credit hours of field work.</p> <p>All courses and the field component of the foundation year must be completed before students register into the year two advanced level courses. In order to complete and receive the MSW degree, students must complete both the year one foundation level and the year two advanced level courses of the MSW or MSW-IK Program. The program requires at least one year to complete the foundation level courses and at least another 12-18 months of full-time study for the advanced level courses of the MSW or MSW-IK Program.</p> <p>COURSE REQUIREMENTS (30 CH)</p> <ul style="list-style-type: none"> SWRK 7002 Foundation in Social Work Practice and the Profession (3CH)

- SWRK 3130 Contemporary Canadian Social Welfare (3CH)
- SWRK 4220 Social Work and Aboriginal People (6CH)
- SWRK 4200 Field Focus of Social Work Practice (6CH)
- SWRK 6050 Advanced Field Practice (6CH)
- SWRJ 6020 Social Work Practice Seminar Course (6CH)

Year Two Advanced Level

Students with a BSW degree from an accredited program will be admitted directly into the second and advanced year of the MSW Program.

The Program requires at least 12-18 months of full-time study (students who choose the thesis option may require more time depending on the nature of their research).

The second year advanced level courses include both common core and specialized courses. This structure ensures that students have knowledge and skills required to meet the standards of our accreditation body, the Canadian Association for Social Work Education (CASWE). The program offers students flexibility in designing a program that meets their learning objectives.

The credit hour requirement is 27 credit hours in the course-based option and 24 credit hours in the thesis option.

All students must complete four core courses (12 CH), and an additional 9CH of specialized courses from within Social Work.

All students must complete an additional 3 credit hours of electives which may be taken within Social Work or other departments.

COURSE REQUIREMENTS

Core Courses (12CH):

These courses are required for all students.

- [SWRK 7600](#) Critical Perspectives and Social Work (3 CH);
- [SWRK 7620](#) Paradigms, Methodologies, and Methods for Social Work Research (3 CH);
- SWRK 6010 Data Analysis for Social Work Research (3 CH);
- SWRK 6070 Qualitative Research in Social Work (3 CH).

Specialized Courses (9 CH)

All students are required to take 9 credit hours from this list of specialized courses. Not all of the courses will offered in each academic year.

- [SWRK 7630](#) Advanced Social Work Practice with Individuals and Families (3 CH);
- [SWRK 7640](#) Application and Critique of Theory and Research in Social Work Practice with Individuals and Families (3 CH);
- [SWRK 7300](#) Clinical Evaluation of Social Work Interventions (3 CH);
- [SWRK 7650](#) Advanced Social Work Practice with Groups (3 CH);
- [SWRK 7660](#) Social Work Perspectives on Practice with Networks, Neighbourhoods, and Communities (3 CH);
- [SWRK 7670](#) Community Mobilization: Application of Concepts in Social Work Practice with Groups, Networks, and Communities (3 CH);
- [SWRK 7430](#) Evaluation Research in Social Work Practice (3 CH);
- [SWRK 7440](#) Policy Analysis in Social Work Practice (3 CH);
- [SWRK 7680](#) Management of Human Resources in Social Service Organizations (3 CH);
- [SWRK 7690](#) Leadership, Strategic Program Planning, and Financial Management in Social Service Organizations (3 CH);

MSW-IK Courses open to students in the MSW Program:

- SWRK 7750 Indigeneity, Power, Privilege, and Social Work (3 CH)
- SWRK 7780 Social Work, Social Challenges, and Indigenous Peoples (3 CH)
- SWRK 7810 Anti-Colonial Social Work (3 CH)

MSW-IK students are given priority in registration and space allocation. All other students must seek written permission of the course instructor to register for the above MSW-IK courses.

STUDENTS ADMITTED PRIOR TO 2014

1. Students admitted to the MSW program concentrate their studies in one of two streams: Social Clinical Intervention Stream OR Social Services Administration Stream.

Students must complete 24 credit hours of courses in one stream plus a thesis or course-based specialization option.

Major course requirements for each stream are outlined below. Course descriptions are provided in the Graduate Calendar.

Social Clinical Stream:

Core Courses:

- SWRK 6010 Data Analysis for Social Work Research (3 CH) or SWRK 6070 Qualitative Research for Social Work (3 CH);
- SWRK 7290 Family-Focused Social Work Practice (6 CH);
- SWRK 7300 Clinical Evaluation (3 CH);
- SWRK 7390 Advanced Social Work Practice Seminar (3 CH)

Elective Courses (9 credit hours may be selected from the following):

- SWRK 7230 Problem Seminar (3 CH);
- SWRK 7220 Selected Topics in Social Work (3 CH);
- SWRK 7280 Readings in Social Work and Social Welfare Research (3 CH);
- courses in the Social Services Administration Stream OR another department.

Thesis GRAD 7000 Master's Thesis (0 CH)

OR

Course-based option: SWRK 7180 Advanced Field Practice (0 CH) and SWRK 7190 Integrating Theory and Research in Advanced Field Practice (3 CH).

Social Services Administration Stream:Core Courses:

- SWRK 6010 Data Analysis for Social Work Research (3 CH) or SWRK 6070 Qualitative Research in Social Work (3 CH);
- SWRK 7310 Social Service Administration Practice (6 CH);
- SWRK 7400 Theoretical Foundations of Social Service Administration (3 CH);
- SWRK 7420 Theoretical Foundations of Social Policy Analysis, Planning and Evaluation (3 CH);
- SWRK 7430 Evaluation Research in Social Work Practice (3 CH);
- SWRK 7440 Policy Analysis in Social Work Practice (3 CH).

Elective Courses (3 credit hours may be selected from the following):

- SWRK 7220 Selected Topics in Social Work (3 CH);
- SWRK 7280 Readings in Social Work and Social Welfare Research (3 CH);
- SWRK 7230 Problem Seminar (3 CH);
- courses offered in the Social Clinical Stream OR another department.

Part-time students enrolled in the Social Services Administration Stream are normally required to take SWRK 7400 Theoretical Foundations of Social Service Administration (3 CH) and SWRK 7310 Social Service Administration Practice (6 CH) as co-requisites; as well, SWRK 7420 Theoretical Foundations of Social Policy Analysis, Planning and Evaluation (3 CH), SWRK 7430 Evaluation Research in Social Work Practice (3 CH) and SWRK 7440 Policy Analysis in Social Work Practice (3 CH) should be taken in the same academic year. SWRK 6010 Data Analysis for Social Work Research (3 CH) or SWRK 6070 Qualitative Research in Social Work (3 CH) is a pre/co-requisite to SWRK 7430.

Thesis GRAD 7000 Master's Thesis (0 CH)

OR

course-based option: SWRK 7180 Advanced Field Practice (0 CH) and SWRK 7190 Integrating Theory and Research in Advanced Field Practice (3 CH).

Elective Courses

Electives must be chosen in consultation with, and approved by, the faculty advisor. Students must seek written approval of their electives prior to registration. Courses chosen as electives may be at the 3000, 4000, 5000, 6000, or 7000 level.

The selection of electives outside the Faculty of Social Work can be a time-consuming procedure. Students may be required to obtain written permission from their faculty advisor and/or instructor offering the course. It is advisable to attend to this well in advance of registration.

Students choosing an outside elective(s) should:

- Consult the Undergraduate and Graduate Calendars for course offerings and descriptions;
- Contact the appropriate faculty or department directly to determine when and if the course is being offered in the current year; and
- Find out if/how you will be able to register for the course (i.e.: by written consent of instructor, written consent of department head, etc.).

Students are normally permitted to take one readings course as an elective.

Thesis or Course-Based Specialization Option

Specialized study in an area of practice or a field of interest is accomplished through either a course-

based option or the completion of a thesis for those admitted in 2004 or later.

If the course-based option is selected, the advisor acts as the faculty Coordinator for the *Advanced Field Practice* course and teaches the *Integrating Theory and Research in Advanced Field Practice* as a tutorial. An advisory committee consisting of one or two additional individual, including an agency-based supervisor may be established but is not required.

If a thesis is selected, a committee consisting of a minimum of two individuals, in addition to the advisor, must be established. The selection of a thesis committee should be made jointly by the student and the advisor.

The advisor is responsible for recommending a thesis committee for approval by the Faculty of Graduate Studies, preferably not later than December 1st of the academic year in which the student undertakes to do her/his thesis.

It is the role of the thesis committee to:

- Approve the student's thesis proposal;
- Monitor and evaluate the student's progress regarding his/her thesis;
- Examine the completed thesis report.
- Generally advise and assist the student in the process of completing the thesis and to clarify for the student in which way it will perform this function.

