Supplementary Regulations
Faculty of Graduate & Postdoctoral Studies (FGPS)

Name of Unit/Program(s): Pharmacy (M.Sc. & Ph.D.)

FGPS Academic Guide Regulation 2026/27	Supplementary Regulation
The Faculty of Graduate and Postdoctoral Studies' Academic Guide contains all the rules and policies pertaining to the Faculty of Graduate and Postdoctoral 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 establish minimum academic standards for all graduate programs at the University of Manitoba and to clearly articulate administrative requirements for all aspects of graduate programs that fall within the Faculty's jurisdiction. It is the responsibility of students and the department/unit offering a graduate program to read and follow the policies contained herein. All regulations as laid out in the Faculty of Graduate and Postdoctoral Studies Academic Guide are subject to revision by the appropriate bodies of the Faculty of Graduate and Postdoctoral 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 and Postdoctoral Studies, be published and available to students, and kept on record in the Faculty of Graduate and Postdoctoral Studies Office. **Preface** The Faculty of Graduate and Postdoctoral Studies is a pan-University faculty responsible for overseeing the administration of all graduate programs at the University of Manitoba. The Faculty of Graduate and Postdoctoral Studies Academic Guide contains all the rules and policies pertaining to the Faculty of Graduate and Postdoctoral Studies. These regulations apply to all graduate students in all programs in all academic units. Adherence to these rules is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. It is the responsibility of students, members of the Faculty of Graduate and Postdoctoral Studies, and the department/unit offering a graduate program to read and follow the policies contained herein. For those programs that are administered through a Faculty, College or School (as opposed to a Department) the term "Department" should be substituted by "Unit" within this document (i.e., Department Head becomes Unit Head.) **Definitions**	The Pharmacy Graduate Studies Committee (PGSC) consists of the Pharmacy Graduate Chair and Vice-Chair, who may vote only in the case of an equality of votes; five faculty members, one graduate student (2-year term); and one support staff member as secretary (non-voting). The graduate student member will be recused from any consideration of confidential student files and/or materials. Its functions are: • to advise the Dean of the College of Pharmacy on issues related to graduate studies in Pharmaceutical Sciences, including graduate honours and awards; • to evaluate and advise the Dean on appointments of Adjunct Professors under The University of Manitoba Policy 716; • to consider applications for admission, and to monitor student progress in the College of Pharmacy graduate program. Meetings are called at the discretion of the Chair. Decisions are by a simple majority.

FGPS Supplementary Regulations template updated May 2026
Pharmacy (M.Sc. & Ph.D.) Supplementary Regulations approved & effective Sept. 1, 2026

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FGPS Academic Guide Regulation 2026/27	Supplementary Regulation
The "Dean, Faculty of Graduate and Postdoctoral Studies" shall be taken to mean the Dean, Faculty of Graduate and Postdoctoral Studies or designate. "Unit" shall be taken to mean the academic unit where the graduate student is pursuing their studies. Generally, this is the department. For Faculty-based programs, the Dean or Director is the de facto Head of the unit. The term "unit" shall also include School(s) or College(s) of Faculties within the University. The Dean of the Faculty of Graduate and Postdoctoral Studies is the de facto Head of interdisciplinary programs administered by the Faculty of Graduate and Postdoctoral Studies. The Head of any unit may designate any of their responsibilities in this policy to another member of the unit (e.g., Graduate Chair). When that designation is made, the Graduate Chair will be the primary contact for the graduate program. "Master's student" shall be taken to mean an individual pursuing a Master's degree. This individual is considered a student up until successful completion of their Master's degree, after which they are a graduate of the Master's program. "Ph.D. candidate" or "doctoral candidate" shall be taken to mean an individual who is pursuing a Ph.D. degree and who has passed all required candidacy examinations. Prior to achieving these milestones, the individual is considered a "Ph.D. student" or "doctoral student." "Good Academic Standing" shall include, but is not limited to, the regulations contained in sections "Academic Performance" and "Performance Related to Coursework" of this Guide without exceeding the time permitted to complete a program. Conversely, examples of "Not Good Academic Standing" shall include, but are not limited to: Two consecutive "Student Does Not Meet Expectations for Academic Progress" Progress Report ratings, one (1) "Unsatisfactory Academic Progress" Progress Report rating, exceeding the allowable credit hours of failed grades, having a degree GPA below 3.0, failure of two Candidacy Exam attempts, failure of two attempts to pass the thesis, having received a Required to Withdraw decision.	
1.1 Application and Admission Procedures The application (and all required documentation) is to be submitted directly to the Faculty of Graduate and Postdoctoral 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 Graduate programs of study website. Process: • A completed official application for admission form must be submitted, together with the application fee and supporting documentation, to the Faculty of Graduate and Postdoctoral Studies via the online application	College of Pharmacy Rady Faculty of Health Sciences University of Manitoba Apotex Centre, 750 McDermot Avenue Winnipeg, MB, Canada R3E 0T5 or email: pharmacy@umanitoba.ca Please review the admission requirements outlined for the M.Sc. and Ph.D. programs in Sections 6 and 7 of this document, respectively. Application Materials:

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<table>
<tr><td>system. Applicants are required to submit the application and documentation to the Faculty of Graduate and Postdoctoral Studies in time 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.
• Applications are subsequently reviewed by the department/unit offering the program which will decide whether the applicant meets the department's/unit's criteria including, but not limited to, availability of advisors, space, and facilities. The department/unit Head will submit their recommended decisions (i.e., acceptance or rejection) to the Faculty of Graduate and Postdoctoral Studies. The department/unit should not notify applicants of their recommendations.
• Applications recommended for admission are checked to determine if they meet the Faculty of Graduate and Postdoctoral Studies' eligibility requirements. The Faculty of Graduate and Postdoctoral Studies then notifies applicants of their acceptance or rejection.</td><td>- CV/Resume
- Supervisor Support
- Reference letters (see 1.1.8)</td></tr>
<tr><td>1.1.2 Deadlines for Recommended Applications (from Departments/Units to the Faculty of Graduate and Postdoctoral Studies)

The following are the deadlines for receipt by the Faculty of Graduate and Postdoctoral Studies of recommendations from departments/units.

<table><tr><th>Term</th><th>Start Date</th><th>Canadian/US</th><th>International</th></tr><tr><td>Fall</td><td>September</td><td>July 1</td><td>March 1</td></tr><tr><td>Winter</td><td>January</td><td>November 1</td><td>July 1</td></tr><tr><td>Summer</td><td>May</td><td>March 1</td><td>November 1</td></tr></table>
IMPORTANT: These are not unit-specific application deadlines. Prospective applicants must consult the appropriate application program page on the Graduate programs of study website to determine the department/unit deadline. Departments/Units who would like one (1) application deadline for all applicants should align their dates with the international deadline.</td><td>For upcoming application deadlines, please consult the Graduate Program Page:

M.Sc.:
https://umanitoba.ca/explore/programs-of-study/pharmacy-msc

Ph.D.:
https://umanitoba.ca/explore/programs-of-study/pharmacy-phd</td></tr>
<tr><td>1.1.3 Application Fee

A $100.00 (CAD) Domestic applicants / $130.00 (CAD) International applicants non-refundable fee must accompany each application for admission. The Physician Assistant Studies and Orthodontics and Dentofacial Orthopedics programs charge an additional fee of $25 and $50, respectively.</td><td></td></tr>
<tr><td>1.1.4 Transcripts

Unofficial copies of transcripts and final degree certificates are acceptable for initial assessment and provisional admission purposes for all attended degree programs. Upon admission to the Faculty of Graduate and Postdoctoral Studies, applicants must arrange for official transcripts from all post-secondary</td><td></td></tr>
</table>

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institutions attended to be sent to the Faculty of Graduate and Postdoctoral 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 do or will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required. Applicants who are unable to provide the required official documentation should contact the Faculty of Graduate and Postdoctoral Studies Admissions Office to identify possible accommodations to address the need for documentation within their specific circumstances.	
1.1.5 Transcripts: International Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal English translations of all records**.** To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution. For international degrees, a copy of the official degree certificate is also required.	
1.1.6 Transcripts: University of Manitoba University of Manitoba students are not required to submit University of Manitoba transcripts.	
1.1.7 Proficiency in English The Faculty of Graduate and Postdoctoral Studies requires a passing, acceptable English Language Test score in order to offer admission. 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 (1) of the countries listed on the English Language Proficiency Test Exemption List. In all cases, test scores older than two (2) years (from the time of completing the test) are invalid. Thresholds required for successful completion are indicated in parentheses. • Test of English as a Foreign Language (TOEFL) Internet based -iBT® (Band 4.5; minimum score of 4.0 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. • International English Language Testing System (IELTS™) (6.5 in the Academic Module) • Cambridge Assessment of English (at the C1 Advanced or C2 Proficiency level)	

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• Intensive Academic English Program (IAEP) minimum score required: Pass Level 5/AEPUCE Academic English Program for University and College Entrance (AEPUCE) (65%) • PTE Academic (61% overall) • Duolingo (120; minimum score of 100 in each of reading, writing, listening and speaking categories) **Note**: Some units may require a specific test or test scores greater than those indicated above. Students should check department/unit supplementary regulations for details. Applicants holding secondary school diplomas and/or recognized university degrees from countries on the Faculty of Graduate and Postdoctoral Studies English Language exemption list are not required to submit an English Language Proficiency score. For more information please see our website.	
1.1.8 Letters of Recommendation 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. Generally, two (2) Letters of Recommendation must be submitted to the Faculty of Graduate and Postdoctoral Studies. The number of required recommendation letters for an application for admission is stated on the program's Graduate Program of Study webpage. Departments/Units may have different requirements on the number of and content required in recommendation letters.	
1.1.9 Admission Tests Some departments/units require admissions tests, such as the Graduate Record Examination (GRE®), the Graduate Management Aptitude Test (GMAT™), or Casper, etc. These requirements are listed in the department/unit's supplementary regulations. If required, the scores must be submitted at the time of application.	
1.1.10 Entrance Requirements The minimum standard for acceptance into any category in the Faculty of Graduate and Postdoctoral Studies is a 3.0 Grade Point Average (GPA) (or equivalent) out of 4.5 in the last two (2) years of full-time university study or last 60 credit hours. (GPA equivalency information available at this link: Graduate and Postdoctoral Studies admission requirements | Faculty of Graduate and Postdoctoral Studies | University of Manitoba (umanitoba.ca)) **Note**: This is the minimum requirement of the Faculty of Graduate and Postdoctoral Studies and departments/units may have higher standards and additional criteria.	

1.1.11 Eligibility of University of Manitoba Staff Members A member of the academic staff at the University of Manitoba with faculty rank (Assistant Professor or above, or Instructor I or above) is not eligible to apply for admission to or continue in a graduate program in the department/unit in which the appointment is held.	
1.1.12 Generative Artificial Intelligence The use of Generative Artificial Intelligence is prohibited for submissions that are part of an application to UM unless the department/unit application procedures allow it. Departments/Units should ensure academic integrity, privacy, data security, copyright and intellectual property concerns are considered.	
1.2 Registration Procedures **1.2.1 Undergraduate Student Registration in Graduate-Level Courses** Undergraduate students may be permitted to register in a maximum of six (6) credit hours of 7000-level courses or above on recommendation of the department/unit offering the graduate course, subject to the conditions listed below. • Undergraduate students must obtain permission from the Department/Unit Head and course instructor before registering for a graduate course. • Only undergraduate students completing an undergraduate degree or post-baccalaureate diploma at the University of Manitoba are eligible to enroll in a graduate course (i.e., undergraduate students from other institutions and those completing courses without registration in a degree program are ineligible for registration in graduate courses). • Undergraduate students are not eligible for enrollment in 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 at the outset of the term. Undergraduate students who complete a graduate course are not guaranteed admission to a graduate program.	
1.2.2 Initial Program Registration On admission to a graduate program at the University of Manitoba, students may submit a formal request to the Faculty of Graduate and Postdoctoral Studies to apply any previously completed graduate courses toward their graduate program requirements, subject to the restrictions listed below.	

- 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.
- 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 usually be used for credit towards the degree (please refer to Lapse or Expiration of Credit of Courses).

All graduate students must initially register in the term indicated in their letter of acceptance as specified in the Academic Schedule of the Graduate Calendar. Any student not registering by the registration deadline for the term specified in their letter of offer will be required to re-apply for admission; admission is not guaranteed if a student re-applies to the Faculty of Graduate and Postdoctoral Studies. With prior approval from the department/unit, students may request to defer registration for up to two (2) years following acceptance into the Faculty of Graduate and Postdoctoral Studies.

A student's program of study 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.

A student may apply for admission/registration to two (2) concurrent degree/diploma programs. However, the approval or denial of admission and registration to two (2) concurrent degree/diploma programs rests with the Dean of the Faculty of Graduate and Postdoctoral Studies in consultation with the department(s)/unit(s) concerned.

- A request for registration in two (2) concurrent degree/diploma programs at the University of Manitoba must be submitted to the Faculty of Graduate and Postdoctoral Studies on the "Concurrent Curriculum Permission" form prior to the student's initial registration in the secondary program.
- If one (1) of the concurrent degree/diploma programs is outside the University of Manitoba, the student must contact their home department/unit to submit a written request.

