The workshop will begin shortly.

UM | Faculty of Graduate Studies

Faculty of Graduate Studies Orientation

➢ Who are we?

➢ FGS and you?

➢ Who should you contact?

Faculty of
Graduate Studies

Traditional Territories Acknowledgement

The University of Manitoba campuses are located on original lands of Anishinaabeg, Ininiwak, Anisininewuk, Dakota Oyate and Dene, and on the National Homeland of the Red River Métis.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of Reconciliation and collaboration.

UM | Faculty of Graduate Studies

Everything you need to at your fingertips!

Faculty of Graduate Studies

Kelley Main,
Dean

- ➢ Administrative oversight for >150 graduate programs
- ➢ 1650 faculty members
- ➢ >3,900 students

Liaise with Unit Heads, Graduate Chairs, Graduate Coordinators

Stephen Kirkland
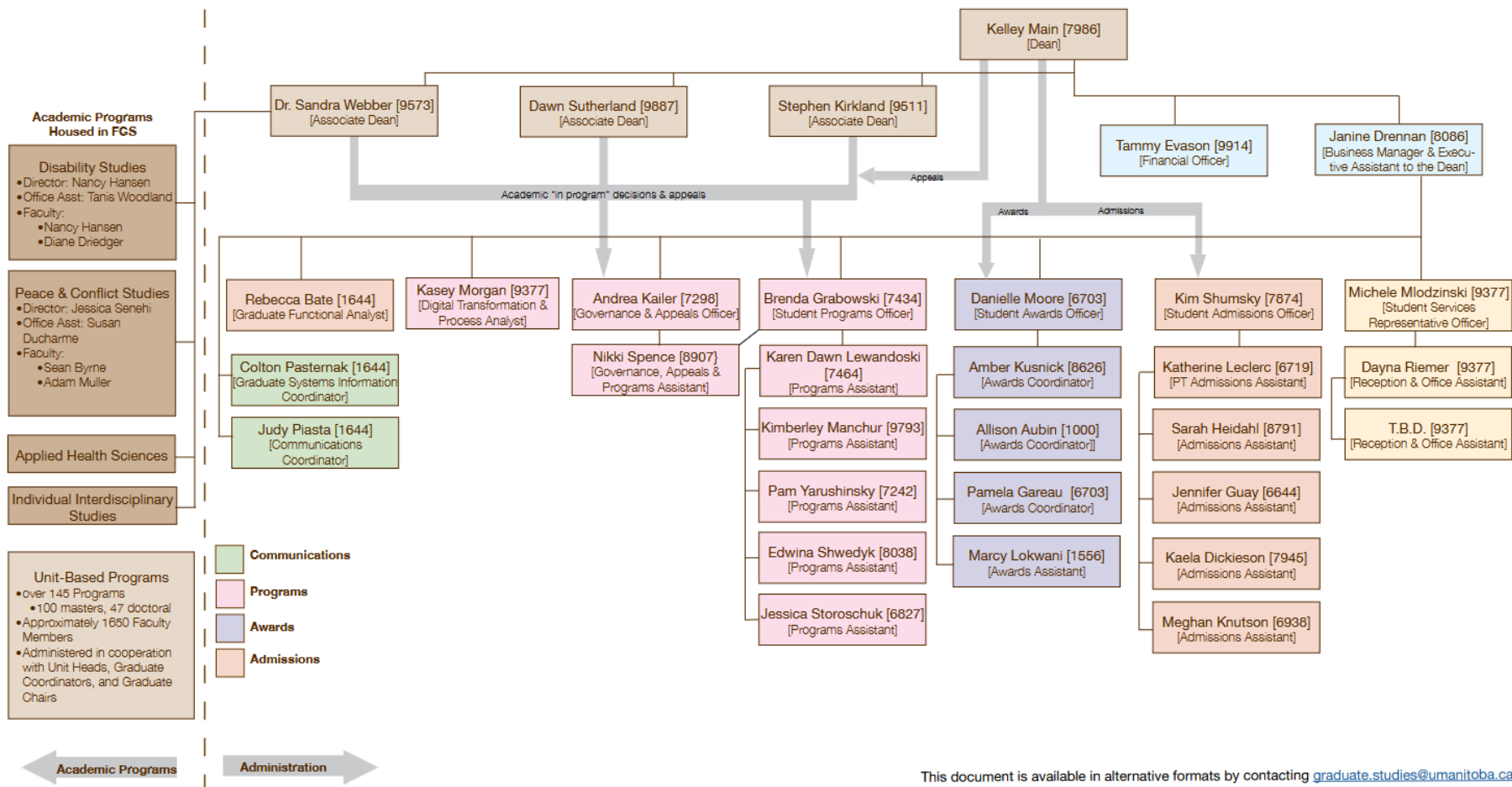Associate Dean
Natural Sciences/Engineering

Dawn Sutherland
Associate Dean
Social Sciences/Humanities

Sandra Webber
Associate Dean
Health Sciences

UM | Faculty of Graduate Studies

Academic Programs Housed in FGS

Disability Studies
- Director: Nancy Hansen
- Office Asst: Tanis Woodland
- Faculty:
  - Nancy Hansen
  - Diane Driedger

Peace & Conflict Studies
- Director: Jessica Senehi
- Office Asst: Susan Ducharme
- Faculty:
  - Sean Byrne
  - Adam Muller

Applied Health Sciences

Individual Interdisciplinary Studies

Unit-Based Programs
- over 145 Programs
  - 100 masters, 47 doctoral
- Approximately 1650 Faculty Members
- Administered in cooperation with Unit Heads, Graduate Coordinators, and Graduate Chairs

← Academic Programs

Administration →

Kelley Main [7986] [Dean]

Dr. Sandra Webber [9573] [Associate Dean]

Dawn Sutherland [9887] [Associate Dean]

Stephen Kirkland [9511] [Associate Dean]

Tammy Evason [9914] [Financial Officer]

Janine Drennan [8086] [Business Manager & Executive Assistant to the Dean]

Academic "in program" decisions & appeals

Appeals

Awards   Admissions

Rebecca Bate [1644] [Graduate Functional Analyst]

Kasey Morgan [9377] [Digital Transformation & Process Analyst]

Andrea Kailer [7298] [Governance & Appeals Officer]

Nikki Spence [8907] [Governance, Appeals & Programs Assistant]

Brenda Grabowski [7434] [Student Programs Officer]

Danielle Moore [6703] [Student Awards Officer]

Kim Shumsky [7874] [Student Admissions Officer]

Michele Mlodzinski [9377] [Student Services Representative Officer]

Colton Pasternak [1644] [Graduate Systems Information Coordinator]

Judy Piasta [1644] [Communications Coordinator]

Karen Dawn Lewandoski [7464] [Programs Assistant]

Kimberley Manchur [9793] [Programs Assistant]

Pam Yarushinsky [7242] [Programs Assistant]

Edwina Shwedyk [8038] [Programs Assistant]

Jessica Storoschuk [6827] [Programs Assistant]

Amber Kusnick [8626] [Awards Coordinator]

Allison Aubin [1000] [Awards Coordinator]

Pamela Gareau [6703] [Awards Coordinator]

Marcy Lokwani [1556] [Awards Assistant]

Katherine Leclerc [6719] [PT Admissions Assistant]

Sarah Heidahl [8791] [Admissions Assistant]

Jennifer Guay [6644] [Admissions Assistant]

Kaela Dickieson [7945] [Admissions Assistant]

Meghan Knutson [6938] [Admissions Assistant]

Dayna Riemer [9377] [Reception & Office Assistant]

T.B.D. [9377] [Reception & Office Assistant]

Legend
- Communications
- Programs
- Awards
- Admissions

Faculty of Graduate Studies | Program Portfolios

Associate Dean, Dr. Stephen Kirkland (ext. 9511)

Brenda Grabowski
204.474.7434
brenda.grabowski@umanitoba.ca

Graduate Studies
- Applied Health Sciences
- Disability Studies
- Peace & Conflict Studies

- Individual Interdisciplinary Studies (IIS)
- Collaborative Ph.D.