MSW-IK Program:

Core course requirements:

Students admitted to the MSW-IK program concentrate their studies in Indigenous knowledges, practices, and ways of being. Courses in the MSW-IK program will be offered in Fall, Winter, and Summer terms. It is expected that the program will require 12 to 18 months of full-time study. Students who choose the thesis option may require more time depending on the nature of their research. Students must complete 30 credit hours coursework in the project option and 27 credit hours in the thesis option. All courses are at the 7000 level. Course descriptions are provided in the Graduate Calendar.

- SWRK 7700 Grounding Our Foundation in Indigenous Knowledges and Social Work (3 CH);
- SWRK 7710 Remembering Our Histories (3 CH);
- SWRK 7720 Critical Theory and Indigenous Peoples (3 CH);

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	<ul style="list-style-type: none"> • SWRK 7730 Indigenous Research Methodologies and Knowledge Development (3 CH); • SWRK 7740 Indigenous Peoples, Identity, and Social Work (3 CH); • SWRK 7750 Indigeneity, Power, Privilege, and Social Work (3 CH); • SWRK 7760 Project/Thesis Seminar (0 CH); • SWRK 7770 Social Challenges and Indigenous Helping Practices (3 CH); • SWRK 7780 Social Work, Social Challenges, and Indigenous Peoples (3 CH); • SWRK 7790 Project/Thesis Seminar 2 (0 CH); • SWRK 7800 Indigenism (3 CH); • SWRK 7810 Anti-Colonial Social Work (3 CH). <p>Students in the project option must complete SWRK 7820 Project Seminar 3 (3 CH). Students in the thesis option must complete GRAD 7000 Master's Thesis (0 CH).</p>
<p>4.3.2 Course-based or Comprehensive Examination Route</p> <p>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 department/unit's supplementary regulations indicate otherwise. A comprehensive examination is required for some course-based programs.</p>	<p>The credit hour requirement for the course-based option in the MSW Program is 27 credit hours and 30 credit hours for the MSW-IK Program.</p>
<p>4.3.3 Accredited Professional Route</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>4.3.4 Language Requirements</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>	<p>Social Work does not have a foreign language requirement.</p>
<p>4.3.5 Advanced Credit</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 "Recommendation for Advance Credit-Transfer of Courses" form.</p> <ul style="list-style-type: none"> • Application for advance credit must be made within the first year of the program (see Lapse or Expiration of Credit of Courses). • No more than 50% of the required coursework for the program can be achieved using advance credit. • A course may not be used for credit toward more than one (1) degree, diploma, or certificate. • The student must register at The University of Manitoba for at least two (2) terms within a single academic year and must also complete the thesis/practicum/project/comprehensive exam at The University of Manitoba. 	<p><u>MSW Program:</u></p> <p><u>Advance Credit</u></p> <p>Students who have previously attended another university or faculty may request advance credit if the course(s) in question have not been used towards a previous degree and have a grade of C+ or higher.</p> <p>A decision on advance credit cannot be determined until official transcripts and complete course descriptions have been reviewed by the student's faculty advisor. If approval is recommended by the advisor, s/he advises the Coordinator of Student Services and Admission/Advising Office in writing, who in turn presents a written recommendation to the Faculty of Graduate Studies.</p>

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<ul style="list-style-type: none"> • Courses taken while in the Pre-Masters program may not be used for credit in a Master's program. <p>Regardless of the extent of advanced credit granted, all students are required to pay all applicable program fees.</p>	<p>Once approval has been granted, the appropriate transfer of credit should be recorded on the student's transcript. It is the student's responsibility to ensure that this information has been recorded on the transcript.</p>
<p>4.3.6 Transfer Credit</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"> • must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them; • are considered on an individual basis; • cannot be used for credit towards another degree; • may not exceed 50% of the minimum credit hours of coursework required of the student's graduate program at The University of Manitoba. <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>4.3.7 Time in Program</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 (see <u>Student Status/Categories of Students</u> 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.</p> <p>Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies using the "Time Extension Request" form at least three (3), but no more than four (4), 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 the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p>	
<p>4.4 Student's Advisor and Co-Advisor</p> <p>4.4.1 Student's Advisor</p> <p>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:</p> <ul style="list-style-type: none"> • hold an appointment in the student's department/unit; • be a member of the Faculty of Graduate Studies¹; • hold at least a Master's degree or equivalent²; • be active in their field; • have expertise in a discipline related to the student's program. 	<p>MSW Program – Advanced Year</p> <p><u>Choosing Faculty Advisors</u></p> <p>This program has been designed to allow students to select a topic or area of special focus for study. Thus, students have an opportunity to select one or more electives and a thesis or advanced field practice based on their professional interest.</p> <p>Faculty members who are members of the Faculty of Graduate Studies are eligible to advise MSW students. Faculty advisors are matched with students during the admission process for the second and advanced year, or when the course</p>

¹ http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html

² 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.

and field program requirements for the foundation year are complete. The advisor must approve the student's initial course plan and any changes that are made during the student's program of study.

The student may take the initiative in selecting a faculty advisor. The faculty advisor should be a person who is willing and able to work with the student in her/his major personal academic and professional field of study. Students who have not reached an agreement with a faculty advisor by the time of formal admission to the MSW Program will be assigned an advisor by the Faculty of Social Work.

The student may find that s/he wants to change advisors after a contract has been made with the faculty advisor. This can be done after the student has found that another advisor is willing to work with her/him. The student should notify the first advisor in writing when a new advisor has consented to enter into a contract. As well, the student must fill out a Change of Advisor form to notify the Chair of the Graduate Program Committee. These forms are available in the General Office of the Faculty of Social Work and on the Faculty website. If difficulties arise in advising, the chair of the Graduate Program Committee may be consulted. If the chair of the Graduate Program Committee is not able to provide the help needed, the Dean of the Faculty of Social Work should be consulted.

The Role of the Faculty Advisor

- The advisor assists the student in selecting electives that best support and enrich her/his area of interest and expected expertise. Before a student can register for an elective course in or outside the Faculty, the advisor must approve the student's selection. If a student wishes to transfer a course taken prior to entry in the MSW program, approval of the advisor is required. Only those courses that have not been used towards a prior degree and appear on the student's transcript with a grade of C+ or higher can be considered;
- A Progress Report form must be completed by the student and the advisor by the end of May every year. This form must be submitted to the Faculty of Graduate Studies by June 1 of each year. Failure to do so will prevent students from registering, leading to discontinuation of the student from her/his program;
- The advisor acts as the Chair of the student's thesis committee if the thesis-based option has been selected.

- When an advisor leaves the Faculty or will be absent for more than 4 months a considerable period of time, s/he will be responsible for finding a suitable replacement or substitute, and will advise the Chair of the Graduate Program Committee of her/his absence;
- The Chair of the Graduate Program Committee is responsible for ensuring that the student has an advisor;
- The advisor may teach a tutorial through the "Selected Topics" course, but is not required to do so;
- The advisor acts as a link to the Graduate Program Committee regarding situations in which the student is not maintaining sufficient grades.

**MSW-IK Program:
Advisor Councils:**

1. Choosing Faculty Advisors and Advisor Council Members

This program provides maximum support to students in the MSW-IK courses. Thus, students will be assigned an MSW-IK advisor council. The advisor council consists of: one of the program's Elders, one of the Faculty members within the MSW-IK program (advisor), and a third individual from the agency or organization where the student is completing the project or in the case of a project where a student is working with an Elder in the community, the Elder will be the third member of the advisor council (for students in the project option) or another faculty member (for students in the thesis option). Two of the thesis committee members must be members of the Faculty of Graduate Studies. The Faculty member (advisor) will act as chair of the advisor council.

2. The Role of the Advisor Council

The advisor council is to connect with the student for at least three reviews, occurring at the end of each term in the program. The purpose of the reviews is to address not only the student's progress on the project or thesis component of the program, but also how the individual is holistically developing (mind, body, spirit, emotions, and relationships with others) as the student moves through the program. This means that all aspects of the student are reviewed with the student through a focus on the student's interactions with peers and others involved in the program. This aspect of the review process is not meant to be penalizing, but intended to identify those areas in which an individual has to give further attention before the advisor council gives approval that each

program requirement (i.e. acceptance of the proposal, follow-up on the thesis or project activities, and final paper for the thesis or project) has been successfully completed.

Consistent with the objectives of the MSW-IK program, the advisor council assists the student to develop a theoretical and methodological approach to the student's selected area of enquiry.

If a student wishes to transfer a course taken prior to entry in the MSW-IK program, approval of the advisor council and the Program Director are required. Only those courses that have not been used towards a prior degree and appear on the student's transcript with a grade of C+ or higher can be considered.