Where a student does register in two (2) concurrent degree/diploma programs, it is important to note that dual registration may affect funding eligibility, for the University of Manitoba Graduate Fellowship (UMGF) and may limit other funding possibilities.	
1.2.3 Re-Registration All students must re-register in all Fall, Winter and Summer terms of their program until a student is eligible to graduate, unless they are granted an official leave of absence that does not require registration (see Leaves of Absence). Failure to re-register while in good academic standing will result in the student being discontinued from their graduate program and the notation 'Discontinued Graduate Program' placed on their academic record. Failure to re-register while not in good academic standing will result in the student being withdrawn and the notation 'Required to Withdraw' placed on their academic record. A student who has been discontinued and would like to be considered for continuation in a program must apply for re-admission via an online admission process. Applications received by the registration revision deadline will be processed for the upcoming term. Re-admission is not guaranteed. The re-registration requirement does not apply to occasional students, visiting students, Pre-Master's students or students on an Exceptional or Parental Leave of Absence (please refer to "Leave of Absence").	
1.2.4 Registration Revisions Revisions to registration must be approved by the Department/Unit Head or designate and may be made during the designated periods as published in the Academic Schedule of the Graduate Academic Calendar. Note: Graduate students are not permitted to withdraw from courses without written permission from their Department/Unit Head or designate on recommendation from their advisor/co-advisor (and/or advisory committee). The notation "Required to Withdraw" may be placed on the academic record of any graduate student who has withdrawn from courses without such approval.	
1.2.5 Advisor-Student Guidelines (ASG) All students in thesis/practicum programs, together with their advisor/co-advisor, are required to discuss and complete the Advisor-Student Guidelines (ASG) electronically as soon as possible after initial registration, prior to the commencement of any research, and no later than at the time of submission of the first Progress Report. This discussion should be conducted in real time (i.e., all parties should be part of the discussion). Only one (1) form submission is required (i.e., it does not need to be submitted by each party); it may be submitted by either the advisor, co-advisor, or student. All parties (student, advisor, and co-advisor (if applicable)) are required to review and approve the agreement within 28 days of its submission. If the agreement is rejected by at least one (1) individual, or if all approvals are not received within the 28-day deadline, the ASG will not be considered complete on the student's record. Failure to submit a completed ASG before the end of June of the student's first	

year of study will result in a hold placed on their student account that will prevent further registration. For additional information on the ASG submission process and complete instructions for submitting approvals, consult the Graduate Studies Hub. If the parties cannot agree on one (1) or more component(s) of the ASG, the matter should be referred to the Department/Unit Head, Graduate Chair, or the Dean of the Faculty of Graduate and Postdoctoral Studies. If a student does not have an advisor/co-advisor at the time of their first Progress Report, they must complete the ASG with an interim advisor. In departments/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the Department/Unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen. A new ASG is to be completed if there is a change in advisor/co-advisor, a co-advisor is added, removed or changed mid-way through the student's program, or if a student changes programs. In programs that require students to have an advisor, students must have an advisor for the entire duration of their program. Should the relationship between the student and advisor/co-advisor significantly deteriorate during the student's program, the matter should be referred sequentially to the Department/Unit Graduate Chair, the Department/Unit Head, the Faculty of Graduate and Postdoctoral Studies Associate Dean working with the department/unit, and finally the Dean of the Faculty of Graduate and Postdoctoral Studies. Students can also seek support from other offices including Student Advocacy and the Student Counselling Center. 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. Departments/Units who have difficulty finding an alternate advisor need to consult with the Faculty of Graduate and Postdoctoral Studies Associate Dean working with the department/unit for support to pursue all reasonable options given the theoretical and research expertise required of an advisor in relation to the thesis/practicum. If an advisor cannot be secured within one (1) term, the student cannot remain in their program.	
1.2.6 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 Faculty of Graduate and Postdoctoral Studies website.

The Western Deans' Agreement usually 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.

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.

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.

Students will qualify for the fee waiver if they:

- Are in good standing in a graduate program at the home institution;
- Have paid all current and back fees at the home institution;
- Complete the Western Deans' Agreement authorization form and submit it to their home institution by the appropriate deadline. This is a fillable form. Please complete it on a computer before printing the form. Hand-written forms can be illegible and illegible forms will result in delays in enrollment processing.
  https://www.wcdgs.ca/application-process

Students must meet all requirements as prescribed by the home and host university's regulations, deadlines, class capacities, and course prerequisites.

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.

Students must submit the WDA form to their home university at least eight (8) weeks prior to the start of classes (some Universities may require the form to be submitted even sooner – please see Western Dean's host deadlines page: https://www.wcdgs.ca/host-institution-specific-details).

Students are subject to regulations of the home institution governing credit for the courses to be undertaken. Students are required to provide a copy of the course syllabus with the WDA form. 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 by the deadline on the Faculty of Graduate and Postdoctoral Studies. Students must send confirmation of registration and notice of any change to the Faculty of Graduate and Postdoctoral Studies of the home institution at the time of registration or course change is completed. Students may not claim fee waivers under the terms of this Agreement for a period of more than twelve (12) months in total. 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.	
1.2.7 Canadian University Graduate Transfer Agreement (CUGTA) The CUGTA is to provide students in good standing enrolled in a graduate degree or diploma program at a Canadian Association of Graduate Studies (CAGS) member university the opportunity to avail themselves of courses offered at another member institution (host) for transfer credit to the program at their institution (home). The CUGTA provides an application fee waiver for visiting students when applying through this agreement. Tuition fees are not automatically waived, it is up to the host institution whether tuition fees will be charged. Program fees are always paid to the home institution, regardless of coursework taken at another institution. Students may be required to pay tuition, student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. 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. Students must meet all requirements as prescribed by the home and host university's regulations, deadlines, class capacities, and course prerequisites. 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. Students must submit the CUGTA form to their home university at least eight (8) weeks prior to the start of classes. The course syllabus is required to be submitted with the CUGTA form.	

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Students must have the Authorization form approved by the relevant Department/Unit Head and the Faculty of Graduate and Postdoctoral Studies at the host institution at least one (1) month prior to the commencement of the requested course(s). Students are subject to the home institution's regulations concerning credit for the courses to be taken. 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 course(s) selected by the deadline found on the Faculty of Graduate and Postdoctoral Studies webpage. Students must send confirmation of registration and notice of any changes to the home institution at the time of registration/registration revision is completed. Each institution has its own regulations regarding the maximum number of transfer credits that are permitted in a given degree program. Most but not all Canadian universities that are a member of the Canadian Association for Graduate Studies participate in the CUGTA. Students must contact the host institution for information on whether they accept the CUGTA. https://cags.ca/institutional-members/	
1.2.8 Letter of Permission Students wishing to take course(s) at other recognized colleges or universities which do not fall under the Western Dean's or CUGTA agreements must apply through the Letter of Permission (LOP) process. Courses taken at another institution may be transferred into a student's degree program or may be taken for interest. All applications are considered on a case-by-case basis and approval is not guaranteed. Students must apply for an LOP through the Faculty of Graduate and Postdoctoral Studies online application system, which consists of providing a copy of the course syllabus from the other institution and paying non-refundable application fee. Applications must be submitted at least 6-8 weeks prior to the start of the course(s) and applications must be approved before a student can register in those course(s). Once the course(s) are completed, an official transcript issued directly by the university must be provided to the Faculty of Graduate and Postdoctoral Studies by the applicable deadline found on the Letter of Permission webpage. Registration at two (2) different universities on a Letter of Permission (Including Western Dean's and CUGTA) must have permission from the Dean of Graduate and Postdoctoral Studies.	
1.3 Course Classifications	

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1.3.1 General Classifications

Students who register themselves must have prior approval of the Department/Unit Head or designate. Students registering themselves 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 advisory committee. The student's Department/Unit Head must determine if there is a valid need for the registration in courses under the "X" classification. 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 advisory committee, may be classified as "X" 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's/unit's supplementary regulations.) Additionally, "X" courses are used in the calculation of the GPA for the purposes of Admission and Awards (e.g., the University of Manitoba Graduate Fellowship (UMGF) and International Graduate Student Scholarship (IGSS)). A maximum of 12 credit hours under the "X" course classification is permitted while registered in a given program.

("A")Audit course: Course is taken for personal or professional interest and not for academic credit. Students who audit a course are not entitled to its evaluation privileges and no grade is recorded. Instructor permission is required to audit a course and additional fees will be assessed.

("O") Occasional course: Course is not a requirement of the current graduate 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*.

Graduate-level courses cannot be challenged for credit.

1.3.2 Incomplete Courses

Students who are unable to complete the term work prescribed in a course may apply to the instructor on or before the end date for the term in which the course is offered (as set out in the Academic Schedule), for consideration of a grade classification of incomplete (designated as "I" on the student's record) and

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time extension for work completion. Even if the student is granted an incomplete grade and an extension for assignment(s), the student will still need to write the final examination if one (1) is scheduled for the course. Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary (incomplete) grade using a zero value for incomplete work. In no case will the satisfaction of the incomplete requirements result in a final grade that is lower than the incomplete grade recorded on the student's record. The following maximum extensions are allowed: • Courses ending in April: August 1 of the same year • Courses ending between May and August: December 1 of the same year • Courses ending in December: April 1 of the following year If a final grade is not reported within one (1) month of the extension deadline, the letter "I" will be dropped, and the grade will remain as awarded (i.e., the incomplete grade will become the final grade). The student's opportunity to improve the grade will have lapsed. Please visit the Registrar's Office website for further information.	
1.3.3 Continuing Courses (CO) For those graduate-level courses (6000, 7000, and 8000) which are being taken by students enrolled in the Faculty of Graduate and Postdoctoral Studies and which continue beyond the normal academic term, the instructor shall recommend that a grade 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 the course. Note: With the exception of "GRAD" courses and established, ongoing departmental courses such as seminars, practica, etc., a "CO" will not usually be permitted to persist longer than 12 months. In exceptional circumstances where a "CO" grade is requested for a longer term of up to 24 months, the instructor and Department/Unit Head must submit both the "CO" grade and 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.	
1.3.4 Authorized Withdrawals The University of Manitoba's Authorized Withdrawal Policy and Procedure documents are available on the University of Manitoba governing documents webpage. The following section is supplemental to these documents, and	

concerns present, former, or prospective students of the Faculty of Graduate and Postdoctoral Studies. Requests for authorized withdrawals (AW) will only be considered for withdrawal from all courses in a given term, except in extraordinary circumstances. Extraordinary circumstances for a selective (e.g., a singular course) AW must be substantiated by at least one (1) of the following reasons and are subject to the approval of the Dean or their FGPS designate: • Relevant medical documentation attesting to why a student could manage some of the work/courses in a term, but not all of the work/courses; • If the characteristics of a particular course differ from the other courses in the term (e.g., a practical/in-person component that could not be completed versus a regular academic course); • If a particular course has irregular start/end dates (e.g., the course began and ended prior to the start of term, or the course was held over one (1) weekend or one (1) week, or the course requirements for the other courses in that term had already been completed). Requests for AWs will be considered for the currently enrolled term and for term(s) dating back no more than three (3) consecutive terms (one (1) year).	
1.3.5 Cross-Listed Courses Cross-listed courses are defined as multiple 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 and Postdoctoral Studies or designate. 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 automatically for all programs. 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, in the field, 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. Requests to transfer from full-time to part-time status must be requested on the "Part-Time Status" request form after discussion between the student and their advisor and co-advisor (if applicable). This discussion should address any potential impacts of requesting a change to status on the student's program of study (e.g., research and access to facilities, funding, etc.). The form must be approved by the Department/Unit Head or designate and submitted to the Faculty of Graduate and Postdoctoral Studies. Declaration of full/part time status must be made prior to the end of the registration revision period in the Fall and/or Winter terms and within one (1) month of the start of the Summer term. Retroactive status changes will not be made. A change to part-time status cannot be granted solely for financial circumstances. Students can request to move to part-time if they have been offered full-time employment or have medical, family or other circumstances that make it impossible to devote themselves to their graduate program full-time. Students are not permitted to change to part-time status more than once within their program unless under exceptional circumstances. Once a student declares as part-time, they may return to full-time status once, but cannot subsequently revert to part-time. Transferring to part-time status will affect a student's maximum time to complete degree requirements as follows: 1- 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. 2- 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. 3- 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. 4- 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.	
1.4.2 Pre-Master's Students	See Pre-Master's Section 3

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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. The Pre-Master's is intended to bring the student's standing to approximately the level of an Honours graduate in the major department/unit, and to satisfy prerequisites for courses. See Section 3 General Regulations: Pre-Master's.	
1.4.3 Occasional Students An occasional student is a student who is not currently in a degree program at the University of Manitoba and is wishing to take graduate-level courses. Occasional students must apply via the regular FGPS admission process (to the department/unit offering the course or majority of courses) and meet the same degree and grade point average entrance requirements as regular graduate students. Occasional students must complete all course requirements in the courses taken (unless audited) but will not receive credit toward a degree. Occasional students are to take the courses as "occasional" (see section Course Classifications – General Classifications above). If an occasional student applies to a degree program at a later date and is admitted, they may apply to transfer courses previously taken in the "occasional" category for credit towards their degree program. Occasional student status is not advised for international students due to study permit limitations. International students interested in becoming an occasional student should contact the Graduate and Postdoctoral Studies admissions office and University of Manitoba International Centre. Note: • Transfer of courses from the "occasional" category to a degree program is not automatic; a request for advance credit must be made within the first year of a degree program on the "Advance Credit – Transfer of Credit" form. • Fees paid by a student while registered as an occasional student are not credited to a degree program at a later date. • Occasional students must register via their home unit/department. Registration as an occasional student is limited to a period of one (1) academic year (September 1 - August 31). Students who wish to continue taking courses as an occasional student must reapply annually. • The majority of coursework per academic year must be taken at the graduate level while registered as an occasional student. Students admitted as Occasional are required to upload proof of instructor permission in their application for admission to take the course(s) as Occasional.	
1.4.4 Joint Masters (With the University of Winnipeg)	

The University of Manitoba and the University of Winnipeg offer four (4) joint Master's programs: History, Religion, Public Administration, and Peace and Conflict Studies. The University of Manitoba's Faculty of Graduate and Postdoctoral Studies is responsible for the administration of the joint programs, and students must complete the regular University of Manitoba application and registration forms. Students taking Pre-Master's qualifying work for these programs register at the university where the courses are being taken.	
1.4.5 Visiting Students Visiting students are students who are registered at another institution who are taking one (1) or more courses at the University of Manitoba on a Letter of Permission from their home university. Visiting students must submit an online application, along with a non-refundable application fee, in addition to copies of transcripts from all institutions attended and a successfully completed English Language Proficiency Test from the approved list, if applicable. Students must provide a letter from their home department/unit stating that they are in good academic standing and that they are permitted to take courses at multiple institutions. Applications must be submitted to the Faculty of Graduate and Postdoctoral Studies a minimum of one (1) month prior to the start of the intended term of study. Note: • Fees paid by a student while registered as a visiting student are not credited to a degree program at a later date. • Registration in the visiting student category can be for no more than one (1) academic year (September 1 - August 31) without reapplication. • The majority of coursework per academic year must be taken at the graduate level while registered as a visiting student. Registration at two (2) different universities on a Letter of Permission (Including Western Dean's and CUGTA) must have permission from the Dean of Graduate and Postdoctoral Studies.	
1.4.6 Visiting Student Researchers Visiting Student Researchers (VSR) are students who are enrolled full-time in a graduate degree program at another recognized post-secondary institution who come to the University of Manitoba solely to conduct supervised student research with a faculty member. VSRs do not enroll in academic coursework but at the graduate level must register in the non-credit hour placeholder course VSR 7000 Visiting Student Research. VSRs must apply to FGPS through the regular application system. Note:	