Nikki Spence
204.474.8907
nikki.spence@umanitoba.ca

Architecture
- Architecture
- City Planning
- Design & Planning
- Interior Design
- Landscape Architecture

Jessica Storoschuk
204.474.6827
jessica.storoschuk@umanitoba.ca

I.H. Asper School of Business
- Finance
- M.B.A.
- Management
- Supply Chain Management and Logistics

Science
- Biological Sciences
- Chemistry
- Computer Science
- Mathematics
- Microbiology
- Physics & Astronomy
- Statistics

Associate Dean, Dr. Dawn Sutherland (ext. 9887)

Karen Dawn Lewandoski
204.474.7464
kd.lewandoski@umanitoba.ca

Agricultural & Food Sciences
- Agribusiness & Agricultural Economics
- Applied Human Nutrition
- Animal Science
- Entomology
- Food Sciences
- Human Nutritional Sciences
- Plant Science
- Soil Science

Environment, Earth & Resources
- Earth Sciences
- Environment & Geography
- Geography
- Natural Resources & Environment
- Natural Resources Institute

Fine Art
- Art & Architectural History

Law
- Human Rights
- Law

Music
- Music
- Music Research

Rehabilitation Sciences
- Occupational Therapy
- Physical Therapy
- Rehabilitation Sciences

Edwina Shwedyk
204.474.8038
edwina.shwedyk@umanitoba.ca

Arts
- Anthropology
- Classics
- Economics
- English
- French
- German Studies
- History
- Indigenous Studies
- Linguistics
- Philosophy
- Political Studies
- Psychology
- Public Administration
- Religion
- Sociology
- School Psychology
- Slavic Studies

Education
- Curriculum, Teaching & Learning
- Educational Administration, Foundations & Psychology
- Education

Université de St. Boniface
- Canadian Studies
- Education

Associate Dean, Dr. Sandra Webber (ext. 9573)

Kim Manchur
204.474.9793
kimberley.manchur@umanitoba.ca

Medicine
- Biochemistry & Medical Genetics
- Community Health Sciences
- Genetic Counselling
- Human Anatomy & Cell Science
- Immunology
- Medical Microbiology & Infectious Diseases
- Pathology
- Pediatrics & Child Health
- Pharmacology & Therapeutics
- Physician Assistant Studies
- Physiology & Pathophysiology
- Surgery

Pharmacy

Nursing

Pam Yarushinsky
204.474.7242
pam.yarushinsky@umanitoba.ca

Dentistry
- Oral Biology
- Oral & Maxillofacial Surgery (DDSS)
- Orthodontics (PDS)
- Pediatric Dentistry (PDS)
- Periodontics (DDSS)
- Prosthodontics (Restorative Dentistry)

Engineering
- Biomedical
- Biosystems
- Civil
- Electrical & Computer
- Mechanical

Kinesiology & Recreation Management

Social Work
- Social Work
- Social Work - Indigenous Knowledges

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Where you and FGS intersect

- **Admissions**
  - Online → unit recommendations → FGS admission letter (with any conditions)
- **Academic Guide**
- **Academic and Research Integrity**
  - GRAD 7500, GRAD 7300 – mandatory online courses
- **Advisor-Student Guidelines**
  - establish expectations
- **Monitoring Progress**
  - Student Progress Report
  - Time To Completion
  - Thesis Examination → Grad checks
- **Professional Development**
  - GRADSTEPS (Campus to Career)
- **Communications**
  - Orientation, 3MT, MT180, Career Compass, UMGradGoals
- **Funding & Awards**

UM | Faculty of Graduate Studies

ACADEMIC CALENDAR

Important Dates
University Policies & Procedures
General Academic Regulations
Admissions
Academic Guide
Programs
Awards
Registration Information

UM | Faculty of Graduate Studies

FGS Academic Guide

Application & Admission Procedures
Academic Performance

General Regulations: Pre-Master's
General Regulations: Micro-Diploma
General Regulations: Diploma
Master's Degree General Regulations:
Doctor of Philosophy General Regulations

Policy of Withholding Thesis Pending Patent Applications or Manuscript
Submission

Extension Time to Complete Program of Study Content
Leave of Absence (regular, exceptional, parental)
Appeals: Procedures & Guidelines

Appendix – Thesis/Practicum Types (formatting requirements)

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Faculty of Graduate Studies
Bona Fide Academic Requirements
Core academic requirements

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

Additional requirements by program of study

If you are a student in any of the following programs of study, you must also meet the additional BFARs of those programs, as detailed in the PDFs here.

School of Fine Arts BFAR (PDF) →
Geological Sciences BFAR (PDF) →
German and Slavic Studies BFAR (PDF) →
Faculty of Music BFAR (PDF) →
College of Nursing BFAR (PDF) →
Occupational Therapy BFAR (PDF) →
Physical Therapy BFAR (PDF) →
Genetic Counselling BFAR (PDF) →
Soil Science BFAR (PDF) →
Université de Saint-Boniface Education BFAR (PDF) →

umanitoba.ca/graduate-studies/student-experience/core-academic-requirements

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Grad 7500 – Academic Integrity

GRAD 7500 - Academic Integrity

All graduate students must complete GRAD 7500 Academic Integrity in their first term of study.

The University of Manitoba upholds a high standard of academic integrity across all faculties, departments and schools. Students must demonstrate knowledge of the university's rules regarding academic integrity, plagiarism, and cheating. Penalties for breaching these rules can result in suspension or even expulsion from your program of study.

This is a zero (0) credit hour course that will introduce you to your basic responsibilities regarding academic integrity and to the resources designed to support you in this endeavour.

There is no enrolment fee for this course.

Course description

GRAD 7500 is an online tutorial made up of seven units. These units:

- explore what is meant by academic integrity
- demonstrate what is considered to be academic misconduct
- help you identify strategies to avoid academic misconduct and achieve with integrity in and beyond the classroom
- provide valuable resources to facilitate achieving this gold standard of scholarly conduct

Working through the course

You will complete the course online on the UM Learn learning platform.

To get the most from this learning experience, we suggest you complete one unit every three days; however, you are free to move through the course at your own pace.