A Progress Report form must be completed by the student and the advisor council by the end of May every year. This form is then forwarded to the Faculty of Graduate Studies. Failure to submit the completed Progress Report to the Faculty of Graduate Studies by June 1 may prevent students from registering for the subsequent term, leading to discontinuation of the student from her/his program.

The advisor council collectively determines the grade for a student's participation in the SWRK 7820 course Project Seminar 3. The Faculty member (advisor) is responsible for submitting the grade on behalf of the advisor council.

The advisor council will serve as the student's thesis/project committee.

When an advisor leaves the Faculty or will be absent for more than 4 months s/he will be responsible for finding a suitable replacement or substitute, and will advise the Program Director of her/his absence.

The Program Director is responsible for ensuring that the student has an advisory council.

The Faculty member (advisor) acts as a link to the MSW-IK Faculty and Elder Collective regarding situations in which the student is not maintaining sufficient grades.

4.4.2 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 Studies¹;
- hold a Master's or equivalent²;

<ul style="list-style-type: none"> • be active in research; • have expertise in a discipline related to the student's program; <p>¹ http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html</p> <p>² 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>4.4.3 Student's Advisor/Co-advisor</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 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.</p> <p>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.</p>	
<p>4.5 Advisory Committee</p> <p>4.5.1 Conflict of Interest</p> <p>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</p>	

<p>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.</p> <p>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.</p>	
<p>4.5.2 Thesis/Practicum Route</p> <p>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.</p> <p>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.</p> <p>All examiners must be deemed qualified by the department/unit Head and be willing to serve.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.</p> <p>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>MSW Program:</p> <p>For students who are in the thesis-based option, the Thesis Committee normally serves as the student's advisory committee and is usually developed by the student's Faculty advisor in consultation with the student. This committee is comprised of three (3) members: the advisor as chair, one faculty member of the Faculty of Social Work, a third member that the advisor and Dean or designate deem qualified. At least two examiners must be members of the Faculty of Graduate Studies. The advisory committee is formed as soon as possible, but no later than when the student begins work on her/his thesis proposal.</p> <p>Students in the course-based specialization option are not required to have an advisory committee.</p> <p>MSW-IK Program:</p> <p>For students who are in the thesis-based option, the advisor council normally serves as the student's thesis committee. The advisor council is comprised of one of the program's Elders, one of the Faculty members within the MSW-IK program (advisor), and a third individual. Two of the thesis committee members must be members of the Faculty of Graduate Studies.</p>
<p>4.5.3 Course-based, Major Research Paper, or Comprehensive Examination Route</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>4.5.4 Accredited professional programs</p> <p>Normally, advisory committees are not required in these routes; however, any appropriate specifications regarding an advisory committee can be found in the</p>	

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<p>department/unit's supplementary regulations and students should consult these regulations for specific requirements.</p>	
<p>4.6 Courses and Performance</p> <p>4.6.1 Course or Program Changes</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>4.6.2 Lapse or Expiration of Credit of Courses</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>4.6.3 Academic Performance</p> <p>Student progress shall be reported at least 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>	<p>See section 2.1</p>
<p>4.6.4 Performance in Coursework</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>	<p>See section 2.3</p>
<p>4.6.5 Performance not related to Coursework</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</u></p>	<p>Students are expected to follow the Social Work Code of Ethics (https://www.casw-acts.ca/sites/default/files/attachements/casw_code_of_ethics.pdf). A student may be required to withdraw from the Faculty when the student has been found guilty by the Professional Unsuitability Review Committee of the Faculty of Social Work of such conduct which, if participated in by practicing</p>

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<p><u>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>social workers, would result in a serious violation of the Code of Ethics of the Canadian Association of Social Workers. Detailed information on the provisions of the Professional Unsuitability By-Law may be found in the on-line version of the MSW Student Handbook on the Faculty of Social Work website.</p>
<p>4.7 Academic Requirements for Graduation</p> <p>All students must:</p> <ul style="list-style-type: none"> • maintain a minimum degree grade point average (DGPA) of 3.0 with no grade below C+; • complete GRAD 7500 • complete GRAD 7300 • meet the minimum and not exceed the maximum course requirements; and • meet the minimum and not exceed the maximum time requirements (in terms of time in program and lapse or expiration of credit of courses). <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>4.7.1 Thesis/Practicum Route</p> <p>4.7.1.1 Thesis vs. Practicum</p> <p>Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum. 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 Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the practicum.</p> <p>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.</p>	<p>MSW Program:</p> <p>Students in the thesis-based option must submit a written proposal to their Thesis Committee. This proposal should present the rationale underlying their proposed study, cite relevant literature to support their research intent, and provide a planned methodology for the thesis research. Students will work closely with their advisors in the preparation of the proposal. Details of the requirements of the proposal can be found in the MSW Student Handbook.</p> <p>Students require approval from all members of their Thesis Committee before proceeding with the research. This approval is granted at a thesis proposal meeting attended by the student and her/his Thesis Committee. The student is asked to present a summary of the proposed research and answer questions about the proposal. Following the presentation, questions, and discussion, Thesis Committee members meet in camera (in private) to decide if the proposal is accepted as written, accepted with required revisions, or failed.</p> <p>Should a proposal be failed, the student can revise and resubmit the proposal a second time. Failure of the proposal a second time will constitute a failure of the thesis proposal, and the student may be required to withdraw from the program.</p> <p>MSW-IK Program:</p>

Students in the thesis-based option must submit a written proposal to their advisor council. This proposal is a requirement for the Project/Thesis Seminar 1 course (SWRK 7760). It should present the rationale underlying their proposed study/project, cite relevant literature to support their research/practice/project intent, and provide a planned methodology for the thesis research/knowledge development. Students will work closely with their advisor council in the preparation of the proposal. Details of the requirements of the proposal can be found in the MSW-IK Student Handbook.

Students require approval from all members of their advisor Council before proceeding with the research/project. This approval is granted at a thesis/project proposal meeting attended by the student and his/her advisor council. The student is asked to present a summary of the proposed research/project and answer questions about the proposal. Following the presentation, questions, and discussion, advisor Council members meet in camera (in private) to decide if the proposal is accepted as written, accepted with required revisions, or failed. Should a proposal be failed, the student can revise and resubmit the proposal a second time. Failure of the proposal a second time will constitute a failure of the thesis/project proposal, and the student may be required to withdraw from the program.

4.7.1.2 Examining Committee

The advisor/co-advisor will recommend an examining committee to the department/unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the “Master’s Thesis/Practicum Title and Appointment of Examiners” form. This form must be approved by the Dean of the Faculty of Graduate Studies at least two (2) weeks prior to the distribution of the thesis.

Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the department/unit’s 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

MSW Program:

The student’s advisory committee normally serves as the Thesis Examining Committee.

MSW-IK Program:

The student’s advisor council normally serves as the Thesis Examining Committee.

<ul style="list-style-type: none"> • Acceptable, subject to modification and/or revision(s); or • Not acceptable. <p>If two or more examiners do not approve the thesis, then the student is deemed to have failed the distribution.</p> <p>Note that in the case of an advisor and co-advisor, both together have a single vote on the examining committee.</p>	
<p>4.7.1.3 Oral Examination</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>MSW Program:</p> <p>Each student is required to make an open oral defence of her/his thesis following its distribution to the Examining Committee. Normally, the oral defence should occur within one month of its distribution to the committee. If the written thesis report is deemed unacceptable, the student shall be advised against making an oral defence. Notwithstanding this provision, the student has the right to examination of the thesis if s/he believes it is ready for examination. The defence is undertaken in the following manner:</p> <ol style="list-style-type: none"> 1. The thesis is presented to a meeting open to the faculty and graduate students of the Faculty of Social Work as well as members of the University and community. The oral examination is chaired by the student's thesis advisor; 2. The first part of the oral examination shall consist of an oral presentation by the student that includes a summary of the salient points of the research within a time span of 25 to 30 minutes. This is followed by the questioning and examination of the student by the Thesis Examining Committee, which does not normally exceed one and one-half hours. The Chair may exercise discretion in inviting questions from guests following completion of the formal examination; 3. The Thesis Examining Committee meets after the open meeting in camera (in private) to review both the oral defence and the written thesis report and make a disposition. The decision to pass the student must be unanimous; 4. The Thesis Examining Committee then meets in camera with the student to discuss any changes that may be required before the thesis is finally accepted; 5. If the presentation and defence of the thesis is failed on two separate attempts, a recommendation will be forwarded to the Dean of the Faculty of Graduate Studies who will require the student to withdraw from the program. <p>MSW-IK Program:</p>

Each student is required to make an open oral defense of her/his thesis following its distribution to the advisor council. Normally, the oral defense should occur within one month of its distribution to the advisor council. If the written thesis report is deemed unacceptable, the student shall be advised against making an oral defense. Notwithstanding this provision, the student has the right to examination of the thesis if s/he believes it is ready for examination. The defense is undertaken in the following manner:

1. The thesis is presented to a meeting open to the faculty and graduate students of the Faculty of Social Work as well as members of the University and community. The oral examination is chaired by a faculty member (advisor) of the student's advisor council;
2. The first part of the oral examination shall consist of an oral presentation by the student that includes a summary of the salient points of the research within a time span of 25 to 30 minutes. This is followed by the questioning and examination of the student by the advisor council, which does not normally exceed one and one-half hours. The Chair may exercise discretion in inviting questions from guests following completion of the formal examination;
3. The advisor council meets after the open meeting in camera (in private) to review both the oral defense and the written thesis report and make a disposition. The decision to pass the student must be unanimous;
4. The advisor council then meets in camera with the student to discuss any changes that may be required before the thesis is finally accepted;
5. If the presentation and defense of the thesis is failed on two separate occasions, a recommendation will be forwarded to the Dean of the Faculty of Graduate Studies who will require the student to withdraw from the program.