• **Research Supervisors:** Must be full-time UM faculty at the assistant professor level or higher. Research supervisors oversee the research plan, ethical compliance, training, and supervision. Matching VSRs with supervisors is the responsibility of the applicant, not UM. • **Period of Research Activities:** VSRs can be enrolled at UM to undertake full-time research with a faculty research supervisor for a period of no less than 1 month (4 weeks) and no more than 12 months (3 terms). Extensions require the VSR to re-apply for admission. • **Qualifications:** Graduate VSRs must be enrolled in a recognized graduate program at another institution. Bridging programs like Mitacs Globalink may allow exceptions. There is no English language or GPA requirement; qualifications are determined by the UM supervisor. • **Application Process:** Submit an application, proof of enrolment, anticipated research dates, and planned research program signed by the UM supervisor. Applications should be submitted at least 8 weeks before arrival. • **Registration and Fees:** VSRs are registered in a non-credit placeholder course, VSR 7000. They are not charged tuition but must pay administrative fees per term. International students must purchase travel health insurance. **Completion:** VSRs receive an "Attended" grade on their transcript. Early withdrawals will result in a "VW" grade. VSRs are subject to the same standards and expectations as University of Manitoba students and must adhere to all applicable university-, faculty-, and department/unit-level policies and procedures.	
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 co-advisor, if applicable), advisory committee, and department/unit must also ensure that each student follows Faculty of Graduate and Postdoctoral Studies regulations, department/unit supplementary regulations and meets all program requirements. The Faculty of Graduate and Postdoctoral Studies performs a final check of Faculty of Graduate and Postdoctoral 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 with their home department/unit first. 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 and	

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Postdoctoral Studies. The following procedures apply to recommendations made by departments/units: • The department/unit is responsible for informing the Faculty of Graduate and Postdoctoral 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 department/unit does not recommend remediation, or if the student fails to satisfy any required remedial action, the student may be Required to Withdraw from the Faculty of Graduate and Postdoctoral 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 the same or another graduate program only if the application for admission is approved by the Dean of the Faculty of Graduate and Postdoctoral Studies. This permission is required before the application is submitted. • Voluntary withdrawal from a program is only permitted if the student is in good academic standing. Good academic standing includes, but is not limited to, the regulations contained in sections 2.3 Academic Performance and 2.4 Performance Related to Coursework without exceeding the time permitted to complete a program. Recommendations of departments/units may supersede student requests for voluntary withdrawal.	
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. Students may also refer to the University's Accessibility Policy and 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, as required by their program.	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.		

Individual unit BFARs available on the Graduate and Postdoctoral Studies website.

2.3 Academic Performance

Student progress shall be reported **at least** annually, (but not to exceed once every four (4) months), to the Faculty of Graduate and Postdoctoral Studies on the "Progress Report" form. Certain course-based programs may be able to submit evaluations for progress in spreadsheet format when progress ratings are "Student Meets or Exceeds Expectations for Academic Progress." Submission in this format needs to be requested and approved by the Dean of the Faculty of Graduate and Postdoctoral Studies. Performance ratings that remain "Student Meets or Exceeds Expectations for Academic Progress" throughout the year does not need to be reported to the Faculty of Graduate and Postdoctoral Studies more than annually, but should remain on file in the department/unit.

Students who fail to maintain "Student Meets or Exceeds Expectations for Academic Progress" performance ratings 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 and Postdoctoral Studies on the "Progress Report" form. Students who receive two (2) consecutive "Student Does Not Meet Expectations for Academic Progress" ratings or one (1) "Unsatisfactory Academic Progress" rating will usually be Required to Withdraw from the Faculty of Graduate and Postdoctoral Studies and the notation on the student record will be "Required to Withdraw". One (1) stand-alone "Student Does Not Meet Expectations for Academic Progress" rating will not lead to a Required to Withdraw.

2.4 Performance in Coursework

Students can consult Student Accessibility Services (SAS) if accommodations are required for coursework (see the University of Manitoba's Accessibility Policy and Procedures).

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 and Postdoctoral Studies. Departments/Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate and Postdoctoral Studies. Students who fail to maintain the specified grades or DGPA will be Required to Withdraw unless a department/unit recommends remedial action (subject to approval by the Dean of the Faculty of Graduate and Postdoctoral Studies).

Requirements for Remedial Action Plans

Supplemental exams are not permitted to students in the Master's or Ph.D. program, unless permitted and stated in the department/unit's approved supplementary regulations.

A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course as determined by the

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FGPS Academic Guide Regulation 2026/27	Supplementary Regulation
student's department/unit. The form "Recommendation to Deal with Failed Grades or Low Degree GPA" must be submitted to the Faculty of Graduate and Postdoctoral Studies. 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, up to a maximum of six (6) credit hours of remediated coursework. Supplemental exams, where permitted in department/unit supplementary regulations, are considered a second attempt at a course. If a course is repeated or replaced, the higher grade obtained will be used in the determination of the degree grade point average. 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 take 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. Students receiving a grade of C or less in more than six (6) credit hours of courses are usually Required to Withdraw, unless otherwise stated in the department/unit's supplementary regulations. A student may also be permitted the opportunity to improve a low DGPA as determined by the Head/Graduate Chair of the student's department/unit through the registration and completion of additional course(s). If a course is repeated or a supplemental examination is completed, the highest grade obtained in that course will be used in the determination of the degree GPA. Students are usually expected to complete remedial action (including raising their DGPA) by the end of the subsequent term. If the course being taken as remediation is not offered in the next subsequent term, it should be taken when next offered. 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 Master's Degree General Regulations and Doctor of Philosophy General Regulations). Note: In exceptional circumstances, the department/unit may appeal to the Faculty of Graduate and Postdoctoral Studies for approval of remedial recommendation(s) falling outside those prescribed above. Students in a Graduate Diploma or Micro-Diploma may be permitted to remediate up to a maximum of three (3) credit hours of failures. See Graduate Diploma and Micro-Diploma sections.	
2.5 Generative Artificial Intelligence The use of Generative Artificial Intelligence is prohibited for submissions of any	Students may use generative AI during their graduate studies.

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degree program requirement unless the department/unit supplementary regulations allow it. Departments/Units should ensure academic integrity, privacy, data security, copyright and intellectual property concerns are considered.	Students must seek advisor /instructor consent in each case to ensure the use of these tools is within the boundaries of academic integrity, research integrity, data security, privacy and copyright regulations. It is the student's responsibility to ensure that the content generated by the use of the tools is within the aforementioned boundaries. Students must discuss with advisors and instructors how to disclose the use of generative AI when submitting their work in accordance with regulations detailed elsewhere in this document. It is considered a breach of academic integrity if students use artificial intelligence to complete, in whole or in part, any program requirement which the student is required to finish on their own.
2.6 Mandatory Academic Integrity Course All students, including those in a Pre-Master's, are required to register for and complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within their first 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 a registration hold and a grade of "F/NP" being assigned to the course which may lead to being "Required to Withdraw" from the graduate program. Note: • Students who have successfully completed GRAD 7500 in a previous program are not usually required to repeat the course upon entry to their new program so long as no more than one (1) term separates one (1) program from another. However, all students admitted to a Ph.D. must complete GRAD 7500 again even if it was completed in a previous program. • Students who have not completed GRAD 7500 or GRAD 7501 prior to embarking on a leave of absence must register in the course upon their return to their program. • Visiting and Occasional students are not expected to complete GRAD 7500. For further information see GRAD_7500 FAQ. Students need only register for GRAD 7500 in a single term within one (1) graduate program, unless as remediation (i.e., required to repeat the course).	

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2.7 Mandatory Research Integrity Online Course All students, including those in a Pre-Master's, are required to register for and complete GRAD 7300 within the first year of their program. Failure to complete this course will result in a registration hold and a grade of "F/NP" being assigned to the course, which may lead to being "Required to Withdraw" from the graduate program. Note: • Students who have successfully completed GRAD 7300 in a previous program are not usually required to repeat the course upon entry to their new program so long as no more than one (1) term separates one (1) program from another. However, all students admitted to a Ph.D. must complete GRAD 7300 again even if it was completed in a previous program. • Students who have not completed GRAD 7300 prior to embarking on a leave of absence must register in the course upon their return to their program. • Visiting and Occasional students are not expected to complete GRAD 7300. For further information see GRAD_7300 FAQ. Students need only register for GRAD 7300 in a single term within one (1) graduate program, unless as remediation (i.e., required to repeat the course).	
2.8 Graduate Focus on Aging Concentration The Graduate Focus on Aging Concentration is available to any interested Master's or Doctoral student who is enrolled in the Faculty of Graduate and Postdoctoral Studies and whose graduate work focuses on aging. Graduate students who are not in a thesis/practicum-based program will be considered on a case-by-case basis and will require approval in advance by the Dean of the Faculty of Graduate and Postdoctoral Studies. To be eligible, a "Student intention to receive the Graduate Focus on Aging Concentration" form must be submitted to the Faculty of Graduate and Postdoctoral Studies. 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: • Six (6) credit hours of graduate (7000-level or higher) courses that focus on aging and are approved by the student's advisory committee; • A thesis/practicum on an aging-related topic;	

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• Having at least one (1) advisory committee member who is officially affiliated with the Centre on Aging as a Research Affiliate; and • Participating in the annual Spring Research Symposium of the Centre on Aging at least once during their program of study 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 minimum grade of C+ (or higher, if stipulated in the department/unit supplementary regulations), for the required 6 credit hours of aging courses. Student progress in the Graduate Focus on Aging Concentration would usually be discussed with the student's advisory committee, and progress documented on the "Student Intention to receive the Graduate Focus on Aging Concentration" form which must accompany the Progress Report form submitted to the Faculty of Graduate and Postdoctoral Studies. The final "Graduate Focus on Aging Concentration Completion" form must be submitted no later than one (1) week prior to the FGPS deadline for graduands to submit theses/practica and other reports.	

2.9 Graduate Focus in Disability Studies Concentration
 	
The Graduate Focus in Disability Studies Concentration is available to any interested Master's or Doctoral student who is enrolled in the Faculty of Graduate and Postdoctoral Studies. To be eligible, students must complete the requirements of the program to which they have been admitted and the requirements of the Graduate Focus in Disability Studies.
 	
The concentration requires that students complete six (6) or nine (9) credit hours of courses:
 	
• DS 7020 History of Disability (3), and
• One (1) of
  ○ DS 7010 Disability Studies (6) **or**
  ○ DS 7030 Evaluation and Application of Research Methods in Disability Studies (3)
 	
Graduate students may be able to attain the 6 or 9 credit hours of courses within the existing course requirements of their graduate program depending on the program supplementary regulations. This should be discussed with the student's advisory committee. The "Graduate Focus in Disability Studies Concentration Completion" form must be submitted no later than one (1) week prior to the FGPS deadline for graduands to submit theses/practica and other reports.	

SECTION 3: General Regulations: Pre-Master's **3.1 Admission and Program Requirements**	The Pre-Master's serves as a mechanism for applicants who hold a B.Sc. degree in Pharmacy or in a related area, but do not fulfill the requirements for admission to the M.Sc. program. Successful completion of the Pre-

FGPS Academic Guide Regulation 2026/27	Supplementary Regulation
Graduates of bachelor's degree programs with a minimum Grade Point Average (GPA) of 3.0 on a 4.5 GPA scale (or equivalent) in the last two (2) previous years of full-time university study (60 credit hours) may be considered for admission to a Pre-Master's. Departments/Units may specify higher or additional criteria. Admission to a Pre-Master's does not guarantee future admission to a Master's program. The purpose of the Pre-Master's is to bring a student's background up to the equivalent of a required four (4)-year undergraduate degree and/or provide knowledge of a particular discipline. Departments/Units should assign to students, as part of their Pre-Master's, an appropriate number of applicable upper level (3000 or 4000) undergraduate courses. These courses may not be transferred into a Master's program. Pre-Master's students are not usually permitted to register in 7000-level courses or above, with the exception of GRAD 7300 and GRAD 7500 (or GRAD 7501), unless prior permission is granted by the Dean of the Faculty of Graduate and Postdoctoral Studies or designate. If permission is granted, students may take a maximum of three (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 three (3) credit hours at the 7000-level into a prospective Master's program of study. Completion of the Pre-Master's does not lead to any degree, diploma or certificate.	Master's is expected to provide the academic qualifications to enable a student to be eligible to apply to the M.Sc. program.
3.2 Academic Performance The Department/Unit Head is responsible for assigning the courses and monitoring the progress of each student. A minimum degree grade point average of 3.0 with no grade below C+ must be maintained to continue in a Pre-Master's. 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 and Postdoctoral Studies. Students can consult Student Accessibility Services (SAS) if accommodations are required for coursework (see University's Accessibility Policy and Procedures).	
SECTION 4: General Regulations: Micro-Diploma **4.1 Program Requirements** A Graduate Micro-Diploma is a short, flexible program of study focused on core knowledge in a field or interdisciplinary field of study at the graduate level. A Graduate Micro-Diploma consists of a minimum of six (6) credit hours to a maximum of nine (9) credit hours of coursework at the 7000-level or above. It may be stand-alone and/or embedded in a graduate degree. A minimum of six (6) credit hours must be delivered by the University of Manitoba.	