You must read all of the information, watch each video, and participate in each discussion, reflection and quiz within the seven units to access and complete the final quiz. Each of the units will take approximately 45 to 60 minutes to complete.

Refer to the GRAD 7500 tutorial instructions if you run into difficulties.

ALL graduate students must register for and complete GRAD 7500

➢ Zero (0) credit-hour course
➢ Online
➢ Seven (7) Units
➢ 45-60 minutes to complete each Unit
➢ 24-hour release delay between Units
➢ PASS requires 95% on Final Quiz
➢ Five (5) attempts of Final Quiz
➢ Remediation
  ✓ Workshop with course coordinator

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Graduate Students and Generative AI

- The Academic Guide indicates the use of Generative Artificial Intelligence is prohibited for submissions of any degree program requirement unless the department/unit supplementary regulations allow it.

- When conducting research at the University of Manitoba, graduate students are considered researchers and must be familiar with and adhere to the Responsible Conduct of Research and Code of Research Ethics policies and procedures.

- Within these policies and procedures, it is important to review the expectations, including those for Academic Rigour and Attribution, carefully as they are of relevance to the use of genAI.

- If you are in doubt about whether you should use genAI technology to support your graduate research, please discuss with your research supervisor/advisor and your examining committee.

- Open discussion and transparency is especially important for a researcher and not understanding the implications of using genAI technology in research can result in mistakes, which will have consequences.

- If genAI can support your research activities, acknowledgement that the technology was used is absolutely necessary and statements should be included in anything produced (reports, posters, publications, etc.)

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Grad 7300 – Research Integrity

Course overview

GRAD 7300 Research Integrity is a zero (0) credit-hour interactive online course that is accessed through UM Learn. As a Bona Fide Academic Requirement (BFAR), GRAD 7300 is mandatory for all graduate students at the University of Manitoba. It has been identified as a BFAR because research integrity applies to all disciplines and all types of academic programs. GRAD 7300 reviews key concepts of responsible professional behaviour through a wide lens of "research" which spans text-based studies, creative and scholarly activities, as well as research requiring data collection.

Effective Fall 2020, GRAD 7300 must be completed in the first year of a graduate student's program. Completing GRAD 7300 prior to or during the application process to any ethics boards which are appropriate to the student's research is strongly encouraged.

When do I need to take it?

If you have not already taken the Research Integrity Tutorial, you need to register in GRAD 7300 and complete the tutorial within your first year in the program.

It is beneficial for students to complete GRAD 7300 Research Integrity Tutorial prior to submitting their ethics application. However, the REB process will not be halted because GRAD 7300 has not been completed.

The completion of GRAD 7300 is an FGS Academic Guide policy and not a policy of the ethics offices.

If you have completed the TCPS 2: CORE (Course on Research Ethics) tutorial, you must still take GRAD 7300. These courses are complementary, not redundant to one another.

Core modules

- Good Research Conduct
- Irresponsible Research Practices
- Planning Your Research
- Managing and Recording Your Research
- Data Selection, Analysis and Presentation
- Scholarly Publication
- Professional Responsibilities
- Communication, Social Responsibility and Impact

ALL graduate students must register for and complete GRAD 7300

➢ Zero (0) credit-hour course
➢ Online
➢ 8 core modules, with 7 supplementary modules.
➢ 5 hours in duration
➢ 80% required to pass each core module

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Supplementary regulations

The Faculty of Graduate Studies is a pan-University faculty charged with the oversight of the administration of all graduate programs at the University.

Supplementary regulations by unit

The Faculty of Graduate Studies Academic Guide 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 Academic Guide document, and students should consult unit supplementary regulations for these specific regulations. All unit supplementary regulations require approval of the Faculty of Graduate Studies.

Agribusiness and Agricultural Economics   ✖

📄 Agribusiness and Agricultural Economics (Word)

📄 Agribusiness and Agricultural Economics (PDF)

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.	
6.3 Program Requirements In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the department/unit and may follow the department/unit's supplementary regulations. . Some programs are subject to an external accrediting body. In such programs, the credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body. Students should refer to department/unit supplementary regulations. Any single course cannot be used for credit toward more than one degree.	Students may earn the M.A. degree only through the thesis option.
6.3.1 Thesis/Practicum Route 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.	Students must complete: (1) 12 credit hours of coursework at the 7000 level, including at least 9 credit hours of Anthropology courses; (2) a mandatory pass/fail ANTH 7000 Professional Development in Anthropology course; and (3) a thesis. Elective coursework is selected in consultation with the advisor, and must be approved by the Department Head.
6.3.2 Course-based, Major Research Paper, Project or Comprehensive Examination Route A minimum of twenty-four (24) credit hours of coursework is required. If the student is in the comprehensive examination route, a 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. Refer to unit supplementary regulations concerning specific regulations on coursework, major research paper, project and/or comprehensive examination requirements.	
6.3.3 Language Requirements Some department/units specify an additional language requirement for the Master's degree. Students should check department/unit supplementary regulations regarding this requirement.	Not required.

For my Master's program, who can be my Advisor?

- The advisor must:

- hold an appointment in the student's department/unit;

- be a member of the Faculty of Graduate Studies[1];

- hold at least a Master's degree or equivalent[2];

- be active in their field;

- have expertise in a discipline related to the student's program.

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For my doctorate, who can be my Advisor?