4.7.1.4 Failure

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.

A student will be required to withdraw when the thesis/practicum has been rejected twice at the stage where:

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<ul style="list-style-type: none"> • The examining committee reports on the merits of the written thesis/practicum; • The oral examination; or • A combination of both stages. 	
<p>4.7.2 Course-based, Major Research Paper, or Comprehensive Examination Route</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>MSW Program:</p> <p><u>The Specialization Course-Based Option:</u></p> <p>On June 30, 2004, the Senate of the University of Manitoba approved a new course-based route to completion of the MSW program. Two courses were designed by the Faculty of Social Work to replace the practicum route to completion of the MSW program: SWRK 7180 Advanced Field Practice (0CH) and SWRK 7190 (3CH).</p> <p>This is intended as an alternate route for a practicum placement only.</p> <p>The courses SWRK 7180 and SWRK 7190 are not available as electives to meet the course requirements for the 24 credit hours required independent of the thesis or advanced field placement. They are not open to students electing the thesis-based option. For those students taking the advanced placement route to completing the MSW, SWRK 7180 and SWRK 7190 must be completed in addition to 24 credit hours of other coursework required by the program. Core courses for the student's program must be completed prior to or concurrently with SWRK 7180 and SWRK 7190.</p> <p>MSW-IK Program:</p> <p>MSW-IK Project Option</p> <p>Students completing the project-based option will take SWRK 7820 Project Seminar 3. This course is in addition to the 12 required courses of the program for a total of 13 courses.</p> <p>Students must complete a minimum total of 450 hours of work towards their project. These hours are reported to their advisor council during Project/Thesis Seminar1, Project/Thesis Seminar 2, and Project Seminar 3. The amount of hours to be completed in each Project/Thesis or Project Seminar course is to be determined by the student and the student's advisor council. The advisor council and Student must pay attention to what can be realistically completed in the given time frame. Students should have completed the majority of their required 450 hours (about 300 hours) when the Project/Thesis Seminar 2 is completed.</p>

<p>4.8 Style and Format</p> <p>The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (please refer to Thesis/Practicum Types).</p>	
<p>4.9 Details for Submission of the Final Copy</p> <p>Following the approval of the thesis/practicum by the examining committee and the completion of any revisions required by that committee, the thesis/practicum, must be submitted to the Faculty of Graduate Studies as follows:</p> <ul style="list-style-type: none"> • One digital version submitted as an e-thesis/practicum at the MSpace website; • Copyright Licence Declaration/Infringement Form (completed on MSpace); • Thesis/Practicum final report. 	
<p>4.10 Publication and Circulation of Thesis/Practicum</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>Note: 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>Notes:</p> <p>Patents –Refer to "Policy of Withholding Theses Pending Patent Applications" in this Guide.</p> <p>Restriction of Thesis/Practicum for Publication – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one (1) year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be restricted.</p> <p>Library and Archives Canada – Library and Archives Canada obtains a copy of the thesis via the University's MSpace repository.</p>	
<p>4.11 Final Requirements and Deadlines for Graduation</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</p>	

names to the Faculty of Graduate Studies by the deadline. The deadline for each of the graduation dates is published on the [Faculty of Graduate Studies](#) website.

SECTION 5: Doctor of Philosophy General Regulations

The degree of Doctor of Philosophy (Ph.D.) is granted only upon evidence of general proficiency and of distinctive attainment in a special field. In particular, the candidate must demonstrate an ability for independent investigation, original research or creative scholarship. This is expected to be presented in a thesis with a degree of literary skill and by an oral examination wherein the candidate exhibits mastery of their field. The Ph.D. is a research degree and is not conferred by The University of Manitoba solely as a result of coursework study.

Although general regulations apply to all students, individual 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:

Eligibility Requirements:

Master of Social Work degree, or equivalent, from an accredited degree-granting university, with a minimum grade point average of 3.0 (B) (as defined by the University of Manitoba) at the point of application.

Minimum research competency in both qualitative and quantitative methods equivalent to the level required for the Masters of Social Work degree from the University of Manitoba, with a minimum grade of 3.0 (B) within the last 10 years. A student not meeting this entrance requirement can be recommended for conditional admission with the stipulation that the student take the necessary course or courses. The course or courses will be an additional requirement beyond the 24 credit hours required for the program.

Evidence of educational and professional experience that will indicate a capacity to undertake research-oriented post-graduate work. Applicants will be asked to submit a curriculum vitae.

The candidate is required to submit a two page summary of their proposal for the PhD program which includes:

1. Rationale for the proposed research
2. Research questions
3. A concise literature review of the topic
4. Proposed methodology for the research
5. Outline a plan to complete the research

The proposal should be clear enough that a potential faculty advisor can be identified and, in addition, the applicant must present a letter (email

	<p>confirmation is acceptable) of an agreement with a proposed advisor who agrees to serve as the advisor.</p> <p>Selection of students for admission is based on the recommendations of a Selection Committee of a minimum of three persons appointed by the Ph.D. Program Committee (for composition of this committee, please refer to the Faculty of Social Work) to evaluate each applicant's qualifications and report on his/her suitability for Ph.D. studies. Acceptance is subject to approval by the Ph.D. Program Committee and the Graduate Program Committee; however, the Graduate Program Committee may delegate this responsibility to the Ph.D. Program Committee. Selection decisions made by the Faculty of Social Work are presented as recommendations that must be approved by the Faculty of Graduate Studies.</p>
<p>5.1.2 Direct Admission from the Bachelor's Honours or Equivalent</p> <p>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).</p> <p>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.</p>	
<p>5.1.3 Transfer from the Master's to the Ph.D. Program</p> <p>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.</p> <p>The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one (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.</p> <p>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.</p> <p>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.</p>	<p>Selection of students for admission is based on the recommendations of a Selection Committee of a minimum of three persons appointed by the Ph.D. Program Committee to evaluate each applicant's qualifications and report on her/his suitability for Ph.D. studies. Acceptance is subject to approval by the Ph.D. Program and the Graduate Program Committee; however, the Graduate Programs Committee may delegate this responsibility to the Ph.D. Program Committee. Selection decisions made by the Faculty of Social Work are presented as recommendations to the Faculty of Graduate Studies.</p>

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<p>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.</p>	
<p>5.1.4 Provisional Admission to the Ph.D.</p> <p>Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the 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.</p>	
<p>5.2 Student's Advisor, Co-advisor and Advisory Committee</p> <p>5.2.1 Student's Advisor</p> <p>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.</p> <p>The advisor must:</p> <ul style="list-style-type: none"> • hold an appointment in the student's department/unit. • be a member of the Faculty of Graduate Studies¹; • hold a Ph.D. or equivalent²; • be active in research; and • have expertise in a discipline related to the student's program. <p>¹ http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html</p> <p>² 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 Ph.D.</p> <p>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</p>	<p>It is the advisor's responsibility to advise the student on a program and courses, direct research and supervise thesis work. The advisor must be a member of the Faculty of Graduate Studies, be active in research, have expertise in the area related to the student's focus of study and hold a Ph.D. or equivalent.</p> <p>The student's advisor is the chair of the student's advisory committee, and acts as a channel of communication to the student's advisory committee, the Faculty of Social Work and the Faculty of Graduate Studies.</p> <p>Students may change advisors based on agreement of a new advisor and approval of the Ph.D. Coordinator. The new advisor must have established expertise in the area of the student's specialization. The student must request the change after discussion with the advisor of record, and complete the Change of Advisor form, which must be signed by the advisor of record, the proposed advisor, the Ph.D. Coordinator and the student. If the proposed change is approved, a revised Program of Study and Appointment of Advisory Committee form from the Faculty of Graduate Studies must be completed and submitted.</p>

exceed eighteen (18) months after entry into the program before a permanent advisor is chosen.