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If a student is dual-registered in a graduate Micro-Diploma and graduate degree program, all courses associated with the graduate Micro-Diploma must initially be classified as "O" (occasional). If the home department/unit for a student's graduate degree program permits the student's Micro-Diploma course(s) to also be used for credit towards their graduate degree program, the Micro-Diploma courses may be changed to "S" (standard) by way of submission of Registration Form to FGPS. Students who are to be dual-registered in a graduate Micro-Diploma and a graduate degree program must complete a "Request for Permission for Concurrent Curriculum" form signed by the department/unit of the graduate Micro-Diploma, the department/unit of the graduate degree, and the Dean of the Faculty of Graduate and Postdoctoral Studies. All students should consult department/unit supplementary regulations for specific details regarding a particular Graduate Micro-Diploma.	

4.2 Admission
 	
Students who are eligible to be considered for direct admission to a program of study leading to the Graduate Micro-Diploma include:
 	
• Graduates of four (4)-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate and Postdoctoral Studies) from:
  ○ Canadian institutions empowered by law to grant degrees; or
  ○ Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate and Postdoctoral Studies.
• Graduates from first-cycle Bologna compliant degrees.
• Students who have completed a Pre-Master's from:
  ○ The University of Manitoba (see Section 3: 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 and Postdoctoral Studies.
 	
All students applying for a Graduate Micro-Diploma program must have attained a minimum grade point average (GPA) of 3.0 in the last two (2) previous years of full-time university study (60 credit hours). This includes those applying for direct admission and those entering from a Pre-Master's. Students who meet the minimum requirements for admission to the Faculty of Graduate and Postdoctoral Studies are not guaranteed admission.
 	
Note: This is the minimum requirement of the Faculty of Graduate and Postdoctoral Studies and departments/units may have higher standards and additional criteria.	

4.3 Performance in Coursework	

Students can consult Student Accessibility Services (SAS) if accommodations are required for coursework (see University's Accessibility Policy and Procedures). 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 and Postdoctoral Studies. Departments/Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate and Postdoctoral Studies. Students who fail to maintain the specified grades or DGPA 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 and Postdoctoral Studies. **Requirements for Remedial Action Plan** A student may be permitted to remediate deficiencies in grades by repeating the course or replacing it with an equivalent substitute course as determined by the department/unit. 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 three (3) 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 three (3) credit hours of coursework are usually Required to Withdraw from the Micro-Diploma, unless otherwise stated in the department/unit's supplementary regulations. A student may also be permitted the opportunity to improve a low DGPA as determined by the Head/Graduate Chair of the student's department/unit through the registration and completion of additional course(s). Students are usually expected to complete remedial action by the end of the subsequent term. 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 Master's Degree General Regulations and Doctor of Philosophy General Regulations). Note: In exceptional circumstances, the department/unit may appeal to the Faculty of Graduate and Postdoctoral Studies for approval of remedial recommendation(s) falling outside those prescribed above. Supplemental exams are not permitted to students in the Graduate Micro-Diploma program, unless otherwise stated in the department/unit's supplementary regulations.	
4.4 Time in Program	

The expected time-to-completion for students in the Micro-Diploma program is one (1) academic year (i.e., three (3) consecutive terms). Micro-Diploma students are subject to the same re-registration requirements as all other graduate students (see section 1.2.3 Re-Registration). Enrollment in a micro-diploma does not extend time in diploma/degree programs.	
4.5 Transfer Credit Courses within a program of study may be taken elsewhere and transferred for credit at the University of Manitoba. Students must make a formal application to take courses elsewhere, the process for which is available at: Courses taken elsewhere | Faculty of Graduate and Postdoctoral Studies | University of Manitoba (umanitoba.ca). All such courses: • must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate and Postdoctoral Studies before the student may register for them; • are considered on an individual basis; • cannot usually be used for credit towards another degree; may not exceed three (3) credit hours of coursework required of the student's Graduate Micro-Diploma program at the University of Manitoba, so long as six (6) credit hours of the Graduate Micro-Diploma program is taken at the University of Manitoba.	
4.6 Recognition for Credit Graduate-level courses completed as part of a Graduate Micro-Diploma may be recognized toward a Graduate Diploma or graduate degree program (where appropriate) and subject to the Senate approved program regulations. Graduate Micro-Diplomas may be stackable or laddered (refer to definitions per the Certificate and Diploma Framework) into Graduate Diplomas or graduate degree programs in same or related fields of study.	
SECTION 5: General Regulations: Diploma **5.1 Program Requirements** A graduate diploma is a structured program of study focused on developing graduate-level knowledge in a field or interdisciplinary field of study. A graduate diploma consists of a minimum of 12 credit hours to a maximum of eighteen (18) credit hours of coursework primarily at the 7000-level or above. It is a stand-alone program. A minimum of 50% of the credit hours must be delivered by the University of Manitoba. All students should consult department/unit supplementary regulations for specific details regarding a particular Graduate Diploma.	
5.2 Admission	

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Students who are eligible to be considered for direct admission to a program of study leading to the diploma include:
 	
• Graduates of four (4)-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate and Postdoctoral Studies) from:
  o Canadian institutions empowered by law to grant degrees; or
  o Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate and Postdoctoral Studies.
• Graduates from first-cycle Bologna compliant degrees.
• Students who have completed a Pre-Master's from:
  o The University of Manitoba (see General Regulations - Pre-Master's); or
  o Canadian institutions empowered by law to grant degrees; or
  o Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate and Postdoctoral Studies.
 	
All students applying for a diploma program must have attained a minimum grade point average (GPA) of 3.0 (or equivalent) in the last two (2) previous years of full-time university study (60 credit hours). This includes those applying for direct admission and those entering from a Pre-Master's. Students who meet the minimum requirements for admission to the Faculty of Graduate and Postdoctoral Studies are not guaranteed admission.
 	
Note: This is the minimum requirement of the Faculty of Graduate and Postdoctoral Studies and departments/units may have higher standards and additional criteria.	

5.3 Performance in Coursework Students can consult Student Accessibility Services (SAS) if accommodations are required for coursework (see University's Accessibility Policy and Procedures). 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 and Postdoctoral Studies. Departments/Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate and Postdoctoral Studies. Students who fail to maintain the specified grades or DGPA 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 and Postdoctoral Studies. 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 three (3) credit hours of remediated coursework. If a	

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course is repeated or replaced, the highest grade obtained will be used in the determination of the DGPA. Students receiving a grade of "C" or less in more than three (3) credit hours of coursework are usually Required to Withdraw, unless otherwise stated in the department/unit's supplementary regulations. A student may also be permitted the opportunity to improve a low DGPA as determined by the Graduate Chair of the student's department/unit through the registration and completion of additional course(s). Students are usually expected to complete remedial action by the end of the subsequent term. 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 Master's Degree General Regulations and Doctor of Philosophy General Regulations). Note: In exceptional circumstances, the department/unit may appeal to the Faculty of Graduate and Postdoctoral Studies for approval of remedial recommendation(s) falling outside those prescribed above. Supplemental exams are not permitted to students in the Graduate Diploma program, unless otherwise stated in the department/unit's supplementary regulations.	
5.4 Time in Program The expected time-to-completion for students in the Diploma program is the same as the Master's. The minimum time is equivalent to two (2) terms (8 months) and the maximum time allowed for the completion of the Diploma 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). Diploma students are subject to the same re-registration requirements as all other graduate students (see section 1.2.3 Re-Registration). Enrollment in a micro-diploma does not extend time in diploma/degree programs.	
5.5 Transfer Credit Courses within a program of study may be taken elsewhere and transferred for credit at the University of Manitoba. Students must make a formal application to take courses elsewhere, the process for which is available at: Courses taken elsewhere | Faculty of Graduate and Postdoctoral Studies | University of Manitoba (umanitoba.ca). All such courses: • must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate and Postdoctoral Studies before the student may register for them; • are considered on an individual basis; • cannot be used for credit towards another degree;	

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may not exceed 50% of the credit hours of coursework required of the student's Graduate Diploma program at the University of Manitoba.	
5.6 Recognition for Credit Graduate-level courses completed as part of a Graduate Diploma may be recognized toward a graduate degree program (where appropriate) and subject to the Senate approved program regulations. Graduate Diplomas may be stackable or laddered (refer to definitions per the Certificate and Diploma Framework) into graduate degree programs in same or related fields of study.	
SECTION 6: General Regulations: Master's **6.1 General** Individual departments/units may offer Master's programs by one (1) or more of the following: • Thesis/practicum-based; • Course-based; • Comprehensive Exam; • Project; • Major research paper.	

6.2 Admission
 	
Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:
 	
• Graduates of four (4)-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate and Postdoctoral Studies) from:
  ○ Canadian institutions empowered by law to grant degrees; or
  ○ Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate and Postdoctoral Studies.
• Graduates from first-cycle Bologna compliant degrees.
• Students who have completed a Pre-Master's from:
  ○ 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 and Postdoctoral Studies.
 	
All students applying for a Master's degree program must have attained a minimum grade point average (GPA) of 3.0 out of 4.5 (or equivalent) in the last two (2) years of full-time university study (60 credit hours). This includes those applying for direct admission and courses completed as part of a Pre-Master's.
	Admission to the College of Pharmacy M.Sc. program involves several stages.
	
	First, the applicant must negotiate with faculty researchers for a traineeship position.
	
	Second, the applicant must present, through application to the Faculty of Graduate & Postdoctoral Studies, evidence of satisfactory academic qualifications as well as personal, intellectual, and professional attributes which would predict success as an independent investigator. The applicant must hold a four-year Bachelor's degree in science or a related discipline with a cumulative GPA of at least 3.0 (4.5 scale), based on the last 60 credit hours (or two full years or equivalent) of university study.
	
	Third, the potential advisor must provide a written statement to the PGSC, and the Dean, indicating (i) that they will provide the student with a stipend at a level equivalent to the minimum M.Sc. stipend set by the College of Pharmacy for at least two years; and (ii) the source of this financial support. The minimum

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Students who meet the minimum requirements for admission to the Faculty of Graduate and Postdoctoral Studies are not guaranteed admission. Note: This is the minimum requirement of the Faculty of Graduate and Postdoctoral Studies and departments/units may have higher standards and additional criteria.	stipend is decided by the Dean of Pharmacy and is often set at the equivalent of the University of Manitoba Graduate Fellowship (Master's). Fourth, the PGSC will review the application and send recommendations of approval or rejection of admission of the student to the Faculty of Graduate & Postdoctoral Studies. The PGSC will: • Approve the student's application/qualifications; • Ensure, as confirmed by the Dean of the College of Pharmacy, that the advisor is able to accept and supervise the incoming student; • Ensure, as confirmed by the Dean of the College of Pharmacy, that the advisor guarantees at least two years of stipend and research costs to support the incoming student. The requirement of stipend provision by the advisor may be waived on a case-by-case basis (see section 6.4.1). The Faculty of Graduate & Postdoctoral Studies verifies eligibility requirements and notifies applicants of their acceptance or rejection.
6.3 Program Requirements Students must complete the requirements for one (1) of the programs of study described below for the Master's degree. Specific requirements for individual programs of study are determined by the department/unit offering the program. Credit hours and course requirements of programs subject to an external accrediting body shall reflect the requirements of the appropriate accrediting body and shall be detailed in the program's supplementary regulations.	
6.3.1 Thesis/Practicum Route A minimum of 12 credit hours of coursework, unless otherwise stated in the department's/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's/unit's supplementary regulations indicate otherwise. The student must complete the thesis/practicum at the University of Manitoba.	The College of Pharmacy offers only a thesis route. Students must complete PHRM 7160 (Pharmacy Seminar 1 MSc) during their program (first or second year). Students may subsequently take PHRM 7170 (Pharmacy Seminar 2 MSc) as an elective to meet their credit hour requirements. As per section 6.6.5, students registered full time in the M.Sc.

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	program are required to attend and participate in the Pharmacy Graduate Seminar Series, where they must present at least one research seminar annually. Students may take PHRM 7120 (Medical and Scientific Writing) once during their program. An exception may be made to take PHRM 7120 a second time provided the course title and content are different. The student must obtain approval from their advisor and Chair of the PGSC to take PHRM 7120 a second time. There are no other required courses, but students must acquire approval from their Advisory Committee when selecting courses to meet credit hour requirements. Students must provide the Chair of the PGSC, or designate, with written approval of their Advisory Committee in order to withdraw from a course. The College of Pharmacy offers an MSc Concentration in Pharmacoepidemiology. This program consists of completion of core courses and elective courses for a total of 15 credit hours (CH), and a thesis conducted in the area of Pharmacoepidemiology. Core courses (9 CH): •PHRM 7102-Pharmacoepidemiology (3 CH) •PHRM 7202-Advanced Topics in Pharmacoepidemiology 1 (3 CH) •PHRM 7160-Pharmacy Seminar 1 MSc (3 CH) 6 additional CH will be obtained from elective courses chosen from the following options and/or upon recommendation of the student's advisor. •PHRM 7120-Medical and scientific writing (3 CH) •PHRM 7170-Pharmacy Seminar 2 MSc (3 CH) •PHRM 7150- Pharmaceutical Economics and Policy (3 CH) •CHSC 7820 Biostatistics for Community Health Sciences 1 (3 CH) •CHSC 7520-Principles of Epidemiology (3 CH)

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	•CHSC 7840 – Current Topics in Biostatistics: Design and Analysis (3 CH) •CHSC 7362- Systematic Reviews and Meta-Analysis (3 CH) Note: CHSC7520 and CHSC7820 (or equivalent) will be considered as co-requisites to the core courses; however, they might be waived for students with adequate training in epidemiology and/or biostatistics, upon approval by their advisor and the Chair of the PGSC. Other credited learnings from the University of Manitoba may be considered for program fulfilment with approval from the student's advisor and the Chair of the Pharmacy Graduate Studies Committee, and with permission from the coordinator of the course. Courses from other institutions may be considered but must obtain approval from the Dean of Pharmacy.
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's/unit's supplementary regulations indicate otherwise. Refer to department/unit supplementary regulations concerning specific requirements.	The College of Pharmacy does not offer these routes.
6.3.3 Language Requirements Some departments/units specify an additional language requirement for the Master's degree. Students should check department/unit supplementary regulations regarding this requirement.	
6.3.4 Advance Credit 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 and Postdoctoral Studies by completing the "Recommendation for Advance Credit-Transfer of Courses" form. • Application for advance credit must be made within the first year of the program (see Lapse or Expiration of Credit of Courses).	