Student's Advisor
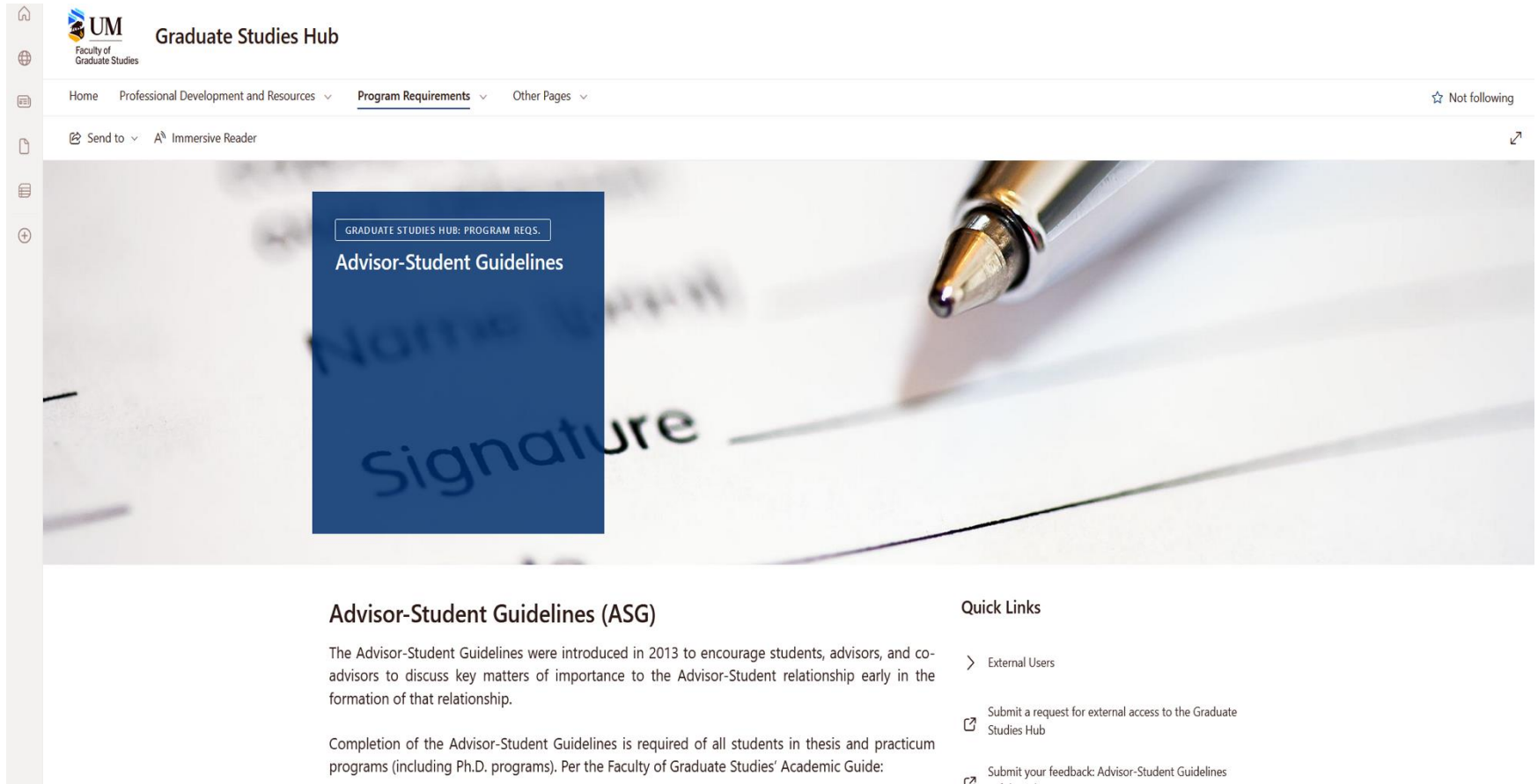
Every Ph.D. student must have an advisor throughout their program, who is recommended to the Faculty of Graduate Studies by the Department/Unit Head. The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at the University of Manitoba and must be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/unit. In this capacity, the advisor assists the student in planning the graduate program and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic department/unit, the Faculty of Graduate Studies, the university, and external funding agencies. The advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the department/unit and the Faculty of Graduate Studies.

The advisor must:

- hold an appointment in the student's department/unit.

- be a member of the Faculty of Graduate Studies*;

- hold a Ph.D. or equivalent**;

- be active in research; and

- have expertise in a discipline related to the student's program.

How do I know what to expect with my advisor?

https://umanitoba.sharepoint.com/sites/fgshub

What are we going to discuss in the ASG?

- General roles and responsibilities of advisor/co-advisor
    - Policies, program guidance, student contributions, absences, etc.
- General roles and responsibilities of student
    - Policies, regulations, deadlines, usage of computer systems, professional behavior, program completion, etc.
- General roles and responsibilities of FGS and Department/unit
- Meetings and Communications
- Publications and patents
- Intellectual property, academic integrity and ethics (research security soon to be added)
- Timelines and completion
- Funding
- Student resources and safety information
- Privacy and confidentiality
- Professional development

Tips on the form completion

Completing the form

- The student and advisor/co-advisors must review and complete the Advisor-Student Guidelines form together in real time.
- The form may be submitted by either the student or the advisor/co-advisor from their University of Manitoba account. If the advisor and/or co-advisor do not have a University of Manitoba account:
  - The student should request access on their behalf (see "Request access for external users (if applicable)" above) before completing the form; and
  - The form should be submitted by the student.
- The student and advisor(s) should discuss each statement before checking the confirmation box for each point. Checking the box indicates only that the item has been discussed. Items that require discussion must be checked before moving to the next section.
- Once the form is complete, the person completing the form must click "submit." You will be given the option to download or print the responses; the responses will also be emailed at the end of the approval process.
- The student, advisor, and co-advisor (if applicable) 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.

Complete the Advisor-Student Guidelines form

Open the form in a new window

Approving the submission

Once the form is submitted, an automated approval flow will be initiated.

Helpful Links

> External users

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How do I know if I am making progress?

Annual Progress Reports are due June 1
- **No more than once per term**

Faculty of Graduate Studies

Discovery happens here. The University of Manitoba offers the opportunity to conduct transformational research. Join the graduate students and researchers who come here from every corner of the world.

- Academic guide
- Forms
- COVID-19 updates

Program

- Advance credit - transfer of credit (PDF) →
- Change of name (PDF) →
- Continuing status of a course (CO) (PDF) →
- Leave of absence status (PDF) →
- Progress report (PDF) →
- Program time extension (PDF) →
- Permission for concurrent curriculum (PDF) →
- Focus on Aging Student Intention (PDF) →
- Focus on Aging Concentration Completion (PDF) →
- Request for In-Person Access for Candidacy Examinations (PDF) →

University of Manitoba | Faculty of Graduate Studies

Progress Report Form

This form must be completed at least annually but no more than once every four months and returned to FGS no later than June 1 of every year. Failure to provide a Progress Report by June 1 will result in a registration restriction.

For the period from [ ] (mm/yyyy) to [ ] (mm/yyyy)

Part A | Program of Study Status (to be completed for all students)

Student Name (LAST, First) [ ] Student Number [ ]

Major Department / Unit [ ] Program Start Date (mm/yyyy) [ ]

Student Status ☐ Full-Time ☐ Part-Time Expected Program Completion Date (mm/yyyy) [ ]

Program of Study? ☐ Ph.D. ☐ Master's (thesis or practicum) ☐ Master's (comprehensive, project, coursework or major research paper)

Coursework Completed? ☐ Yes ☐ No If no, please indicate the number of credit hours yet to be completed [ ]

Coursework Current? (within 7 years) ☐ Yes ☐ No

Students are responsible for ensuring that they meet degree and program requirements. The advisor (and co-advisor), advisory committee and the 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 requirements will render a student ineligible to graduate.**

Part B | Thesis or Practicum Routes (to be completed for Ph.D. and Master's students in the thesis or practicum routes only)

Advisor Student Guidelines Completed? ☐ Yes ☐ No Reviewed Currently?* ☐ Yes ☐ No

*The Advisor Student Guidelines (ASG) must be completed as soon as possible after registration, but no later than at the time of submission of the first progress report. The ASG only needs to be completed once during a student's program, unless the student changes advisor(s), and/or the terms of the agreement change, in which case a new ASG would be required. FGS recommends that the ASG be reviewed once per year. The ASG form is available only online through SharePoint.

Has the student met with the advisor(s) or the advisory committee during the reporting period?

Note: Ph.D. students must meet with their entire committee at the same time at least once a year to review the student's progress, as per FGS regulations.