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 Studies¹;
- hold a Ph.D. or equivalent²;
- be active in research; and
- have expertise in a discipline related to the student's program.

¹ http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html

² 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.

As soon as possible, but no later than the end of the Winter term of the student's first year of study, an advisory committee for the student shall be established to assist the advisor in the performance of responsibilities related to advising the student on a program of studies, approving annual progress reports, advising on thesis research and providing general supervision to the student throughout the Ph.D. Program.

The committee must meet with the student at least once each year to review the student's progress and report on this to the Faculty of Graduate Studies. Normally, members of the advisory committee also serve as internal members of the student's Thesis Examination Committee. Although the advisor is required to serve as one member of the student's Candidacy Examination Committee, other members of the advisory committee may be asked to serve in this capacity. However, it is important to note that members of the advisory committee, other than the advisor, are not required to serve as members of the Candidacy Examination Committee.

The advisory committee must consist of a minimum of three members of the Faculty of Graduate Studies. Committees may also include one guest member who has expertise in a related discipline, but is not a member of the Faculty of Graduate Studies. The membership of the committee, including the advisor, as well as any changes, must be approved by the Ph.D. Coordinator and the Dean of the Faculty of Graduate Studies.

Membership of the student's advisory committee may be changed with the agreement of the advisor and the advisory committee. If the proposed change is approved, a revised Program of Study and Appointment of Advisory Committee form from the Faculty of Graduate Studies must be completed and submitted.

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.

As soon as possible following admission, but no later than the Winter term following admission, the advisor and student are required to complete the Ph.D. Program of Study and Appointment of advisory committee form and submit this to the Faculty of Graduate Studies. The student's advisory committee is normally appointed at this time and identified on this form. If the appointment of the student's advisory committee is delayed beyond the beginning of the Winter term of the first year of study, the Ph.D. Program of Study and Appointment of Advisory Committee form shall be completed, and then re-submitted later when the advisory committee is selected.

Students may request a change in some of the courses involved in their approved program of study, and courses may be changed with the approval of the student's advisory committee and the Ph.D. Program Committee. If the proposed change is approved, a revised Ph.D. Program of Study and Appointment of Advisory Committee form must be completed and submitted to the Faculty of Graduate Studies.

Students may apply to change their area of specialization through submitting to the Ph.D. Program Committee evidence of an agreement with an advisor with expertise in the proposed new area of specialization, recommending the members of an advisory committee, preparing a statement as to how the new area of specialization relates to her/his goals in taking the program, preparing a statement describing the proposed new specialization, preparing a recommended program of individualized courses, and preparing a statement of proposed thesis research. This should be done in consultation with the proposed advisor. Changes in area of specialization can be

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	made only after the approval of the Ph.D. Program Committee. If the proposed change is approved, a revised Ph.D. Program of Study and Appointment of Advisory Committee form must be completed and submitted to the Faculty of Graduate Studies.
<p>5.4 Program Requirements</p> <p>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:</p> <ul style="list-style-type: none"> • 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.¹ • 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.¹ <p>¹ Unless professional accreditation requirements and/or the department/unit's supplementary regulations indicate otherwise.</p>	<p>Students must complete 24 credit hours of approved courses at the 7000 level or higher.</p> <p><u>Course requirements include:</u></p> <ul style="list-style-type: none"> • SWRK 8010 Perspectives on Knowledge for Social Work (3 CH); • SWRK 8100 Social Work Past and Present: Trends, Institutions and Practices (3 CH); • Research Courses (9 CH); • Specialization-Focused Courses (9 CH). <p>Courses selected by the student in consultation with her or his advisory committee serve to establish expertise in a particular area of specialization defined as a field of policy, theory, practice or practice method. The main criterion for selection is the appropriateness of the methodologies covered in selected courses for the area of specialization being pursued. It is strongly recommended that courses focusing on both quantitative and qualitative methodologies be included. The course selection must be approved by the Ph.D. Program Committee.</p>
<p>5.4.1 Language Requirements</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>5.4.2 Advance Credit</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 "<u>Advance Credit-Transfer of Courses</u>" form.</p> <ul style="list-style-type: none"> • Application for advance credit must be made within the first year of the program (please refer to <u>Lapse or Expiration of Credit of Courses</u>) • No more than 50% of the required coursework for the program can be achieved using advance credit. • A course may not be used for credit toward more than one degree, diploma or certificate. • The student must register at the University of Manitoba for at least two consecutive terms and must also complete the thesis and candidacy examination at The University of Manitoba. Regardless of the extent of 	

advanced credit received, all students are required to pay applicable program fees.

5.4.3 Transfer Credit

Courses within a program of study may be taken elsewhere and transferred for credit at the University of Manitoba. All such courses:

- must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree;
- may not exceed 50% of the minimum credit hours of coursework required of the student's graduate program at The University of Manitoba.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; an original transcript, and course equivalency must be provided.

5.4.4 Lapse or Expiration of Credit of Courses

Courses completed more than seven (7) years prior to the date of awarding of a degree may not normally be used for credit toward that degree. A department/unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case-by-case basis, must be accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content.

Courses completed more than ten (10) years prior to the date of awarding of a degree are deemed expired and cannot be used for credit toward that degree.

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.

5.5 Time Limits

5.5.1 Minimum Time Limit

The minimum time requirement for the program of study for a Ph.D. degree will normally be two (2) years of study beyond the level of the Master's degree, or three (3) years beyond the level of a Bachelor's degree.

5.5.2 Maximum Time Limit

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.

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 Student Status/Categories of Students) 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 "Time Extension Request" form to the Dean of 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.

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<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 "Extension of Time to Complete Program of Study" and "Leaves of Absence") will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p>	
<p>5.6 Academic Performance</p> <p>Student progress shall be reported at least 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 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>See section 2.1</p>
<p>5.6.1 Performance in Coursework</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>See section 2.3</p>
<p>5.6.2 Performance Not Related to Coursework</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 "Progress Report" 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>Students are expected to follow the Social Work Code of Ethics (https://www.casw-acts.ca/sites/default/files/attachements/casw_code_of_ethics.pdf). A student may be required to withdraw from their program when the student has been found guilty by the Professional Unsuitability Review Committee of the Faculty of Social Work of such conduct which, if participated in by practicing social workers, would result in a serious violation of the Code of Ethics of the Canadian Association of Social Workers (https://www.casw-acts.ca/sites/default/files/attachements/casw_code_of_ethics.pdf). Detailed information on the provisions of the Professional Unsuitability By-Law may be found in the on-line version of the MSW Student Handbook on the Faculty of Social Work website.</p>
<p>5.7 Academic Requirement for Graduation</p> <p>All students must:</p> <ul style="list-style-type: none"> • maintain a minimum degree grade point average (DGPA) of 3.0 with no grade below C+; • complete GRAD 7500 • complete GRAD 7300 • meet the minimum and not exceed the maximum course requirements; and • meet the minimum and not exceed the maximum time requirements (in terms of time in program and lapse or expiration of credit of courses). <p>Individual department/units may have additional specific requirements for graduation and students should consult department/unit supplementary regulations for these</p>	

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.

5.8 Candidacy Examination

The candidacy examination is an absolute requirement of the Faculty of Graduate Studies and, as such, cannot be waived under any circumstances. However, the format and content of the candidacy exam varies from 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 candidacy examination in the Faculty of Social Work is initiated after the student has successfully completed all required course work and consists of two components:

1. a major paper that assesses the student's mastery of a major topic; and
2. an oral examination of the topic covered in the paper.

A Candidacy Examination Committee that may differ in composition from the student's advisory committee is appointed to approve and evaluate the candidacy exam. The advisor, who serves as one member of the Candidacy Examination Committee, may recommend members of the Candidacy Examination Committee to the PhD Coordinator who must approve the committee membership. All members of the Candidacy Examination Committee must be members of the Faculty of Graduate Studies, at least two must be members of the Faculty of Social Work, and at least two members must hold a PhD or equivalent. Members of the student's advisory committee may be recommended as members of the Candidacy Examination Committee. Once a committee has been selected, an Appointment of Examiners form is completed and provided to the advisor and student. One copy is also placed on the student's file. The Assessment of Written Candidacy Paper Criteria form outlines the format and general criteria to be used in grading the written candidacy paper.

The topic selected by the student may be discussed with the student's advisor, and the student will develop a proposal that outlines the focus of study, the major theoretical approaches to be considered and the planned approach to the examination of literature pertaining to the topic. The topic to be examined in the candidacy paper must be of significant breadth to require consideration of a range of theoretical perspectives and detailed review of relevant research studies related to these theoretical perspectives.