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• 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. • The student must register at the University of Manitoba for at least two (2) terms and must also complete all other program requirements at the University of Manitoba (or in the case of a Joint Master's Program student, at the University of Winnipeg). • A Pre-Master's student may only transfer a maximum of 3 credit hours at the 7000-level taken as occasional into a prospective Master's program of study. Regardless of the number of courses approved for which advance credit is granted, all students are required to pay all applicable program fees (i.e., program fees will not be pro-rated according to advance credit granted).	
6.3.5 Transfer Credit Courses within a program of study may be taken elsewhere and transferred for credit at the University of Manitoba. Students must make a formal application to take courses elsewhere, the process for which is available at: Courses taken elsewhere | Faculty of Graduate and Postdoctoral Studies | University of Manitoba (umanitoba.ca). All such courses: • must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate and Postdoctoral 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.	
6.3.6 Time in Program The minimum time for students in the Master's program is equivalent to two (2) terms. Completion of most programs requires more than this and students should check department/unit supplementary regulations regarding specific requirements. The maximum time allowed for the completion of the Master's degree is four (4) years for students declared as full-time and up to 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. 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 and Postdoctoral Studies using the "Time Extension Request" form.	

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FGPS Academic Guide Regulation 2026/27	Supplementary Regulation
This form should be submitted at the beginning of the student's last term in program, prior to expiration of the respective maximum time limit. Time extension requests require an explanation of the need for the extension and the goals to be met during the extension period as well as a timeline for meeting the stated goals. Future extensions will be considered only if there is evidence progress was made on the goals outlined in the previous extension request. If progress is not evident, the request must describe the circumstances that prevented progress on the identified goals. Extensions also must recognize the graduation deadlines for the respective graduation period. A student who has not completed the degree requirements within the maximum time limit or within the time limit of the extension will be Required to Withdraw from the Faculty of Graduate and Postdoctoral Studies and the notation on the student record will be "Required to Withdraw".	
6.3.7 Program Minimum Funding Guarantee The advisor and/or department/unit may provide funding to the student as stipend or wages, subject to satisfactory progress by the student and the availability of funds as indicated in the department/unit supplementary regulations for the specified period of time.	Usually, the advisor must provide the student with a stipend at an amount equivalent to the minimum M.Sc. stipend set by the College of Pharmacy for at least two years. This support can come from a studentship, research grants, teaching assistantships, or a combination of the above. It is expected that the student, with assistance from the advisor, will apply to appropriate granting agencies for which they are eligible and competitive for continued support. Note: The requirement for the advisor to provide the stipend may be waived on a case-by case basis (for example, other guaranteed graduate funding, part-time graduate studies). The stipend waiver is subject to approval by the Dean of Pharmacy and requires a Letter of Agreement signed by the advisor and the applicant.
6.4 Student's Advisor and Co-Advisor **6.4.1 Student's Advisor** Each student should have an advisor upon entry into the program and must have one assigned no later than one (1) term following initial registration. Advisors are required for thesis/practicum routes, but not usually course-based routes or some comprehensive exam routes. In departments/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the Department/Unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen. In all programs that	Prior to admission to the College of Pharmacy, each applicant to the M.Sc. program must have an advisor who is a member of the Faculty of Graduate & Postdoctoral Studies. If the primary advisor is an Adjunct Professor in the College of Pharmacy, then a co-advisor who has a primary appointment in Pharmacy is required.

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require an advisor, students must have an advisor through to the end of their program.

The advisor is responsible for supervising the student's graduate program. The advisor is the student's primary contact at the University of Manitoba and must be familiar with the general policies and regulations of the Faculty of Graduate and Postdoctoral 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 and Postdoctoral 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 and Postdoctoral Studies.

The advisor must:

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

[1]See https://umanitoba.ca/graduate-studies/graduate-studies-administration for details.

[2]Equivalency will be approved by the Dean of the Faculty of Graduate and Postdoctoral Studies and determined on a case-by-case basis. The potential advisor's demonstrated research record and current research activities will be considered as part of the equivalency assessment. Departments/Units must submit a CV and justification for FGPS to consider equivalency. 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 request of the Dean of the Faculty of Graduate and Postdoctoral Studies for 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 and Postdoctoral Studies who considers each case on an individual basis.

6.4.2 Student's Co-advisor

Upon approval of the Department/Unit Head, an advisor and a maximum of one (1) co-advisor may advise a student. The co-advisor must:

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• be a member of the Faculty of Graduate and Postdoctoral Studies[1] ; • hold at least a Master's degree or equivalent[2] ; • be active in their field of research; • have expertise in a discipline related to the student's program; [1]See https://umanitoba.ca/graduate-studies/graduate-studies-administration for details. [2]Equivalency will be approved by the Dean of the Faculty of Graduate and Postdoctoral Studies and determined on a case-by-case basis and assessed by the potential co-advisor's demonstrated research record and current research activities. Departments/Units must submit a CV and justification for FGPS to consider equivalency. 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. 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 and Postdoctoral Studies must be informed of, and approve, the co-advisor arrangement. If a co-advisor is added, removed or changed midway through the student's program, a new Advisor-Student Guidelines form (ASG) 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. Both the advisor and co-advisor share a single vote in matters regarding student progress and performance. Both the advisor and co-advisor's signatures and/or approvals are required on all documents where the advisor's signature and/or approval is required.	
6.4.3 Student's Advisor/Co-advisor and the Student A student who also holds an appointment at the University of Manitoba as a member of the academic staff with faculty rank (Assistant Professor or above, or Instructor I 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 and Postdoctoral Studies Advisor-Student Guidelines form (ASG) 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 (see "Student's Advisor" above) will be required to complete the ASG. The advisor/co-advisor and the student are required to approve the agreement. If the parties cannot agree on one (1) or more component(s) of the ASG, the matter should be referred to the Department/Unit Head, Graduate Chair, or the Dean of the Faculty of Graduate and Postdoctoral Studies. A new ASG is to be completed if there is a change in advisor/co-advisor mid-way through the student's program.	

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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 Associate Dean working with the department/unit in the Faculty of Graduate and Postdoctoral Studies and finally the Dean of the Faculty of Graduate and Postdoctoral Studies. Students can also seek support from other offices including, but not limited to, Student Advocacy and Case Management and the Student Counselling Center. 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. Departments/Units who have difficulty finding an alternate advisor need to consult with the Faculty of Graduate and Postdoctoral Studies' Associate Dean working with the department/unit for support to pursue all reasonable options given the theoretical and research expertise required of an advisor in relation to the thesis/practicum. If an advisor cannot be secured within one (1) term, the student cannot remain in their program. Advisors and advisory committee members who take a leave of absence must provide the department/unit and the student with a documented plan to ensure continuity of supervision during their absence.	
6.5 Advisory Committee **6.5.1 Conflict of Interest** There are several circumstances that might lead to a real, perceived or potential Conflict of Interest (COI) between the advisory and examining committee members and/or the student. A real COI could be present due to the existence of a (past or present) personal relationship that is romantic, sexual, marital, familial, or financial interest based. 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 and proposed mitigation measures must be declared in writing to the Faculty of Graduate and Postdoctoral Studies to provide transparency to all relevant parties (including the student, committee members, unit leadership, and the Faculty of Graduate and Postdoctoral Studies) at the time they arise. All reported conflicts will be reviewed by the Dean of the Faculty of Graduate and Postdoctoral Studies (or designate) and reported to the Vice President (Administration). If the conflict is	

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deemed sufficiently significant and cannot be mitigated, one (1) or more committee members may need to be replaced or a new committee established. Committees should consider each year at the time of the Progress Report whether new conflicts of interest have arisen during the reporting period. If a new conflict of interest has arisen, it must be reported to the Faculty of Graduate and Postdoctoral Studies. It is the student's role to inform the Faculty of Graduate and Postdoctoral Studies of any changes in their student registration or employment status that may be perceived as a COI. For example, if a student is hired as an Instructor or an Assistant Professor in any department/unit at the university, they are to inform FGPS of their employment status change in order to disclose and address potential COIs.	
6.5.2 Thesis/Practicum Route Members of the advisory committee are responsible for providing timely advice and guidance to a student during their research program. They should be familiar with the policies and regulations of the Faculty of Graduate and Postdoctoral Studies that concern the student's program of study. Advisory committees are selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during their research program. The advisor/co-advisor is the Chair of the advisory committee. The advisory committee must consist of a minimum of three (3) voting members (including the advisor/co-advisor as a single member sharing a single vote). At least two (2) of these members must be members of the Faculty of Graduate and Postdoctoral Studies. All committee members must be deemed qualified by the Department/Unit Head and be willing to serve. 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 and Postdoctoral Studies or designate. Departments/Units must submit a CV and justification for FGPS to consider equivalency. 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. **Voting Knowledge Expert** In addition to the minimum three (3) members as described above, individuals who are not a member of the Faculty of Graduate and Postdoctoral Studies, and who do not hold a Master's degree or equivalent, 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 (1) such Knowledge Expert may serve on any individual advisory committee and must be nominated by the Department/Unit	Within two months of beginning the M.Sc. program, the advisor(s), in consultation with the student, will select an Advisory Committee and submit their names to the Chair of the PGSC for approval. The Advisory Committee consists of the advisor(s) and at least two other members. At least two committee members must be members of the Faculty of Graduate & Postdoctoral Studies, and at least one must hold a primary appointment outside of the College of Pharmacy. The student's advisor/co-advisor will serve as Chair of the Advisory Committee. The committee must conduct a formal Annual Review of the student's progress, such that the "Faculty of Graduate & Postdoctoral Studies Progress Report" form is submitted to the PGSC by the internal deadline (usually mid to late May). Advisory committees are encouraged to meet at other times during the year, in addition to the formal annual reviews, especially if the student or advisor is encountering any difficulties. An FGPS progress report is recommended to be completed at each additional meeting, unless meetings are more frequent than once per term.

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Head or Graduate Chair with a justification of their role and be approved by the Dean of the Faculty of Graduate and Postdoctoral Studies or designate. **Non-Voting Invited Member** Advisory committees may alternatively include one (1) non-voting invited member who has expertise in a related discipline but is not usually a member of the Faculty of Graduate and Postdoctoral Studies. Non-voting invited members must be nominated by the Department/Unit Head or Graduate Chair with a justification of their role and be approved by the Dean of the Faculty of Graduate and Postdoctoral Studies or designate. Committees may include a Knowledge Expert **or** invited member, not both. Under no circumstances are graduate students, Postdoctoral Fellows, and Research Assistants or Associates registered/employed at any institution to serve on graduate student advisory or examining committees, regardless of whether or not they hold a rank of Adjunct Professor. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate and Postdoctoral Studies. 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.	
6.5.3 Course-based, Major Research Paper, or Comprehensive Examination Route Usually, advisory committees are not required in these routes; however, the department/unit may specify advisory committee requirements in their supplementary regulations.	
6.6 Courses and Performance **6.6.1 Course or Program Changes** Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and Department/Unit Head or designate. 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 and Postdoctoral Studies.	
6.6.2 Lapse or Expiration of Credit of Courses Courses completed more than seven (7) years prior to the date of awarding of a degree are considered to have lapsed and may not usually be used for credit toward that degree. A department/unit may request an exception to this limit on	

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behalf of the student. Such requests, which will be evaluated on a case-by-case basis, must be submitted via the "Course Currency" form and 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. If FGPS approves the course's currency, the approval will be valid for one (1) year. After one (1) year, an updated Course Currency form will be required. 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 coursework (as recommended by the Department/Unit Head, or designate, and as approved by the Dean of the Faculty of Graduate and Postdoctoral 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.	
6.6.3 Academic Performance Student progress shall be reported at least annually (but no more than once every four (4) months) to the Faculty of Graduate and Postdoctoral Studies on the "Progress Report" form. Performance that remains "Student Meets or Exceeds Expectations for Academic Progress" throughout the year does not need to be reported to the Faculty of Graduate and Postdoctoral Studies more than annually, but should remain on file in the department/unit. Students who receive two (2) consecutive "Student Does Not Meet Expectations for Academic Progress" ratings or one (1) "Unsatisfactory Academic Progress" rating will usually be Required to Withdraw from the Faculty of Graduate and Postdoctoral Studies and the notation on the student record will be "Required to Withdraw".	On at least an annual basis, the Advisory Committee must meet to conduct a formal review of the student's progress in course work and research. The student must submit a typewritten, double-spaced progress report of 500-1250 words (not including references and figures) to each committee member at least seven days prior to the anticipated date of the review meeting. A copy of this document should be submitted with the form below to be kept on file with the PGSC. The results of the progress review meeting must be documented on the "Faculty of Graduate & Postdoctoral Studies Progress Report" form, signed by the Advisory Committee members, and submitted to the PGSC by the internal deadline (usually mid- to late-May). After reviewing and signing the report, the Chair of the PGSC or designate will submit the completed form to the Faculty of Graduate & Postdoctoral Studies in accordance with its deadline. Note: Advisory committees are encouraged to meet at other times during the year, in addition to the formal annual reviews, especially if the student or advisor is encountering any difficulties. An FGPS progress report is recommended to be completed at each