☐ Yes, met with advisory committee

☐ Yes, advisor(s) only Please indicate why [ ]

☐ No Please indicate why [ ]

Expected Completion Date

		Yes	No	N/A	
Practicum Stream Only	Practicum topic approved?	☐	☐		[ ] (mm/yyyy)
Thesis Stream Only	Thesis proposal approved?	☐	☐		[ ] (mm/yyyy)
	Ethics approved?	☐	☐	☐	[ ] (mm/yyyy)
	Research completed?	☐	☐		[ ] (mm/yyyy)
Ph.D. Students Only	Candidacy exam completed?	☐	☐		[ ] (mm/yyyy)

April 2025 Page 1 of 3

umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/interactive-progress-report.pdf

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Part C | Student's Progress (to be completed for all students)

Provide a detailed list of goals met in **this reporting period.** (*Attach a separate sheet if additional space is required for any section.*)

[ ]

Student Rating (please select one)

☐	**Student meets or exceeds expectations for academic progress**
☐	**Does not meet expectations for academic progress** If the first "does not meet expectations for academic progress" assessment, re-registration will be allowed. Student must achieve the detailed list of realistic goals and timelines (to be attached to this form) by the next in-person committee meeting date (typically 4 months after this rating is given). A second consecutive "does not meet expectations for academic progress" assessment will usually lead to a requirement to withdraw from their program.
☐	**Unsatisfactory academic progress** Student will be required to withdraw. Clearly detail the reason(s) for this rating.

Provide justification for rating in relation to program goals.
(*Attach a separate sheet if additional space is required.*)

[ ]

Provide a detailed list of goals and specific timelines agreed upon by the student, advisor and advisory committee expected for the **next reporting period.** (*Attach a separate sheet if additional space is required for any section.*)

[ ]

Student Comments (Optional)

[ ]

Part D | Signatures (all signatures are *required*)

Is there a conflict of interest (COI) that has been or needs to be declared to FGS?   ☐ Yes*   ☐ No

*If yes, please ensure mitigation plan is submitted.

A COI could be present due to personal relationships or recent collaboration among committee members resulting in the perception of a lack of impartiality.

By signing this document, I acknowledge that I have read all three pages and understand the report.

(Advisor Name)	(UM Employee ID Number)	(Department/Unit)	Advisor Signature	(*mm/dd/yyyy*)
(Co-Advisor Name) if applicable	(UM Employee ID Number)	(Department/Unit)	Co-Advisor Signature	(*mm/dd/yyyy*)

Committee Members

Name	Department/Unit	Signature	Date (*mm/dd/yyyy*)

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University
Your personal information is being collected under the authority of *The University of Manitoba Act.* The information you provide will be used by the University for the purpose of maintaining a record of progress regarding your program of study, and for communication. Your personal information will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

Student Declaration:
The above portions of this form were completed prior to my signing. I have read and I understand my Progress Report.

Student Signature [ ]   Date [ ] (*mm/dd/yyyy*)

Department/Unit Signature [ ]   Date [ ] (*mm/dd/yyyy*)

Please indicate: ☐ Department/Unit Head   ☐ Graduate Chair

FGS Office Use Only   ☐ Hold Removed   [ ] Initials   [ ] Date (*mm/dd/yyyy*)

This document is available in alternative formats by contacting graduate.studies@umanitoba.ca

UM | Faculty of Graduate Studies

How long do I have to complete my program?

Time to Completion

Master's

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 Student Status/Categories of Students for information on calculating maximum time for students). Individual departments/units and/or programs may have specified minimum and maximum time limits.

Ph.D.

The maximum time allowed for the completion of the Ph.D. degree is 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.

https://umanitoba.ca/graduate-studies/supplementary-regulations

UM | Faculty of Graduate Studies

Professional Development

Communications

Funding & Awards

Graduate student workshops

Take advantage of a variety of workshops to help you throughout your graduate program.

On this page

- Upcoming workshops
- Full workshop offering (GradSteps, Mitacs)
- Claim workshops for your co-curricular record
- Other workshops for grad students
- Workshop partners
- Contact us

GRADSTEPS // FROM CAMPUS TO CAREER

Know Your Resources: the Basic Step
Personal Management: the Healthy Step
Data Management: the Research Step
Writing and Speaking: the Communication Step
Planning with Intention: the Career Step
Ideas Into Action: the Entrepreneurial Step

umanitoba.ca/graduate-studies/student-experience/graduate-student-workshops

UM | Faculty of Graduate Studies

May 7, 2025 - Part 2: Organization and Reporting for Systematic and Scoping Reviews (Systematic Review Workshop Series)　　+

May 13, 2025 - Google Scholar Power Searching　　+

May 13, 2025 - Introduction to Mendeley　　+

May 14, 2025 - Managing your research data　　+

May 14, 2025 - Part 3: Advanced Searching for Systematic and Scoping Reviews (Systematic Review Workshop Series)　　+

May 20, 2025 - How To Peer Review　　+

May 21, 2025 - Part 4: Efficient Database Searching for Systematic and Scoping Reviews (Systematic Review Workshop Series)　　+

May 21, 2025 - Research data management tools at the University of Manitoba　　+

May 22, 2025 - Searching for Indigenous Health Information　　+

May 27, 2025 - Equity in attribution: How to incorporate citation justice principles into your research and writing　　+

May 28, 2025 - Part 5: The Use of AI in Systematic and Scoping Reviews (Systematic Review Workshop Series)　　+

June 3, 2025 - Mastering Literature Reviews: Organizing, Summarizing, Writing　　+

June 4, 2025 - Searching for Indigenous Health Information　　+

June 19, 2025 - Equity in attribution: How to incorporate citation justice principles into your research and writing　　+

Mitacs workshops

Mitacs is a not-for-profit organization specializing in research and training.

Starting October 2021, Mitacs has launched a new curriculum designed to complement the hands-on research skills and experience gained by participants of Mitacs programs to better align content with the competencies needed by industry partners and employers, and to respond to modern learning preferences.

The new curriculum is transitioning away from fully in-person and fully online course offerings to a hybrid 'course bundle' model, in which asynchronous requirements must be completed to register for the synchronous portion, now lasting 1-3 hours, instead of a full day.

The following course bundles are currently available on EDGE:

- Career Planning
- Communication Skills
- Leadership Skills
- Networking Skills
- Project and Time Management
- Reconciliation, Equity, Diversity and Inclusion
- Writing and Presentation Skills

Course descriptions can be found on the Mitacs Training ⬀ website. As of August 2022, Mitacs has added **official certificates of completion** for each of the course bundles.

To register, visit Mitacs EDGE ⬀. If you have any questions or have issues with your EDGE account, please contact the Mitacs Training team.

For registration instructions, please see How to register for a course bundle on EDGE (PDF).

Registration

Registration for Mitacs workshops is through Mitacs EDGE ⬀.

> ℹ️ You can cancel your registration or choose another session up to seven days prior to the session's date, by clicking on "Cancel" or "Change session" on the course page.

> ℹ️ All instructor-led-courses are currently offered virtually, on Zoom. The Zoom link will appear on the session page six days before the session start date and after the registration closes. Only those who register for the session can see the link.