A student must pass both the written and oral components of the examination to pass the candidacy examination. The student must pass the written component in order to proceed to the oral component.

The written paper, which is based on the proposal as approved by the student's Candidacy Examination Committee, must thoroughly examine a topic with respect to the following:

- selection and use of relevant literature from a variety of areas of knowledge;
- critical analysis and synthesis of relevant theories; and
- research studies and development of an extended, revised or new conceptualization of the topic supported by analysis of theories and research.

The written component of the candidacy examination shall normally be completed within four months of the date of approval of the student's proposal by the Candidacy Examination Committee.

Written feedback on the major paper will normally be provided to the student within one month of receiving the paper, and the oral examination will normally be scheduled within one month of the date feedback is provided to the student on the major paper. Following completion of the oral examination, written feedback will be provided to the student. Reasons for assigning a failure on the examination must be provided to the student.

A pass is granted only if the decision of the examiners is unanimous.

A student who submits a paper that is assessed as unacceptable shall not be permitted to proceed to the oral component of the candidacy examination and shall be assigned a failure on the candidacy examination.

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

Any student who fails either the written component of the candidacy examination twice, or the oral component twice, or the written once and the oral once, will be required to withdraw from the Ph.D. program and the Faculty of Graduate Studies.

Assessment Criteria for the Candidacy Paper:

- Logical development and presentation of relevant aspects of the topic;
- Selection and use of relevant literature from a variety of knowledge areas and methods of research;
- Critical analysis of relevant theories and research studies;
- Articulation of an extended, revised or new conceptualization of the topic which integrates issues identified in the analysis of theories and research;

	<ul style="list-style-type: none"> • Quality and organization of writing; • Reference to social work literature. <p>Criteria are not necessarily weighted equally but written comments from the Candidacy Examination Committee should reflect each of these major points. A paper is graded as either 'Approved' or 'Not Approved'. A paper graded as 'Approved' permits the student to proceed to the oral examination stage. A paper that requires major revisions will not be approved.</p> <p><u>Assessment Criteria for the Candidacy Oral Examination:</u></p> <p>The maximum length of the oral examination shall be two hours, and will include questions on content included in the paper or material important to the topic that was omitted.</p>
<p>5.9 Thesis Proposal</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>The thesis proposal must outline the research to be undertaken by the student. Normally the thesis proposal will include the following:</p> <ul style="list-style-type: none"> • an overview chapter outlining the study, its contribution to knowledge development and a rationale for the study; • a comprehensive review of the literature pertaining to the topic under study including a review of related research and theories; • a detailed description of the research design, data collection procedures, and approach to analysis. <p>Copies of the proposal are distributed to members of the advisory committee following feedback from the advisor on initial drafts of the proposal.</p> <p>The thesis proposal must be approved by the advisory committee in a formal meeting of the committee organized for this purpose. Procedures include the formal presentation of an overview of the study by the student and questions from the advisory committee. Based on discussion, requirements for revision of the proposal may be specified by the committee. Required revisions are to be communicated to the student orally and in writing. Once the final proposal is approved, this is to be noted on the student's annual Progress Report. As well, the Faculty of Graduate Studies Ph.D. Thesis Proposal form is to be completed and forwarded to the Faculty of Graduate Studies. Normally the Ph.D. proposal should be completed within 36 months of the student's initial registration in the Ph.D. program.</p>
<p>5.10 Thesis</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.

The thesis must be written according to a standard style acknowledged within the candidate's particular field of study and recommended by the department/unit, be lucid and well-written, and be reasonably free from errors of style and grammar (including typographical errors).

The final version of the thesis must be submitted by the candidate to the Faculty of Graduate Studies following the guidelines found on the [website](#).

5.11 Thesis Examination Procedures

The final examination for the Ph.D. degree proceeds in two (2) stages:

1. Examination of the candidate's thesis by the examining committee;
2. Oral examination of the candidate by all examiners on the subject of the thesis and any matters relating thereto.

5.11.1 Formation of the Examining Committee - University of Manitoba (Internal Examiners)

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 [Faculty of Graduate Studies](#). 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.

5.11.2 Formation of the Examining Committee - External Examiner

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 [JUMP](#) and must include:

- 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

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.

5.11.4 Distribution of the Thesis for Examination

Ph.D. candidates must submit their thesis for distribution electronically through JUMP. Please refer to the [website](#) 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 [website](#) should be consulted regarding recommended dates by which theses must be submitted.

Once the thesis has been submitted to the Faculty of Graduate Studies, neither the candidate nor the advisor/co-advisor shall have any communication with the examining committee regarding the thesis. However, should the need arise, the examiners may contact the Dean of the Faculty of Graduate Studies to discuss any issues related to the thesis.

5.11.5 Responsibilities of the Examiners

In general, the examiners are responsible for:

- ensuring that the thesis and the candidate meet recognized scholarly standards for a Ph.D.;
- appraising the underlying assumptions, methodology, findings, and scholarly significance of the findings of the thesis;
- ensuring that the thesis is organized, presents data and uses accepted conventions for addressing the scholarly literature in an acceptable manner;
- evaluating that the candidate has the ability to present their findings orally and demonstrate their scholarship by responding to questions and defending the thesis.

Notes:

1. Any potential breach of academic integrity must be reported to the Dean of the Faculty of Graduate Studies.
2. Any potential breach of The University of Manitoba's Responsible Conduct of Research Policy must be reported to the Office of the Vice President (Research and International).
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.

5.11.6 Process

Examination of the Written Thesis

Support of the candidate's advisor/co-advisors, advisory committee, and department/unit is required before the thesis is eligible for examination. Such support must be provided to the Faculty of Graduate Studies through submission by the department/unit Head of a completed "Approval to Proceed to Examination" form. By completing the "Approval to Proceed to Examination" form:

- 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;
- 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.

<p>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.</p> <p>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.</p> <p>The candidate's advisor (and, if appropriate, co-advisor) may also wish to submit a report.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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".</p> <p>Reports</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>5.12 Oral Examination</p> <p>5.12.1 Scheduling</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>5.12.2 Attendance</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</p>	

<p>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>5.12.3 Format of the Examination</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>5.12.4 Procedures for the Conduct of the Examination</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>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.</p> <p>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.</p>	
<p>5.12.5 Decision of the Committee</p> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • 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.

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.

FGS Academic Guide Regulation 2021/22	Supplementary Regulation
<p>Library and Archives Canada – Library and Archives Canada obtains a copy of the thesis via the University’s MSpace repository.</p>	
<p>5.14 Student Withdrawal</p> <p>A student will be required to withdraw when the Ph.D. thesis has been rejected twice at the stage where:</p> <ol style="list-style-type: none"> 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. 	
<p>SECTION 6: Policy of Withholding Thesis Pending Patent Applications Content or Manuscript Submission</p> <p>In 1970, The University of Manitoba Board of Governors and Senate approved a policy on accepting research grants from outside agencies. This policy defined the right of agencies to defer release of information and thus ensure freedom of publications for research findings of University personnel. Occasionally, the University may also wish to restrict the release of a thesis pending patent application. For additional details, see The University of Manitoba Governing website.</p> <p>This situation may arise in the two (2) circumstances defined below, both of which are governed by the same set of regulations:</p> <ol style="list-style-type: none"> 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. <p>Regulations Concerning Release of a Thesis during Application and Negotiation for Patents</p> <p>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.</p> <p>Regulations Concerning Release of Thesis Pending Manuscript Submission</p> <p>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.</p> <p>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.</p>	
<p>SECTION 7: Extension of Time to Complete Program of Study Content</p> <p>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</p>	

FGS Academic Guide Regulation 2021/22	Supplementary Regulation
<p>time limit. Requests for an extension are reviewed by the Faculty of Graduate Studies on a case-by-case basis.</p> <p>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.</p> <p>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.</p>	
<p>Section 8: Leaves of Absence</p> <p>For International Graduate Students:</p> <p>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 <u>International Centre</u> prior to completing your "<u>Leave of Absence</u>" application with your department/unit.</p> <p>8.1 Regular Leave</p> <p>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.¹ 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.</p> <p>Note: At the time of approval of an application for leave, the procedures for the return of the student to the department/unit at the completion of the leave must be stipulated.</p> <p>¹ Program Fees: The continuing fee in effect at the time of the granting of the leave will be levied. However, if the student returns from leave in January, the normal tuition fee will be levied less the continuing fee already paid.</p>	
<p>8.2 Exceptional Leave</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>Note: At the time of approval of an application for leave, the procedures for the return of the student to the department/unit at the completion of the leave must be stipulated.</p>	
<p>8.2.1 Fees</p>	