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	additional meeting, unless meetings are more frequent than once per term.
6.6.4 Performance in Coursework A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate and Postdoctoral Studies. Departments/Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate and Postdoctoral Studies. Students who fail to maintain the specified grades or degree grade point average (DGPA) 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 and Postdoctoral Studies. Students are usually expected to complete remedial action by the end of the subsequent term.	
6.6.5 Performance not Related to Coursework In some departments/units and program routes, students are required to demonstrate academic performance that meets or exceeds expectations in areas not related to performance in courses (including, but not limited to, attendance at or participation in lectures, seminars and laboratories and progress in research, thesis, or practicum). The specific nature of academic performance that meets or exceeds expectations is outlined in individual department/unit supplementary regulations and students should consult these supplementary regulations for specific requirements. Unsatisfactory academic performance must be reported to the Faculty of Graduate and Postdoctoral Studies on the "Progress Report" form. Students who fail to maintain a "Student Meets or Exceeds Expectations for Academic Progress" performance rating may be Required to Withdraw on the recommendation of the Department/Unit Head to the Dean of the Faculty of Graduate and Postdoctoral Studies.	**Graduate students in the Wet lab:** Graduate students working in the College of Pharmacy research laboratory are required to complete additional safety training courses as determined by their advisor, such as Workplace Hazardous Materials Information System (WHMIS) training, Biosafety training, and the College of Pharmacy Lab Orientation course. **Graduate students and seminars:** Students in the M.Sc. program are required to attend and participate in the College of Pharmacy Graduate Seminar Series during each year they are registered as a full time student, unless an exception is approved by the chair of the PGSC. **Equity, Diversity, and Inclusion Education:** Students in the M.Sc. program are required to attend one workshop or seminar during their graduate program on a topic related to Equity, Diversity and Inclusion (EDI). Workshops can be in person or online. The following routinely offer workshops and seminars related to EDI: - GradSteps through the Faculty of Graduate & Postdoctoral Studies - Mitacs Training Program - Ongomwiizin Indigenous Institute of Health and Healing

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	- RFHS Equity, Diversity and Inclusion Community of Practice Other seminars and workshops likely qualify. Please contact the Grad Chair for clarification if you are unsure if an event is relevant. Confirmation of participation in the workshop/seminar should be sent to Pharmacy Grad Chair before the student completes their oral defense.
6.7 Academic Requirements for Graduation All students must: • maintain a minimum degree grade point average (DGPA) of 3.0 with no grade below C+; • complete GRAD 7500 (or GRAD 7501 for USB students); • complete GRAD 7300 • meet the minimum and not exceed the maximum course requirements; and • meet the minimum and not exceed the maximum time requirements for program completion and lapse and expiration of course credit Individual departments/units may have additional specific requirements for graduation and students should consult department/unit supplementary regulations for these specific requirements. Students are expected to graduate for the next subsequent graduation period upon meeting/fulfilling requirements.	
6.7.1 Thesis/Practicum Route **6.7.1.1 Thesis vs. Practicum** Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum. The thesis/practicum will usually be written in English but may be written in French. Department/Unit supplementary regulations may allow the thesis/practicum to be written in a language other than English or French. Advisory and/or examining committee members must be able to evaluate the thesis/practicum in the chosen language. The thesis must be written according to a standard style acknowledged within the student's particular field of study and recommended by the department/unit, be lucid and well-written, and be reasonably free from errors	The thesis proposal for students in the M.Sc. program must be completed within 12 months after entry into the program. Written Proposal: The written proposal is intended to allow the Advisory Committee to understand the rationale, hypothesis (as applicable), and approach to the study. There should be enough detail to evaluate the research methods, feasibility, and timeline. The written proposal should be developed by the student and advisor, and in consultation with the Advisory Committee if required. The written proposal must be sent to committee members at least 7 days prior to the Oral Presentation. The proposal should be 1250-2500 words in length, double-spaced

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of style and grammar (including typographical errors). Additional requirements for thesis formatting are outlined in Appendix 1: Thesis/Practicum Types. The thesis is developed under the mentorship of the advisor/co-advisor. Individual departments/units may have specific guidelines regarding the thesis proposal and its acceptance by the student's advisory committee and 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. 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 departments/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.	excluding reference list, figures, tables, and appendices. Oral Presentation: The student must deliver an oral presentation to the Advisory Committee outlining the thesis proposal (maximum 30 minutes), followed by time for questions and discussion. The Advisory Committee will assess the thesis proposal (written and oral) and indicate approval on the Master's Thesis/Practicum Proposal form. If the written proposal is not approved, the student will have 2 weeks to consult with the committee members and submit a revised proposal for approval. Once approved, the final written proposal must be submitted for filing in the College of Pharmacy student records. Transfer from M.Sc. to the Ph.D. program: If the student has requested a transfer to the Ph.D. program by the end of the 12 months, then a M.Sc. thesis proposal is not required.
6.7.1.2 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 and Postdoctoral 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 and Postdoctoral Studies at least two (2) weeks prior to the distribution of the thesis to committee members for written examination. Usually, the examining committee will be the same as the advisory committee unless otherwise stipulated in the department's/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 and Postdoctoral Studies. All examiners must be deemed qualified by the Department/Unit Head and be willing to serve. It is usually expected that examination committee members will have a Master's degree or equivalent. Knowledge Experts and invited members are exempt from this requirement. In addition to the minimum three (3) members as described above, the examining committee may include a voting Knowledge Expert or non-voting invited member, not both. See section 6.5.2.	The thesis examining committee is usually comprised of the Advisory Committee members.

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The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate and Postdoctoral Studies. No changes may be made to the examining committee after the distribution of the thesis unless approved by the Dean of the Faculty of Graduate and Postdoctoral Studies or designate. Individual departments/units establish specific requirements for examination and students should consult department/unit supplementary regulations for specific requirements. Under no circumstances are graduate students, Postdoctoral Fellows, and Research Assistants or Associates registered/employed at any institution to serve on graduate student advisory or examining committees, regardless of if they hold a rank of Adjunct Professor. **Written Examination** The Head of the department/unit arranges for the distribution of the thesis/practicum to the examiners for written examination. A student has the right to an examination of the thesis/practicum if they believe it is ready for examination. It is the department's/unit's responsibility to advise the student of any risk involved should they decide to proceed against the department's/unit's recommendation. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories: • Acceptable, without modification or with minor revision(s); or • Acceptable, subject to modification and/or revision(s); or • Not acceptable. If two (2) or more examiners do not approve the thesis, then the student is deemed to have failed the written examination. The failure must be reported to the Faculty of Graduate and Postdoctoral Studies as "not approved" on the "Master's Thesis/Practicum Final Report" form. Note that advisors and co-advisors share a single vote. Members of the examining committee are not permitted to upload a student's thesis/practicum (in whole or in part) to any Generative Artificial Intelligence application to aid in the evaluation process of the thesis/practicum. This ensures the student's intellectual property and copyright are protected.	
6.7.1.3 Oral Examination For departments/units requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary regulations of the department/unit. Students should consult these 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's/unit's responsibility to advise the student of any risk involved	M.Sc. students must pass an oral examination on the subject of their thesis, and matters relating thereto, before they obtain the M.Sc. degree. Approval of the written thesis by the Examining Committee must be acquired before proceeding to the oral examination. Therefore, each member of the Examining Committee,

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should they decide to proceed against the department's/unit's recommendation. The oral examination should be completed within one (1) month of distribution of the reports on the written thesis/practicum to the examining committee. The oral examination may be held in-person, remotely, or using a hybrid model. All members of the examining committee should be present in real time at the examination. Under exceptional circumstances, and with the prior approval of the Dean of the Faculty of Graduate and Postdoctoral Studies, one (1) member may be absent from the proceedings and required to submit questions. No recordings or transcriptions will be permitted. Any in-person components of the oral examination must be held at either the University of Manitoba Fort Garry or Bannatyne campus, or at a UM affiliated space approved by FGPS, e.g., Université de Saint-Boniface, or the St. Boniface Hospital Albrechtsen Research Centre, usually 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 must request a closed examination to the Dean of the Faculty of Graduate and Postdoctoral Studies, who shall then decide that the final examination be closed to all but the examining committee. The Dean of the Faculty of Graduate and Postdoctoral Studies (or delegate) reserves the right to attend a closed examination. The oral examination will usually be held in English but may be held in French. Departmental/Unit supplementary regulations may allow the oral examination to be held in a language other than English or French. Following completion of the examination of the thesis/practicum, examiners will determine the results of the oral examination and the written thesis/practicum. The examiners will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the thesis/practicum to the Faculty of Graduate and Postdoctoral Studies (via MSpace). The advisor/co-advisor is usually responsible for ensuring that revisions are completed according to the instructions from the examining committee. The final assessment of the examiners shall be reported to the Faculty of Graduate and Postdoctoral Studies as either "approved" or "not approved" on the "Master's Thesis/Practicum Final Report" form submitted by the advisor. Each examiner must sign the form. If two (2) or more examiners do not approve the thesis/practicum, the student is deemed to have failed the examination.	within one month of receipt of the thesis, shall submit to the Chair of the PGSC, or delegate, a recommendation to "not approve" or "approve" the written thesis. In the event that the first attempt does not gain approval, a second attempt is allowed. If the second attempt is unsuccessful, the Chair will recommend to the Faculty of Graduate & Postdoctoral Studies that the student be required to withdraw from the program. On approval of the written thesis by the Examining Committee, the student will proceed to the oral examination within 2 weeks. The oral examination will be conducted by the Chair of the PGSC or designate. The Examining Committee will usually consist of the student's advisor and members of the Advisory Committee. In terms of format, the candidate will present the thesis clearly and concisely within 30 minutes. It should be noted that the ability of the candidate to present the thesis within the time required is considered part of the examination process and will be considered when deciding the result of the examination. At the conclusion of the candidate's presentation, the examiners will be invited to pose questions. Questions will then be invited from other faculty and members of the audience. The total time of the oral examination is not to exceed 2 hours. Following completion of the question period, faculty, members of the audience, and the candidate will be dismissed. The Examining Committee will then meet to discuss the result of the examination, which is Pass or Fail. Two or more examiners' failing votes will result in a failed oral examination.
6.7.1.4 Failure	

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All failures must be reported to the Faculty of Graduate and Postdoctoral Studies at either the written or oral examination stage. In the case of a failure of the thesis/practicum at the Master's-level, the student may be allowed a second examination attempt. In this case, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate and Postdoctoral Studies, who will make the report available to the student, the student's advisor/co-advisor and the Department/Unit Head. Without this detailed report, the student may not undergo a second examination. 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 examination. A student will be Required to Withdraw when the thesis/practicum has been rejected twice at the stage where: • The examining committee reports on the merits of the written thesis/practicum; • The oral examination; or • A combination of both stages.	In the event of failure of the oral examination, a second attempt may be scheduled only if the written thesis was approved on the first attempt. If the second attempt to pass the oral examination is unsuccessful, the student will be required to withdraw from the program.
6.7.1.5 Style and Format The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (please refer to Appendix 1: Thesis/Practicum Types). **Submission of the Final Copy** Following the approval of the thesis/practicum by the examining committee via the "Master's Thesis/Practicum Final Report" form and the completion of any revisions required by that committee, the thesis/practicum must be submitted to the Faculty of Graduate and Postdoctoral Studies digitally through MSpace, the university's institutional repository. **Publication and Circulation of the Thesis/Practicum** Every graduate student registering in a thesis/practicum Master's program at the University of Manitoba shall be advised that, as a condition of being awarded the degree, they will be required to grant a licence of partial copyright to the university and to the Library and Archives Canada for any thesis or practicum submitted as part of their degree program. Note: This licence makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.	

The "The Copyright Licence/Infringement" agreement must be completed in 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 usually done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully understood and appreciated. In the University of Manitoba's view, publication in the above manner should not preclude further publication of the thesis or practicum report or any part of it in a journal or in a book as this is a routine university requirement to contribute to open scholarship, and publication in MSpace attracts a different audience than a peer-reviewed and edited book or journal. In such cases, an acknowledgement that the work was originally part of a thesis/practicum at the University of Manitoba may be included in further published versions, and publication in MSpace must be disclosed to publishers during the submission process. Notes: • Patents –Refer to "Policy of Withholding Theses Pending Patent Applications" in this Guide. • 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 (via the "Embargo Request" form) that the Dean of the Faculty of Graduate and Postdoctoral Studies restrict access for a period up to two (2) years 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 based on the request. One (1) additional year of restriction can be requested if needed. • A thesis/practicum cannot be permanently restricted on the university's MSpace repository. It can only be restricted under the above embargo periods of up to two (2) years plus one (1) additional year upon request. Library and Archives Canada – Library and Archives Canada obtains a copy of the thesis via the university's MSpace repository.	
6.7.2 Comprehensive Examination Route In those departments/units where comprehensive examinations are required, students should consult the department's/unit's supplementary regulations for specific requirements. The results of the comprehensive examinations shall be submitted to the Faculty of Graduate and Postdoctoral Studies on the "Report	

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on Comprehensive Examination" form as either "Pass" or "Fail." No student may attempt a comprehensive examination more than twice. If a student fails the first attempt, a remediation plan is required to be provided in writing to the student that outlines the deficiencies observed and timeline moving forward. The student should be informed of the supports available at the UM through Student Affairs. Additionally, according to the UM Accessibility Procedure, it is the student's responsibility to register with Student Accessibility Services (SAS) if they require accommodations for a documented disability prior to a subsequent attempt at the exam. Any student who receives a "Fail" on the comprehensive examination twice will be Required to Withdraw from the Faculty of Graduate and Postdoctoral Studies.	
6.7.3 Other Routes: Course-based, Major Research Paper, M.Eng. Project, Design Thesis Students must demonstrate the mastery of their field. The specific requirements and procedures for evaluation of other program routes such as the Course-Based, Major Research Paper, M.Eng. Project, or Design Thesis routes are stated in individual department/unit supplementary regulations. If a requirement of their program, students are expected to register in and complete the Major Research Paper course usually in their final term of registration. This is a department/unit-based course. If a requirement of their program, students are expected to register in and complete M.Eng Project and Report (GRAD 7050) usually in their final term of registration. The "Report on Master of Engineering Project and Report" form must be submitted to FGPS. If a requirement of their program, students are expected to register in and complete Design Thesis (GRAD 7090) usually in their final term of registration. The "Master's Design Thesis Final Assessment" form must be submitted to FGPS.	
6.8 Final Requirements and Deadlines for Graduation The student will be recommended for the Master's degree providing that all degree requirements have been satisfied. In addition, the Faculty of Graduate and Postdoctoral Studies must receive: For the Thesis/Practicum: • the final report on the thesis/practicum; and • the final (corrected and advisor/advisory committee-approved) version of the thesis/practicum uploaded to MSpace.	