UM | Faculty of Graduate Studies

BioTalent Training Programs

Course Modules - Free for UM students until June 2026

Technical Skills Courses

Enrolling in the suite of technical skills courses can advance your knowledge of producing scientific reports, working in a lab or factory, quality assurance and quality control and clinical practice. Online courses available include:

- Scientific Report Writing Fundamentals
- Good Laboratory Practice (GLP) Fundamentals
- Good Manufacturing Practice (GMP) Fundamentals
- Quality Assurance / Quality Control (QA/QC) Fundamentals
- Good Clinical Practice (GCP) Fundamentals

Skills for Success Courses

The Skills for Success course series from BioTalent Canada exposes you to the knowledge and abilities you need to contribute, adapt and succeed in the workplace. These online courses include:

- Bio-economy Fundamentals
- Reading Fundamentals
- Writing Fundamentals
- Numeracy Fundamentals
- Document Use Fundamentals
- Communication Fundamentals
- Collaboration Fundamentals
- Problem Solving Fundamentals

i Register using ☑ your UM Email address and enter coupon code 'umanitoba_courses' during check out.

i It is recommended to add all courses as you will only be able to complete the registration process once. There is no penalty for not completing a course.
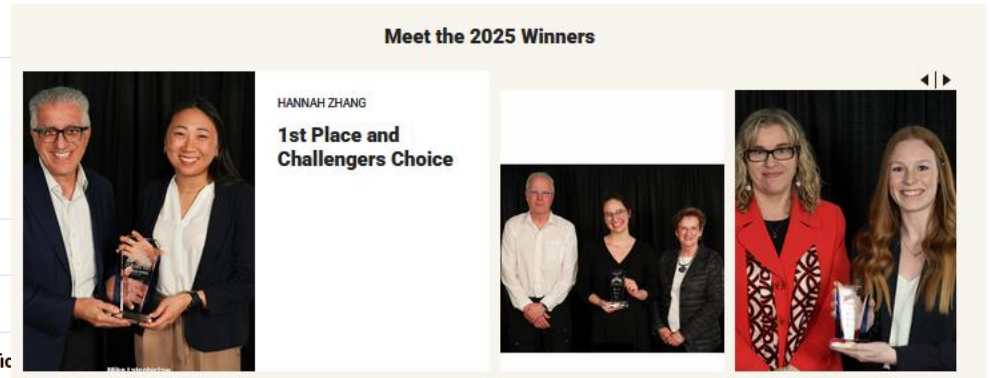
UM | Faculty of Graduate Studies

Three Minute Thesis (3MT®)

Three Minute Thesis (3MT) is an annual competition for graduate students in a thesis-based program. The University of Manitoba 3MT is part of an overall strategy to highlight our graduate students, promote UM research and connect with the community.
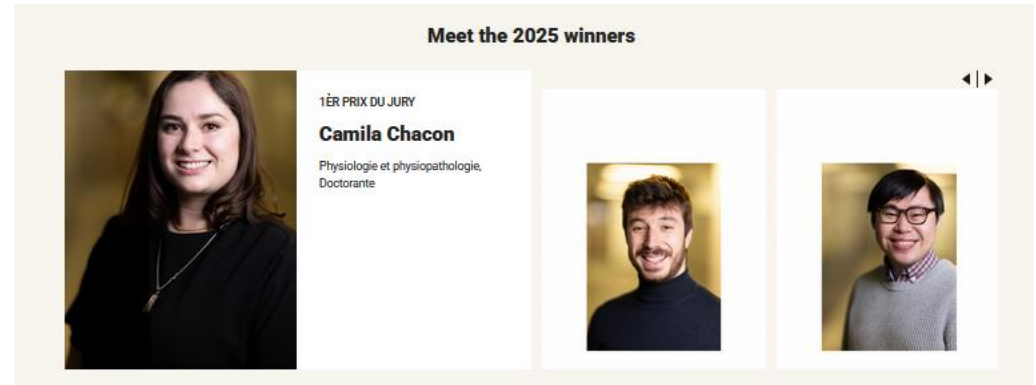
Awards for finalists

Dr. Archie McNicol Prize for first place		
This prize recognizes the legacy of the late Dr. Archie McNicol who was an enthusiastic supporter of graduate students and the Three Minute Thesis competition.	$2,500	
UM Retirees Association Prize for second place	$1,250	
Third place	$750	
People's Choice Award	UM Bookstore gift certific...	

Gift cards for winners

The top three winners from each heat will receive a $200 prize/giftcard.

Meet the 2025 Winners

HANNAH ZHANG
1st Place and Challengers Choice

Ma these en 180 secondes

Meet the 2025 winners

1ÈR PRIX DU JURY
Camila Chacon
Physiologie et physiopathologie, Doctorante

Applications Open in December, Heats: March
Final Competition April

UM | Faculty of Graduate Studies

Career Compass: Graduate Studies

Map out your career pathway from the start of your academic journey!

Engage in opportunities to support your career success, while learning about the knowledge, skills and attributes that employers are seeking!

This guide is intended to support graduate students in their career planning. Though useful for all graduate students, there is significant guidance for Master's and PhD students in thesis or research-focused programs. Students in all programs, including terminal or professional programs are also encouraged to utilize other resources provided by Career Services, your academic department and relevant professional associations. Career Services' occupational library is a hub for many of these resources.

To use this tool, click on the titles below to expand each section. **Graduate Studies at UM** includes an outline of skills students can expect to gain during their studies. **Sample Jobs** provides a listing of occupational titles that graduates might choose to pursue. **What do employers want?** highlights the top ten skills and qualifications for jobs requiring graduate-level education. Within the sections **Getting Started**, **Intermediate Steps**, **Final Steps,** tips and resources are organized within four subsections:

1. Personal and Professional Development,
2. Career Planning Tips,
3. Work & Volunteer Experience,
4. Community & Research Connections.

For academic guidance:

- Refer to the Academic Calendar for program requirements and academic regulations.
- Utilize #UMGradGoals to help you meet key goals, actions and milestones as you progress through your studies. This tool is an academic success hub and includes academic reminders, and awards and funding information.

Career Services

Career Month

Career planning

- Explore occupations

Volunteering during COVID-19

Employment resources for students

Career fairs

Career Mentor Program

UM Café: Ten Thousand Coffees

Discover Your Future in Healthcare

Co-ops and internships

Connect with and recruit students

Wage Subsidies for Employers

Alumni stories

Adam N. Nepon | MBA - Indigenous Business and Economy

Emma Popowich | MA in French

W. Kurt Hildebrand | PhD in Physics

Michelle Keller | PhD in French

Neil Owens | PhD in Chemistry

https://umanitoba.ca/career-services/career-planning/graduate-studies-career-compass

UM | Faculty of Graduate Studies

Skills you will gain during your GRADUATE STUDIES

All graduate students will gain a set of essential skills during their graduate program at the University of Manitoba. The Faculty of Graduate Studies has outlined some of these through the Bona Fide Academic Requirements (BFAR). Every graduate program has also outlined program specific BFARs that represent those essential skills gained in a particular program.