FGS Academic Guide Regulation 2021/22	Supplementary Regulation
<p>Program Fees: Students are not expected to pay fees for the term in which they have been granted an exceptional leave. Upon return from the exceptional leave, students will be assessed fees as determined by the Registrar's Office.</p>	
<p>8.3 Parental Leave</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>Note: At the time of approval of an application for leave, the procedures for the return of the student to the department/unit at the completion of the leave must be stipulated.</p>	
<p>8.3.1 Fees</p> <p>Program Fees: Students are not expected to pay fees for the term(s) in which they have been granted a parental leave. Upon return from the parental leave students will be assessed fees as determined by the Registrar's Office.</p> <p>All applications for Leaves of Absence must be submitted on the "<u>Leave of Absence</u>" form.</p>	
<p>8.4 Awards and Leave of Absence</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> <p>Note: Other awards will be paid according to the conditions established by the donor or granting agency.</p>	
<p>8.5 Graduate Student Vacation Entitlement</p> <p>Students are entitled to 21 calendar days of vacation over a twelve (12) month period.</p> <ul style="list-style-type: none"> • 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. 	
<p>SECTION 9: Appeals – Procedures and Guidelines</p> <p>9.1 General</p>	<p>FACULTY OF SOCIAL WORK GRADE APPEAL POLICIES AND PROCEDURES</p>

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.

Faculty of Social Work Appeals Committee

Purpose

The purpose of this committee is to promote consistency related to student appeals at the Graduate and Undergraduate program levels. The Faculty of Social Work Appeals Committee is the first level of appeal for both Graduate and Undergraduate students in the Faculty related to appeals of term and final grades. This committee does not deal with matters of student discipline or professional unsuitability as identified by the University of Manitoba Student Discipline By-laws.

Membership

The Appeals Committee shall be comprised of 3 members: the Chair, a Faculty of Social Work member, and a Faculty Content Specialist.

The Chair of the Appeals Committee shall be appointed by the Dean of the Faculty of Social Work for a 3-year term. The Chair shall be a tenured faculty member at the minimum rank of Associate Professor.

A second committee member shall be elected to the Committee by Faculty Council. Sessional lecturers are not eligible to serve.

A third faculty member shall be appointed by the Dean of the Faculty of Social Work as the Faculty Content Specialist for the course that is under appeal. This member shall have knowledge of the course content, having either instructed the course or contributed to the development of the course content.

Should the appeal be made regarding a grade assigned by one of the standing members of the Appeals Committee, that member shall step down and the Dean shall appoint an alternative to hear that appeal only.

The Dean of the Faculty of Social Work, while ex-officio on all committees, is not normally part of the Appeals Committee. He or she does, however, have some residual responsibility to monitor the work of the committee, thus providing an additional safeguard to ensure justice.

Terms of Reference

These policies and procedures apply to all programs offered at the Faculty of Social Work sites: Fort Garry, Distance Delivery, Northern Social Work Program at Thompson, and the Inner-city Program at the William Norrie Centre.

The Appeals Committee will review the final grade assigned as well as term work grades for a

particular course. Appeals are heard at the initiative of the student upon application to the Registrar's office. The Appeals Committee's duties are to process student appeals related to pass-fail, grade re-calculation, and re-evaluation of term and final grades in the Faculty of Social Work.

Grades in electives courses that are required for Social Work degrees, but are provided by other Faculties, should be appealed to the appropriate Faculty.

This Committee is the only appeal body within the Faculty of Social Work, and its decision is final within the context of the Faculty.

Procedures for Students Launching an Appeal

Appeals of Grades Received for Term Work

The appeal of term work returned or made available to students before the last day of classes shall be subject to the policies and procedures established by faculty or school councils.

Students may formally appeal a grade received for term work provided that the matter has been discussed with the instructor in the first instance in an attempt to resolve the issue without the need of formal appeal. Term work grades normally may be appealed up to ten working days after the grades for the term work have been made available to the student.

If the consultation between the student and instructor does not result in an outcome that is satisfactory to the student, the student may make application for a formal appeal of the term grade. Applications must be made on the Application for Appealing a Grade Given for Term Work form available at the Registrar's Office, 400 University Centre or online. On payment of the prescribed fee, the appeal will be forwarded to the Dean of the Faculty of Social Work.

Appeal of Final Grades

Prior to filing a formal appeal, students are expected to consult with the instructor of record of the course in question to see if any remedy exists at that level. This appeal to the instructor must normally occur within 10 working days of receiving the final grade.

If the consultation between the student and instructor does not result in an outcome that is satisfactory to the student, the student may make application for a formal appeal of the final grade. Applications must be made on the Final Grade Appeal form available at the Registrar's Office, 400 University Centre or online. On payment of the

prescribed fee, the appeal will be forwarded to the Dean of the Faculty of Social Work.

A student wishing to make an appeal of a final grade received in a first term course must do so within 15 working days of the first day of classes of the second term. For second term and full term courses, the appeal must be made within 15 working days following the Victoria Day holiday. The fee which is charged for each appealed term work grade will be refunded for any grade which is changed as a result of the appeal.

Graduate Student Appeals

The Faculty of Social Work will only hear appeals regarding academic matters. Appeals stemming from departmental actions on academic matters (i.e.: failure in a course) will be heard by the Faculty of Graduate Studies Appeal Panel only after they have been dealt with by the appropriate department-level appeal process. The Appeal Panel will handle an appeal of Faculty of Graduate Studies actions.

Please note that decisions on academic matters such as qualifying examinations, candidacy examinations, thesis examinations, etc. that have been made by a student's home unit (i.e.: department, school or program) should first be appealed to the home unit. If a unit denies a student's appeal, the appeal may be made to the Faculty of Graduate Studies.

Action by Committee Chair

Upon receiving the documentation from the Registrar's Office, the Chair will first consult with the instructor of record of the course to ascertain that the student had initiated a discussion with the instructor and to determine the outcome of this consultation.

The Chair of the Committee will notify the student in writing (email notification is acceptable) advising of the receipt of the appeal from the Registrar's Office. The notification will address the following issues:

- Advise the student of the deadline for the Faculty's response to the Dean which is 15 working days from the date of the receipt of the appeal;
- After consulting with the student, establish a time and place for the hearing, and confirm the information in writing to the student (email notification is acceptable) of the date, time, and location of the appeal hearing at least one week prior to the scheduled meeting;
- Include a copy of the Appeal Procedures of the Faculty of Social Work, highlighting the

provision that the student has the right to appear before the Appeals Committee, as well as their right to be accompanied by a representative from Student Advocacy and Accessibility;

- Request that the student forward to the Chair within 3 working days, all materials relevant to the review (syllabus, assignments, exams, evaluation assessment forms, grading procedures) as well as documentation of the student's efforts to resolve the issue with the instructor. The student shall also inform the committee if they will be accompanied by a representative from the Student Advocacy and Accessibility office;
- Advise the student of their right to be accompanied by a support person. This person's role is limited to observer status and they do not have the right to participate in the appeal hearing;
- The Appeals Committee Chair shall inform the instructor in writing (email notification is acceptable) of the time and place of the hearing, the grounds for the student's appeal, and the documentation that will be reviewed in considering the appeal;
- The instructor in the course being appealed will have the right to appear before the committee. The Appeals Committee Chair will also request from the instructor their response to the matter under appeal. If they do not wish to appear they have the right to submit to the Appeals Committee Chair all documentation and information regarding the matter under appeal.

Guidelines and Procedures for the Appeal Hearing

At the commencement of the appeal hearing, the Appeals Committee Chair will:

- Identify the case, date, time, and provide notice that the meeting will be recorded;
- Introduce the student, the faculty member or instructor whose decision is being appealed, the accompanying support person, and the members of the Appeals Committee;
- Briefly outline the decision being appealed and remedy sought;
- Ensure that the proceedings are recorded.

Where a student is questioning the procedures of the grading process, all documentation related to the student's performance in the course may be considered as evidence in the hearing.

At the conclusion of the meeting, the Appeals Committee Chair will summarize the issues before the committee and the information that was presented during the hearing.

A majority vote of the Appeals Committee will determine the final decision. The final grade may remain as was assessed, or raised, but cannot be lowered as a result of the appeal.

The student has no further right to appeal the decision of the Faculty of Social Work Appeals Committee for term work.

All presentations, discussion and deliberations of the appeal process will be kept confidential.

Disposition

The Appeals Committee Chair shall inform the student, the instructor, and the Dean of the Faculty of Social Work of the committee's decision in writing. The decision shall be accompanied by the committee's rationale for its decision.

Students will receive the committee's decision in writing (email notification is acceptable) generally within 3 working days. A copy of the letter will be placed on the student's file.