For the Comprehensive Examination/M.Eng Project/Design Thesis: • the final report form The final requirements of the degree must be submitted to the Faculty of Graduate and Postdoctoral 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 names of their potential graduands to the Faculty of Graduate and Postdoctoral Studies by the deadline published on the Faculty of Graduate and Postdoctoral Studies website.	
SECTION 7: Doctor of Philosophy General Regulations The degree of Doctor of Philosophy (Ph.D.) is granted only upon evidence of general proficiency and distinctive achievement 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.	
7.1 Admission **7.1.1 General Criteria** Usually, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 on a 4.5 scale (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 and Postdoctoral Studies and departments/units may have higher standards and additional criteria. Students who meet the minimum requirements for admission to the Faculty of Graduate and Postdoctoral Studies are not guaranteed admission. Some departments/units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.	Admission to the College of Pharmacy Ph.D. Program involves several stages. First, the applicant must negotiate with Faculty members for a traineeship position. Second, the applicant must present, through application to the Faculty of Graduate & Postdoctoral Studies, evidence of satisfactory academic qualifications as well as personal, intellectual, and professional attributes which would predict success as an independent investigator. The applicant must hold a Master's degree in science or a related discipline from a recognized university, with a cumulative GPA of at least 3.0 (4.5 scale), based on the last 60 credit hours (or two full years or equivalent) of university study. Third, the potential advisor must provide a written statement to the PGSC, and the Dean, indicating (i) that they will provide the student with a stipend at a level equivalent to the minimum Ph.D. stipend set by the College of Pharmacy for at least two years; and (ii) the source of this financial support. The minimum stipend is decided by the Dean of Pharmacy

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	and is often set at the equivalent of the Ph.D. University of Manitoba Graduate Fellowship. Fourth, the PGSC will review the application and send recommendations of approval or rejection of admission of the student to the Faculty of Graduate & Postdoctoral Studies. The PGSC will: • approve the student's application/qualifications; • ensure, as confirmed by the Dean of the College of Pharmacy, that the advisor is able to accept and supervise the incoming student; • ensure, as confirmed by the Dean of the College of Pharmacy, that the advisor guarantees at least two years of stipend and research costs to support the incoming student. The requirement of stipend provision by the advisor may be waived on a case-by case basis. (see Section 7.2.1) The Faculty of Graduate & Postdoctoral Studies verifies eligibility requirements and notifies applicants of their acceptance or rejection.
7.1.2 Direct Admission from the Bachelor's Honours or Equivalent With special recommendation of the department/unit, applicants without a Master's degree who have an Honours Bachelor's degree or equivalent may be considered for entry to the Ph.D. program. These students must be outstanding in their academic background (GPA well above 3.0 in the last two (2) full years (60 credit hours) of undergraduate study). Once admitted, these students must complete at least 24 credit hours of coursework (unless otherwise specified in the department's/unit's approved supplementary regulations) and will be assessed Ph.D. program fees for three (3) years. A minimum of 18 credit hours at the 7000-level or higher is required, 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. Note: This is the minimum requirement of the Faculty of Graduate and Postdoctoral Studies and departments/units may have higher standards and additional criteria.	Pharmacy does not permit direct admission from the Bachelor's Honours or equivalent to the Ph.D. program.

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FGPS Academic Guide Regulation 2026/27	Supplementary Regulation
7.1.3 Transfer from the Master's to the Ph.D. Program Students who have not completed a Master's program may transfer to the Ph.D. program within the same department/unit upon the recommendation by the Department/Unit Head to the Faculty of Graduate and Postdoctoral Studies. The recommendation should be made within four (4) terms from the start of the Master's program. Fees paid, coursework completed, and time spent in the Master's program will usually be applied towards the Ph.D. program. Students must complete at least 24 credit hours of coursework unless the individual department's/unit's approved supplementary regulations specify otherwise. A minimum of 18 credit hours at the 7000-level or higher is required, 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. The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate and Postdoctoral Studies via the Faculty's admission application 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 in their application. The student will be admitted to a 3-year Ph.D. program and will pay a total of three (3) years of program fees, including program (but not differential) fees paid in the Master's at the time of transfer. Students are cautioned that such transfers may impact the duration of the University of Manitoba Graduate Fellowship and may have implications for other funding. Students who have previously completed a recognized Master's degree and are initially admitted and registered in a Master's program may transfer to the Ph.D. program within the same department/unit on the recommendation of the student's advisor/co-advisor and Department/Unit Head. The recommendation should be made within four (4) terms from the start of the Master's program. 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 at the 7000-level or higher, unless the individual department's/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 (2) years of program fees, including program (but not differential) fees paid in the Master's at the time of transfer.	Students registered in the full-time M.Sc. program may be considered for transfer to the Ph.D. program. A request to transfer must be submitted to FGPS within 4 terms after entry into the Master's program. Since a transfer must be pre-approved by the PGSC, the request must be submitted to the Chair 8-14 months after entry into the Master's program. See also Section 6.7.1 regarding the timeline for M.Sc. thesis proposals. The request to transfer from the M.Sc. to Ph.D. program must include: a) A copy of the student's academic transcript confirming the completion of at least 6 credit hours of graduate course work, exclusive of the mandatory PHRM 7160 (Pharmacy Seminar 1 MSc), and a GPA $\geq$3.75 in their current program; b) Completion of the Pharmacy Transfer to PhD Request Form, which includes: i) A statement from the student outlining their progress and providing justification for the transfer. ii) A statement from the advisor indicating their support of the transfer and providing evidence of the student's research ability and productivity iii) Confirmation that the student's Advisory Committee is aware of the transfer. iv) Confirmation that the advisor will provide two years of additional stipend support at an amount equivalent to the minimum PhD stipend level set by the College of Pharmacy. (see Section 7.2.1). The PGSC will review the application and send recommendations of approval or rejection of the student's transfer to the Faculty of Graduate & Postdoctoral Studies. A student may request transfer from the M.Sc. to the Ph.D. program only once. Students who do not transfer may apply to the Ph.D. program after completing their M.Sc. program

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	If students have completed the MSc proposal before their transfer to the Ph.D. program, they are also required to complete a Ph.D. thesis proposal (see Section 7.9.).
7.1.4 Provisional Admission to the Ph.D. Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program up to a 12-month period commencing with the first registration in the Ph.D. program. The approval or denial of admission and registration to two (2) concurrent degree/diploma programs rests with the Dean of the Faculty of Graduate and Postdoctoral Studies in consultation with the department(s)/unit(s) concerned. • A request for registration in two (2) concurrent degree/diploma programs at the University of Manitoba must be submitted to the Faculty of Graduate and Postdoctoral Studies on the "Concurrent Curriculum Permission" form prior to the student's initial registration in the secondary program. • If one of the concurrent degree/diploma programs is outside The University of Manitoba, the student must contact their home department/unit to submit a written request. 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 and Postdoctoral Studies to complete dual registration in the Master's and Ph.D. program simultaneously via a "Registration Form".	Admissions are considered on a case-by-case basis by the PGSC, which will function as the Ph.D. selection committee.
7.1.5 Degree Reversions Students may submit a request to the Faculty of Graduate and Postdoctoral Studies to move (i.e., revert) from the Ph.D. to a Master's within the same department/unit. Ideally, the reversion is initiated early in the student's doctoral program. Such reversions may be approved if the student meets the following conditions: • The reversion is justified on the grounds of its appropriateness for the student's personal or professional goals. These should be discussed by the student and their advisor/home department/unit; • Reversion requires the full agreement of both the student and the department/unit and is subject to the approval of the Faculty of Graduate and Postdoctoral Studies; • The student is in good academic standing in the doctoral program (good academic standing includes, but is not limited to, the regulations contained in sections Academic Performance and Performance Related to Coursework without exceeding the time permitted to complete a program);	

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• The student meets the admission criteria for the prospective Master's program and there is sufficient seat capacity in the program. Students not in good academic standing in a doctoral program may not revert to a Master's. Students may not obtain a degree reversion by way of remedy through the appeals process. Reversions between departments/units are not permitted. In these cases, students must apply to the new program via the standard FGPS admission process. The following items should be submitted to FGPS as a complete package on or before the registration revision deadline for the transfer to be effective for the current term. Otherwise, the transfer will be effective for the following term: • "Registration form" signed by the student and department/unit head or grad chair; • A letter of rationale from the student requesting the transfer which includes a detailed plan and timeline for completion of the new program; • A letter of support from the Advisor(s) and/or department unit head or grad chair. <u>If the request is approved:</u> • The maximum time in program will be reduced by two (2) years (6 years for PhD; 4 years for Masters). Time extension requests may be required. • All coursework completed in the Ph.D. program will count towards the Master's program. Note: additional coursework may be required. • All program fees assessed for the Ph.D. program will be applied towards the Master's program. Note: additional fees may be assessed. • A new Advisor Student Guidelines (ASG) must be completed	
7.1.6 Program Minimum Funding Guarantee The advisor/department/unit may provide funding to the student as stipend or wages, subject to satisfactory progress by the student and the availability of funds as indicated in the department/unit supplementary regulations for the specified period of time.	Usually, the advisor must provide the student with a stipend at an amount equivalent to the minimum PhD stipend as set by the College of Pharmacy for at least two years, whether from a studentship, research grants, teaching assistantships, or a combination of the above. It is expected that the student, with assistance from the advisor, will apply to appropriate granting agencies for which they are eligible and competitive for continued support. Note: The requirement for the advisor to provide the stipend may be waived on a case-by case basis (for example, other guaranteed graduate funding, part-time graduate studies). The stipend waiver is subject to approval by the Dean of Pharmacy, and requires a Letter of

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	Agreement signed by the advisor and the applicant.
7.2 Student's Advisor, Co-advisor and Advisory Committee **7.2.1 Student's Advisor** Every Ph.D. student must have an advisor throughout their program, who is recommended to the Faculty of Graduate and Postdoctoral Studies by the Department/Unit Head. The advisor is responsible for supervising the student's graduate program. The advisor is the student's primary point of contact at the University of Manitoba and must be familiar with the general policies and regulations of the Faculty of Graduate and Postdoctoral 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 and Postdoctoral 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 and Postdoctoral Studies. The advisor must: • hold an appointment in the student's department/unit. • be a member of the Faculty of Graduate and Postdoctoral Studies[1]; • hold a Ph.D. or equivalent[2]; • be active in their field of research; and • have expertise in a discipline related to the student's program. 1 - See https://umanitoba.ca/graduate-studies/graduate-studies-administration for details. 2 - Equivalency will be approved by the Dean of the Faculty of Graduate and Postdoctoral 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. Usually, the student and the advisor choose to work together by mutual agreement. In departments/units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the department/unit or designate shall appoint a faculty member to advise the student as to the rules and regulations and on program and course requirements. This interim period must not exceed 18 months after entry into the program before a permanent advisor is chosen.	Prior to admission to the College of Pharmacy, each applicant to the Ph.D. program must have an advisor who is a member of the Faculty of Graduate & Postdoctoral Studies. If the primary advisor is an Adjunct Professor in the College of Pharmacy, then a co-advisor who has a primary appointment in Pharmacy is required.

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7.2.2 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 and Postdoctoral Studies (see the FGPS website for details)[1];
- hold a Ph.D. or equivalent (see note below)[2];
- be active in research; and
- have expertise in a discipline related to the student's program.

1-See https://umanitoba.ca/graduate-studies/administration for details.

2-Equivalency will be approved by the Dean of the Faculty of Graduate and Postdoctoral 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 and Postdoctoral Studies must be informed of, and approve, the co-advisor arrangement. If a co-advisor is added, removed or changed midway through the student's program, a new Advisor-Student Guidelines form must be completed. When an advisor and co-advisor are assigned, together they fulfill the role of the advisor (that is, neither fulfills any other advisory or examining committee membership requirements for that student). One (1) advisor must be identified as the primary advisor. The advisor and co-advisor share a single vote in matters regarding student progress and performance. Both the advisor and co-advisor's signatures and/or approvals are required on all documents where the advisor's signature and/or approval is required.