Broadly speaking, some critical skills that graduate students will gain include:

- Communication skills – Every graduate program requires students to learn key written and oral communication skills through their interactions in seminars, in practicums and through the successful defense of their oral examinations.
- Organizational skills – The successful navigation of a graduate program provides students with the ability to successfully manage their time, and to prioritize tasks required through their program, while at the same time maintaining a work-life balance.
- Critical thinking – Graduate work encourages students to critically read the literature and their own work as well as to integrate both from within and across literatures as they proceed through their coursework and prepare for key milestones such as candidacy exams, oral examinations, proposal defenses and other program requirements.
- Problem solving is a key component of graduate education. Students develop the ability to tackle small immediate problems as well as large long-term ones. Graduate education helps students learn to defend their solutions using the evidence at hand.
- Teamwork – Rarely is a graduate program undertaken in isolation. Instead, students have opportunities to interact on a vibrant campus and exchanges ideas with fellow students, faculty and staff. Graduate education can also allow students to interact with the broader academic community, both nationally and internationally.
- Integrity – Graduate programs also expose students to key concepts in their programs about the importance of ethics and integrity, both in their program related work and in their interactions with others.
- Independence – While learning to work with others is an essential skill that comes from graduate work, students also learn how to work independently and to assess their progress throughout the program.

Faculty of Graduate Studies

Funding, awards and financial aid

We want you to succeed as a graduate student. Find out how you can access funding so you can focus on your studies.

🔗 **Go directly to...**

Browse all graduate awards

Award opportunities

These are a sampling of the many awards available to UM graduate students.

University of Manitoba Graduate Fellowships (UMGF)	+
G. Clarence Elliott Fellowship	+
Vanier Canada Graduate Scholarships	+
Departmental awards	+

Indigenous graduate student awards   **International graduate student awards**

Research funding

Find available research funding for master's and doctoral students.

Research Manitoba

You can apply directly to Research Manitoba, which provides funds for research in the health sciences through a number of grants and awards programs.

| Research Manitoba ☐

Tri-Council awards (federal funding)

Explore the three major government funding bodies that provide funding for scholarly research in Canada.

Natural Sciences and Engineering Research Council of Canada (NSERC) ☐

Social Sciences and Humanities Research Council of Canada (SSHRC) ☐

Canadian Institutes of Health Research (CIHR) ☐

Mitacs

Mitacs is a national research network and funding agency that supports collaborative industrial-academic research projects and the training of highly qualified personnel.

| Mitacs ☐

umanitoba.ca/graduate-studies/funding-awards-and-financial-aid

FACULTY OF GRADUATE STUDIES TRAVEL AWARD / GRANT

The Faculty of Graduate Studies allocates funds to assist Master's and Ph.D. students with costs for travel for presentations of papers, posters, or other creative work pertinent to their studies. Approved events include conferences, major festivals or other artistic events sponsored by recognized national or international organizations.

Eligibility
•Applicants must be students in good standing, registered and enrolled full-time in a Masters or Ph.D. program at the time of the event.
•Applicants must have achieved a minimum degree grade point average (GPA) of 3.5 in the last 60 credit hours of study (or equivalent) and are in good standing.
•Students may not receive funding more than once at the Masters level or more than twice at the Ph.D. level.
•Papers / posters must be relevant to your program of study for presentation at a conference, festival or competition in the case of creative output endeavors, of a recognized national or international organization.

•Students with a GPA of 3.50+ in the most recent 60 credit hours of study are eligible for the FGS Travel Award.

Students with a GPA of 3.00-3.49 in the most recent 60 credit hours are eligible for the FGS Travel Grant.

•$750 for travel in North America, which includes Canada, USA and Mexico (conference has to be outside of Winnipeg)
$1000 for international travel.

Student Services

Everything you need to thrive

University is an exciting, challenging time. At the University of Manitoba, we want to ensure you succeed—resources are available to support you every step of the way.

🔗 Go directly to...

Student supports and where to find them

12 UM support groups and workshops to try this term

Tools and resources you need for accessibility

Need emergency support?

Call campus security at 204-474-9341 or use one of the links below.

Emergency numbers and resources

Sexual violence help and info

International crisis information

[No

Support for everyday life

Safety

We take a proactive approach to safety and security on our campuses. Learn about our safety and security initiatives.

Financial supports

Find out what awards, government aid and other funding is available to you.

Housing

The experience of living on campus will enhance your educational and personal growth. Learn what options are available to you both on and off campus.

Find accessible and inclusive washrooms

Locate UTR and G/I washroom throughout our campuses.

Career planning

When options feel endless, it can be hard to choose a path. Career Services will help connect your academics, interests and strengths with experiences to build the knowledge, skills and attributes

Accessibility

We provide support and advocacy for students with disabilities and accessibility issues, including visual, hearing, learning, mental health, medical, physical, injury-related or temporary.

Child care

We are committed to providing services and supports that help our students and staff with children thrive, including on-campus child care, change tables, breastfeeding-friendly spaces and more.

›

umanitoba.ca/student-supports

UM | Faculty of Graduate Studies

University of **Manitoba**

Admissions   Academics   Research   Student Supports   Community   About UM   🔍

Student services at Bannatyne campus

As a service hub for students and residents in the Rady Faculty of Health Sciences, we provide the supports and referrals you need for personal and academic success. All our services are free and confidential, and we work hard to accommodate your schedule.

Student supports

Academic supports

Career Services

Get involved

Student health and wellness

Military Support Office

Respectful conduct

Student services at Bannatyne campus

Accessibility for students

Student Affairs

UM Student Parents/Caregivers

Student Wellness

Need emergency support?

Call campus security at 204-789-3330 or use one of the links below.

Emergency numbers and resources   **Sexual violence help and info**

Technical issues during exams?

Contact the IST service desk!

Important Notice: Student Services at Bannatyne Campus has returned to campus. We are now offering both in person and virtual appointments for students and residents. To book an appointment with any of our services, please contact (204) 272-3190 or email bcss@umanitoba.ca. Staff are in the office responding Monday-Friday between 8:30am - 4:30pm, however there may be times when we are in meetings or delivering presentations across campus. If we are unavailable to answer the door, please connect to us through our confidential phone and voicemail (204) 272-3190 or email bcss@umanitoba.ca.
Please note: We ask you to not attend in-person services if you're experiencing any symptoms of physical illness – please call us instead and we will gladly switch your appointment to virtual.

umanitoba.ca/student-supports/student-services-bannatyne-campus

UM | Faculty of Graduate Studies

Student supports / Academic supports / Academic Learning Centre

Academic Learning Centre

The Academic Learning Centre serves graduate and undergraduate, full and part-time students at UM. Make an appointment with a writing or study-skills tutor or sign up for one of our many workshops, all at no charge.

🔗 Go directly to...

Academic Learning Centre

Reading to Write Summer Program

Tutoring and group study sessions

Support for learning remotely

Virtual Study Hall

Academic Success Workshops

Resources for faculty and staff

Academic Learning Centre services

We help you strengthen your writing, studying and research skills.

- Individual tutoring
- Workshops
- Group study sessions (select courses)
- Tip sheets
- Videos
- English as an Additional Language resources

Tired of studying alone? Looking for motivation? Join other students online in the Virtual Study Hall for Final Exam Prep

Make an appointment with a tutor

Subsidy available for ELC courses

English Language Centre

English Language Centre

The English Language Centre (ELC) provides courses, tests, accommodations and individual support to students whose first language is not English in order to support academic success and participation in the University of Manitoba community.