The decision of the Appeals Committee will be provided to the Registrar's office within 30 days of submission. The Chair is responsible for the completion and signing of decision form to be returned to the Registrars' office.

All the material in connection with this appeal shall be held by the office of the Dean of the Faculty of Social Work for six months after the expiration of the appeal period, at which point it will be destroyed. Should the student launch a further appeal, all material in connection with this appeal shall be made available to the Senate Committee on Appeals.

See section 9.5.4.1 for appeals beyond the unit.

Responsibility to Faculty Council

The Chair of the Appeals Committee will provide an annual report to Faculty Council at the June meeting summarizing the work of the committee during the previous year.

This report shall include the number and type of appeals heard and their disposition. It shall also include, where deemed appropriate, any recommendations for change in these procedures, or any other matters arising out of the committee's experience of concern to the Council.

9.2 Definitions

- “Appellant” – the graduate student appealing a decision affecting the student’s own admission to, academic standing in, awards from or disciplinary action by a department/unit or the Faculty of Graduate Studies;
- “Appeal Panel” – a panel convened from the members of the Faculty of Graduate Studies Appeals Committee by the Executive Committee of the Faculty of Graduate Studies empowered to deal with appeals stemming from decisions of departments/units or the Faculty of Graduate Studies, or individuals designated to make such decisions;
- “Unit” – the department/unit council, or appeal body, whose decision is being appealed. This is understood to include decisions taken by individuals or committees acting in the name of the department/unit and also to the supplementary regulations pertinent to a department/unit’s operation which have been approved by the Faculty of Graduate Studies;
- “Respondent” – a representative of the 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.

9.3 Types of Appeal

Several areas of appeal are available to appellants:

- admission;
- academic;
- discipline;
- administration (e.g. fee appeals).

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.

A flow chart of the University of Manitoba Appeals Processes is available at [this link](#).

9.4 Admission Appeals

Please refer to University of Manitoba Governing Documents: [Students: Policy: Admission Appeals Procedures and Guidelines](#).

9.5 Academic Appeals

Academic Appeals are appeals concerning academic decisions made by the department/unit and/or the Faculty of Graduate Studies.

9.5.1 Appeal Considerations

The Faculty of Graduate Studies will consider appeals:

- 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;

<ul style="list-style-type: none"> 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. stemming from a negative decision from the Registrar's Office on a final grade or term work grade appeal. <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 Appeals.</p>	
<p>9.5.2 Composition of an Appeal Panel</p> <p>Faculty members or students are disqualified from participating on an Appeal Panel if they:</p> <ul style="list-style-type: none"> hold any academic appointment in the department/unit in which the appellant is registered; are/were a student in the department/unit in which the appellant is registered; were, as an individual, or as a member of a committee or board, responsible for making the decision being appealed. <p>Note: All members of an Appeal Panel shall participate in all of the deliberations essential for the determination of the matter in dispute. If, in the course of hearing an appeal, a member is not present at the commencement of the hearing or a member cannot continue, the Panel may elect to proceed in the absence of that member. If more than one (1) member is not present at the commencement or cannot continue, the Appeal Panel must adjourn the proceedings.</p>	
<p>9.5.3 Grounds for an Academic Appeal</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"> the department/unit or the Faculty of Graduate Studies failed to follow the rules of natural justice; the department/unit or the Faculty of Graduate Studies failed to follow procedures; a department/unit or Faculty of Graduate Studies regulation has been unfairly or improperly applied, or has become inapplicable through lapse of time; there are documented mitigating circumstances (e.g. medical, compassionate); there is apparent conflict between a Senate Regulation, a Faculty of Graduate Studies policy and/or a department/unit regulation. 	
<p>9.5.4 Academic Appeal Deadlines</p> <p>9.5.4.1 Appeal of a Faculty of Graduate Studies Decision:</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>There are two avenues of appeal available to students within the Faculty of Social Work.</p> <p><u>Appeal of a Grade:</u></p> <p>If a student has reason to believe that a mistake has been made in the assessment of a grade assigned in a course taken within the Faculty of Social Work, the student should, in the first instance attempt to resolve the issue with the course instructor.</p>

	<p>If there is no satisfactory resolution at this level, and the student wishes to take further action, an appeal will be heard by the Appeals Committee of the Faculty of Social Work, upon notification from the Registrar's Office that a formal appeal has been filed. Appeals may also be heard if a failure is assigned in the candidacy examination. The Appeals Procedures of the Graduate Program of the Faculty of Social Work are described in Section 9.1.</p> <p>An appeal of a grade beyond the Faculty of Social Work Appeals Committee may be made to the Dean of the Faculty of Graduate Studies. A decision of the Appeal Panel of the Faculty of Graduate Studies is appealable only to the Senate Committee on Appeals.</p> <p><u>Appeal Against a Decision of the Graduate Standings Committee:</u></p> <p>The Graduate Standings Committee rules on such matters as failing grades, performance, requests for extensions, admissions and actions regarding failed grades. In these matters, the Graduate Standings Committee recommends a course of action to the Faculty of Graduate Studies. Normally, appeals of these decisions are made to the Dean of the Faculty of Graduate Studies. However, in some cases where the original decision is made at the level of the Faculty of Social Work and where University policy on appeals requires it (i.e.: admissions), procedures require the student to first request a re-consideration by the Graduate Programs Committee or Ph.D. Committee. In these circumstances procedures that are generally consistent with the process outlined in the Appeals Procedures (section 9.1) shall be followed.</p> <p>It is also important to note that some decisions, such as decisions pertaining to a requirement to withdraw, are made directly by the Faculty of Graduate Studies. In these circumstances, the student must appeal directly to the Faculty of Graduate Studies within the appropriate timelines.</p>
<p>9.5.4.2 Appeals to Senate:</p> <p>As per the University of Manitoba Governing Documents: Students: Policy: Appeals Procedures, 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>9.5.5 Faculty of Graduate Studies Academic Appeals Process</p> <p>9.5.5.1 Submission of Appeal Package</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</p>	

Graduate Studies within the above timeframe. Incomplete appeals may not be considered.

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 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

FGS Academic Guide Regulation 2021/22	Supplementary Regulation
<p>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.</p>	
<p>9.6.2 Appeal of Disciplinary Action</p> <p>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.</p> <p>The student shall clearly indicate in the notice of appeal whether they are appealing the decision on:</p> <ol style="list-style-type: none"> 1. the finding of facts; 2. the disposition determined by the disciplinary authority; or 3. both (1) and (2). 	
<p>9.7 Fee Appeals</p> <p>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.</p>	
<p>9.8 Term Work Appeals</p> <p>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.</p>	
<p>9.9 Final Grade Appeals</p> <p>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.</p>	
<p>9.10 Assistance with Appeals</p> <p>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.</p>	
<p>APPENDIX 1: Thesis/Practicum Types</p> <p>A student/candidate may present a thesis/practicum in one of two acceptable formats:</p> <ul style="list-style-type: none"> • Regular style • Manuscript/grouped manuscript style <p>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.</p> <p>1.0 Regular Style</p> <p><u>1.1 Prefatory Pages</u></p> <p>1.1.1 Title Page</p>	

<p>The title page should contain the following information:</p> <ul style="list-style-type: none"> • the title of the thesis/practicum • the name of the University • the degree for which the thesis/practicum is submitted • the name of the department/unit • the full name of the author • the copyright notation © <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 link.</p>	
<p>1.1.2 Abstract</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>1.1.3 Acknowledgements</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>1.1.4 Dedication</p> <p>A single page pertaining to a dedication is allowed.</p>	
<p>1.1.5 Table of Contents</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 link.</p>	
<p>1.1.6 List of Tables</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>1.1.7 List of Figures</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>1.1.8 List of Copyrighted Material</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 link.</p>	
<p>1.2 Format</p> <p>1.2.1 Styles</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>	

FGS Academic Guide Regulation 2021/22	Supplementary Regulation
<ul style="list-style-type: none"> • American Psychological Association, Publication Manual of the American Psychological Association • Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations • The Modern Language Association of America, MLA Handbook for Writers of Research Papers • University of Chicago Press, The Chicago Manual of Style <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>1.2.2 Spelling</p> <p>Canadian, British or American spelling is acceptable, but one style must be used consistently throughout the document.</p>	
<p>1.2.3 Format</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>1.2.4 Margins</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>1.2.5 Page Numbers</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><u>1.3 Footnotes, References and Appendices</u></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><u>1.4 Figures, Illustrations, Photographs and Design Drawings</u></p> <p>1.4.1 Illustrative Material</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>1.4.2 Layout of Tables and Figures</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><u>1.5 Additional Materials</u></p> <p>1.5.1 Consent and Access to Information Forms</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 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.