English Language Centre

ELC staff directory

Intensive Academic English Program

Homestay accommodations

Part-Time Academic English Courses

ℹ️ Covid-19 (Coronavirus) - Information and updates can be found at http://umanitoba.ca/coronavirus

The English Language Centre provides quality in-person and remote programming to students and community members whose first language is not English. Our programs may be suited for you if you need to meet university English language proficiency admission requirements, hope to improve your academic English or are already studying at UM and want to enhance your academic English language skills.

There are many reasons to study with the English Language Centre:

- Smaller class sizes allow you to receive more individualized attention from instructors.
- Our classrooms at UM's Fort Garry campus help you become familiar with the campus where many of our students go on to complete degree programs.
- Field trips, social activities, workshops and other events provide opportunities to meet people and learn about Canadian culture while practicing your language skills.
- Our homestay program lets you live with a local Canadian family while you're here.

- Employee rights
- Workplace safety and health committees
- Incident reporting and worker's compensation
- EHS training program
- Hazard assessments and safe work procedures
- Personal protective equipment (PPE)
- Working alone
- Harassment and violence prevention programs

https://umanitoba.ca/environmental-health-and-safety/

Student support at Migizii Agamik

Migizii Agamik - Bald Eagle Lodge is the home of the Indigenous Student Centre (ISC) student advisors and several student service providers. The student service providers all spend dedicated time at Migizii Agamik to make it easy for you to access the resources they offer.

Indigenous Student Centre advisors

Student advisors at the Indigenous Student Centre are here to help you achieve your academic goals. ISC student advisors can help with answering your questions about admission or registration, creating an academic plan, clarifying university policies, connecting you with important services, resources, programming and much more.

Learn more about the Indigenous Student Centre advisors

Join the Circle - Building Access

Join the Circle - Building Access

Sign up to become a Circle member and gain access to Migizii Agamik – Bald Eagle Lodge after hours*! Migizii Agamik is a great place to study and connect with the community. Circle members can access the computer lab and kitchen. Locker rentals are also available each September.

Migizii Agamik is open Monday-Friday from 8:30 a.m. to 4:30 p.m.

After-hours access requires Circle membership, which provides swipe access with your student ID between 4:30 p.m.-12 a.m. and from 7 a.m. to 8:30 a.m. There is no entry between 12 a.m.-7 a.m.

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International Centre

The International Centre is the University of Manitoba's hub for all things global. Whether you're a student looking to explore, a faculty member looking for international partners or a researcher hoping to work with us, we're here to support you.

🔗 International student resources

ⓘ **Service update:** If you would like to book an appointment to with one of our International Student Advisors (ISA), please call our front desk at 204-474-8501, and our receptionist would be happy to let you know the current availability of appointments with an ISA. Please call our front desk for drop-in availability. Drop-in appointments are limited, and are offered on a first-come, first-served basis.
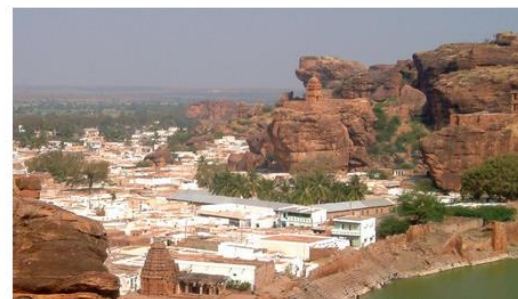
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Registrar's Office

The Registrar's Office is a key information hub on campus. The Registrar's Office gathers information about enrolment, and academic and financial records. When you register with Aurora, you'll have access to registration material, including the course catalog.

Registrar's Office

Documents and records

Registration

Tuition and fees

Final exams

Grades

Graduation and convocation

Important dates and deadlines

umanitoba.ca/registrar

Accessibility for students

Student Accessibility Services (SAS) is here to provide supports for students with disabilities and to foster success for your academic future. Reach out! If you need help and support as a student, we are here for you. Learn how to register or access accessibility resources below.

We are on campus! Accessibility Coordinators and the Assistive Technologist are available for in-person, phone, email, or online appointments.
Please contact an Accessibility Coordinator directly, the general office by phone 204-474-7423 or email student_accessibility@umanitoba.ca to book your appointment. The 520 University Centre office is available for in-person, phone and email inquiries Monday-Friday between 8:30am-4:30pm.

Get the latest information on service disruptions.

Resources for students and instructors

More information on how Student Accessibility Services can provide support.

How to register with Student Accessibility Services

Arranging for academic accommodations and support takes time. We highly encourage you to contact our office before you apply and immediately after accepting offers of admission in order to make your transition into university life successful.

Step 1: Submit the Disability Assessment Form   +

Step 2: Meet an accessibility advisor   +

Step 3: Communicate with your instructors   +

Step 4: Follow up if you need more help   +

New students:

It's essential to hand in your Disability Assessment Form if you need specific supports. Download the form here (PDF).

Student Advocacy

Student Advocacy is a safe place for students. We help you navigate university processes and advocate for your rights as a student at UM.

We're here to help

If anything in your personal or academic life is affecting your studies, contact our confidential intake assistant. Everything you tell us is kept completely confidential.

> ⓘ We do our utmost to respond to all inquiries by phone or email within 24 hours.

Confidential intake assistant

204-474-7423

stadv@umanitoba.ca

We can help you if you face an allegation of academic misconduct

Academic supports

Post-strike supports for students

Academic integrity

Academic advising

Academic Learning Centre

English Language Centre

First year planning

Student Advocacy

- Authorized Withdrawal
- Working with a student advocate
- Case Management
- Understanding fairness at UM
- Faculty and staff assistance

The Libraries

- The U of M has its own custom branded safety app called UM Safe.

- The app was created to enhance the safety of students, staff and faculty on campus.

- Some features of the app involve interaction with Security Services and some will be optional.

UM Safe App

- The app has various safety features and resources, including:

  ➢ Mobile Blue Light
  ➢ Work Alone
  ➢ Incident Reporting
  ➢ Friend Walk
  ➢ Support Resources

Mobile Safety App: UM Safe

- The app is free to download from the App Store and Google Play
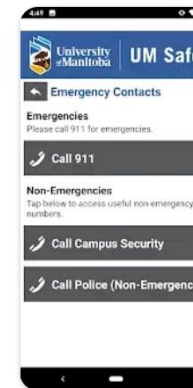
UM Safe is the official safety app of University of Manitoba.

➢ <u>Know the rules & be aware of the important dates</u>
  ➢ Registration dates, Graduation dates, etc.

➢ Build relationships with your Advisor & Advisory Committee

➢ Find out who has information (e.g. Program Director,

  Graduate Chair, Graduate Support Staff

➢ Build Community (find mentors, mentees, other scholars)

➢ Network and get involved

➢ Don't be afraid to ask questions! Seek the services you need.

➢ Try to seek advice before a problem reaches crisis mode

(Advisor → Advisory Committee → Grad Chair → Department Head → FGS)

There is strength in knowledge!

UM | Faculty of Graduate Studies

Student Representation

Questions?