7.2.3 Student's Advisor/Co-advisor

A student who also holds an appointment at the University of Manitoba as a member of the academic staff with faculty rank 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 and Postdoctoral Studies Advisor-Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If a student does not have an advisor/co-advisor, the interim advisor (see "Student's Advisor" above) will be required to complete the ASG. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the Department/Unit Graduate Chair, the Department/Unit Head, or the Dean of the Faculty of Graduate and Postdoctoral Studies. A new ASG is to be completed if there is a

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change in advisor/co-advisor or when a co-advisor is added or removed 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 Department/Unit Head, then to the Dean of the Faculty of Graduate and Postdoctoral 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. Departments/Units who have difficulty finding an alternate advisor need to consult with the Associate Dean working with the department/unit in the Faculty of Graduate and Postdoctoral Studies for support to pursue all reasonable options given the theoretical and research expertise required of an advisor in relation to the thesis/practicum. If an advisor cannot be secured within one (1) term, the student cannot remain in their program. Advisors and advisory committee members who take a leave of absence must provide the department/unit and the student with a documented plan to ensure continuity of supervision during their absence. All students should consult department/unit supplementary regulations for specific details regarding advisor/co-advisor requirements.	
7.2.4 Advisory Committee Members of the advisory committee are responsible for providing timely advice and guidance to a student during their research program. They should be familiar with the policies and regulations of the Faculty of Graduate and Postdoctoral Studies that concern the student's program of study. The Department/Unit Head is responsible for recommending the 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 advisor/co-advisor is the Chair of the advisory committee. The advisory committee must consist of a minimum of three (3) voting members (including the advisor/co-advisor as a single member sharing a single vote), all of whom must be members of the Faculty of Graduate and Postdoctoral 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 and Postdoctoral Studies or designate. Department/Units must submit a CV and justification for FGPS to consider equivalency. 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.	Within six months of beginning the Ph.D. program, the advisor(s), in consultation with the student, must select an Advisory Committee and submit their names to the Chair of the PGSC for approval. The Advisory Committee must consist of the advisor(s) and at least two other members. All committee members must be members of the Faculty of Graduate & Postdoctoral Studies, and at least one must hold a primary appointment outside of the College of Pharmacy. The advisor/co-advisor will serve as Chair of the Advisory Committee. The committee must conduct a formal Annual Review of the student's progress, such that the "Faculty of Graduate & Postdoctoral Studies Progress Report" form is submitted to the PGSC by the internal deadline (usually mid- to late-May). Advisory committees are encouraged to meet at other times during the year, in addition to

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Voting Knowledge Expert In addition to the minimum three (3) members as described above, individuals who are not a member of the Faculty of Graduate and Postdoctoral Studies, and who do not hold a Ph.D. degree or equivalent, 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 (1) such Knowledge Expert may serve on any individual advisory committee and must be nominated by the Department/Unit Head or Graduate Chair with a justification of their role and be approved by the Dean of the Faculty of Graduate and Postdoctoral Studies or designate. Non-Voting Invited Member Advisory committees may alternatively include one (1) non-voting invited member who has expertise in a related discipline but is not usually a member of the Faculty of Graduate and Postdoctoral Studies. Non-voting invited members must be nominated by the Department/Unit Head or Graduate Chair with a justification of their role and be approved by the Dean of the Faculty of Graduate and Postdoctoral Studies or designate. Committees may include a Knowledge Expert or invited member, not both. Under no circumstances are graduate students, Post-Doctoral Fellows, and Research Assistants or Associates registered/employed at any institution to serve on graduate student advisory or examining committees, regardless of whether or not they hold a rank of Adjunct Professor. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate and Postdoctoral Studies on the "Program of Study and Appointment of Advisory Committee" form. Advisory committee meetings must be held at least annually and are not intended to take the place of meetings between the student and advisor/co-advisor which should occur with much greater frequency than the advisory committee meetings.	the formal annual reviews, especially if the student or advisor is encountering any difficulties. An FGPS progress report is recommended to be completed at each additional meeting, unless meetings are more frequent than once per term.
7.2.5 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, familial, or financial interest based. 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 and proposed mitigation should be declared in writing to the Faculty of Graduate and Postdoctoral Studies to provide transparency to all relevant parties (including the student, committee members, unit leadership, and the Faculty of Graduate and Postdoctoral Studies) at the time they arise . All reported conflicts will be reviewed by the Dean of the Faculty of Graduate and Postdoctoral Studies (or designate) and reported to the Vice President (Administration). If the conflict is deemed sufficiently significant and cannot be mitigated, a new committee may need to be struck. Committees should consider each year at the time of the progress report whether new conflicts of interest have arisen since the prior year. If a new conflict of interest has arisen, it must be reported to the Faculty of Graduate and Postdoctoral Studies. It is the student's role to inform FGPS of any changes in their student registration or employment status that may be perceived as a COI. For example, if a student is hired as an Instructor or an Assistant Professor into any department/unit at the university, they are to inform FGPS of their employment status change in order to have a dialogue to address potential COIs.	
7.3 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 and Postdoctoral 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 additional 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 or Graduate Chair 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 and Postdoctoral Studies. Any changes to coursework and/or advisory committee members must be reflected on a new Program of Study and Appointment of Advisory Committee form and be submitted to FGPS.	Programs of Study will be monitored by Advisory Committees during student Progress Report meetings. At the first annual review meeting following the student's acceptance into the Ph.D. program, the committee will complete the '*Ph.D. Program of Study and Appointment of Advisory Committee'* form. A copy of this form will be retained by the College of Pharmacy, and the original will be forwarded to the Faculty of Graduate & Postdoctoral Studies.
7.4 Program Requirements	

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All students must complete one (1) of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved department/unit supplementary regulations: • Where admission to the Ph.D. is directly from a Master's degree, a minimum of 12 credit hours at the 7000- level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 24 credit hours of coursework is allowed toward the Ph.D. program. • 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 unless department's/unit's supplementary regulations indicate otherwise.	Students must complete PHRM 7260 (Pharmacy Seminar 1 PhD) during their program. Students may subsequently take PHRM 7270 (Pharmacy Seminar 2 PhD) as an elective to meet their credit hour requirements. As per section 7.6.2, students registered full time in the Ph.D. program are required to attend and participate in the Pharmacy Graduate Seminar Series, where they must present at least one research seminar annually. Students who transfer from the M.Sc. to the Ph.D. program in Pharmacy, having completed PHRM 7160 (Pharmacy Seminar 1 MSc), may take PHRM 7270 (Pharmacy Seminar 2 PhD) as an elective to meet their credit hour requirements. Usually, students will not be permitted to take PHRM 7260 (Pharmacy Seminar 1 PhD) unless their research project is notably different from that presented in PHRM 7160 (Pharmacy Seminar 1 MSc). In that case, the student must obtain approval from their advisor and Chair of the PGSC to take PHRM 7260. Students may take PHRM 7120 (Medical and Scientific Writing) once during their program. An exception may be made to take PHRM 7120 a second time provided the course title and content are different. The student must obtain approval from their advisor and Chair of the PGSC to take PHRM 7120 a second time. There are no other required courses, but students must acquire approval from their Advisory Committee when selecting courses to meet credit hour requirements. Students must provide the Chair of the PGSC, or designate, with written approval of their Advisory Committee in order to withdraw from a course. The College of Pharmacy offers a Ph.D. Concentration in Pharmacoepidemiology. This program consists of completion of core courses and elective courses for a total of 12

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	credit hours (CH), and a thesis conducted in the area of Pharmacoepidemiology. Core courses (6 CH): •PHRM 7302-Advanced Topics in Pharmacoepidemiology 2 (3 CH)* •PHRM 7260-Pharmacy Seminar 1 PhD (3 CH) * Prerequisite courses for PHRM 7302 are PHRM 7102-Pharmacoepidemiology (3 CH) or equivalent or PHRM 7202-Advanced Topics in Pharmacoepidemiology 1 (3 CH) or equivalent. 6 additional CH will be obtained from elective courses chosen from the following options and/or upon recommendation of the student's advisor. •PHRM 7120-Medical and Scientific Writing (3 CH) •PHRM 7270-Pharmacy Seminar 2 PhD (3 CH) •PHRM 7150- Pharmaceutical Economics and Policy (3 CH) •CHSC 7830-Advanced Biostatistics for Community Health Sciences (3 CH) •CHSC 7540-Advanced Epidemiology (3 CH) •CHSC 7850-Advanced Biostatistical Methods for Hierarchical and Longitudinal Data (3 CH) •CHSC 7840 – Current Topics in Biostatistics: Design and Analysis (3 CH) •CHSC 7362- Systematic Reviews and Meta-Analysis (3 CH) Other credited learnings from the University of Manitoba may be considered for program fulfilment with approval from the student's advisor and the Chair of the Pharmacy Graduate Studies Committee, and with permission from the coordinator of the course. Courses from other institutions may be considered but must obtain additional approval from the Dean of Pharmacy.
7.4.1 Language Requirements Some departments/units specify a language requirement for the Ph.D. degree. Students are advised to consult department/unit supplementary regulations regarding this requirement.	
7.4.2 Advance Credit	

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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 and Postdoctoral Studies by completing the "Advance Credit-Transfer of Courses" form. • Application for advance credit must be made within the first year of the program (please refer to 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. The student must register at the University of Manitoba for at least two (2) consecutive terms and must also complete the thesis and candidacy examination at the University of Manitoba. Regardless of the extent of advance credit received, all students are required to pay applicable program fees.	
7.4.3 Transfer Credit Courses within a program of study may be taken elsewhere and transferred for credit at the University of Manitoba. Students must make a formal application to take courses elsewhere, the process for which is available at: Courses taken elsewhere | Faculty of Graduate and Postdoctoral Studies | University of Manitoba (umanitoba.ca). All such courses: • must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate and Postdoctoral Studies before the student may register for them; • are considered on an individual basis; • cannot be used for credit towards another degree, diploma, micro-diploma or certificate; may not exceed 50% of the minimum credit hours of coursework required of the student's graduate program at the University of Manitoba.	
7.4.4 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 usually 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 submitted via the "Course Currency" form and 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. If FGPS approves the course's currency, the approval will be valid for one (1) year. After one (1) year, an updated "Course Currency" form will be required.	

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 coursework (as recommended by the Department/Unit Head, or designate, and as approved by the Dean of the Faculty of Graduate and Postdoctoral 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.	
7.5 Time in Program The minimum time requirement for the program of study for a Ph.D. degree will usually be two (2) years of study beyond the level of the Master's degree, or three (3) years beyond the level of a Bachelor's degree. The 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. 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 using the "Time Extension Request" form submitted to the Dean of the Faculty of Graduate and Postdoctoral Studies at the beginning of the student's last term in program, prior to expiration of the respective maximum time limit. Time extension requests require an explanation of the need for the extension and the goals to be met during the extension period as well as a timeline for meeting the stated goals. Future extensions will be considered only if there is evidence progress was made on the goals outlined in the previous extension request. If progress is not evident, the request must describe the circumstances that prevented progress on the identified goals. Extensions also must recognize the graduation deadlines for the respective graduation period. 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 and Postdoctoral Studies and the notation on the student record will be "Required to Withdraw".	
7.6 Academic Performance Student progress shall be reported **at least** annually (but no more than once every four (4) months) to the Faculty of Graduate and Postdoctoral Studies on the "Progress Report" form. Performance that remains "Student Meets or Exceeds Expectations for Academic Progress" throughout the year does not	On at least an annual basis, the Advisory Committee must meet to conduct a formal review of the student's progress in course work and research. The student must submit a typewritten, double-spaced progress report of

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need to be reported to the Faculty of Graduate and Postdoctoral Studies more than annually, but should remain on file in the department/unit. Students who fail to maintain "Student Meets or Exceeds Expectations for Academic Progress" 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 and Postdoctoral Studies on the "Progress Report" form. Students who receive two (2) consecutive "Student Does Not Meet Expectations for Academic Progress" or one (1) "Unsatisfactory Academic Progress" rating will usually be Required to Withdraw from the Faculty of Graduate and Postdoctoral Studies and the notation on the student record will be Required to Withdraw.	500-1250 words (not including references and figures) to each committee member at least seven days prior to the anticipated date of the review meeting. A copy of this document should be submitted with the form below to be kept on file with the PGSC. The results of the progress review meeting must be documented on the "Faculty of Graduate & Postdoctoral Studies Progress Report" form, signed by the Advisory Committee members, and submitted to the PGSC by the internal deadline (usually mid- to late-May). After reviewing and signing the report, the Chair of the PGSC or designate will submit the completed form to the Faculty of Graduate & Postdoctoral Studies in accordance with its deadline. Note: Advisory committees are encouraged to meet at other times during the year, in addition to the formal annual reviews, especially if the student or advisor is encountering any difficulties An FGPS progress report is recommended to be completed at each additional meeting, unless meetings are more frequent than once per term.
7.6.1 Performance in Coursework A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate and Postdoctoral Studies. Departments/Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate and Postdoctoral Studies. Students who fail to maintain the specified grades or DGPA 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 and Postdoctoral Studies.	
7.6.2 Performance Not Related to Coursework Students may be Required to Withdraw from their Ph.D. program for reasons of unsatisfactory academic 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 academic performance must be reported to the Faculty of Graduate and Postdoctoral Studies on the "Progress Report" form. Students who fail to maintain a "Student Meets or Exceeds Expectations for Academic Progress" performance rating may	**Graduate students in the Wet lab:** Graduate students working in the College of Pharmacy research laboratory are required to complete additional safety training courses as determined by their advisor, such as Workplace Hazardous Materials Information System (WHMIS) training, Biosafety training, and the College of Pharmacy Lab Orientation course.

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be Required to Withdraw on the recommendation of the Department/Unit Head to the Dean of the Faculty of Graduate and Postdoctoral Studies. Students are usually expected to complete remedial action by the end of the subsequent term.	**Graduate students and seminars:** Students in the Ph.D. program are required to attend and participate in the College of Pharmacy Graduate Seminar Series during each year they are registered as a full time student, unless an exception is approved by the chair of the PGSC. **Equity, Diversity, and Inclusion Education:** Students in the Ph.D. program are required to attend one workshop or seminar during their graduate program on a topic related to Equity, Diversity and Inclusion (EDI). Workshops can be in person or online. The following routinely offer workshops and seminars related to EDI: - GradSteps through the Faculty of Graduate & Postdoctoral Studies - Mitacs Training Program - Ongomwiizin Indigenous Institute of Health and Healing - RFHS Equity, Diversity and Inclusion Community of Practice Other seminars and workshops likely qualify. Please contact the Grad Chair for clarification if you are unsure if an event is relevant. Confirmation of participation in the workshop/seminar should be sent to Pharmacy Grad Chair before the student completes their oral defense.
7.7 Academic Requirement for Graduation All students must: • maintain a minimum degree grade point average (DGPA) of 3.0 with no grade below C+; • complete GRAD 7500 (or GRAD 7501 for USB students); • complete GRAD 7300; • complete the thesis proposal • complete the Candidacy Examination (GRAD 8010); • meet the minimum and not exceed the maximum course requirements; and	

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• meet the minimum and not exceed the maximum time requirements (in terms of time in program and lapse or expiration of credit of courses). Individual departments/units may have additional specific requirements for graduation and students should consult department/unit supplementary regulations for these specific requirements. A degree grade point average of 3.0 or greater is required in those courses that constitute the program of study for graduation from the Faculty of Graduate and Postdoctoral Studies. Students are expected to graduate for the next subsequent graduation period upon meeting/fulfilling requirements.	
7.8 Candidacy Examination The candidacy examination is a requirement of the Faculty of Graduate and Postdoctoral Studies and, as such, cannot be waived under any circumstances. However, the format and content of the candidacy exam varies from department/unit to department/unit. The 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, usually within the first year after the completion of the Ph.D. program coursework, but in no case later than one (1) year prior to expected graduation, the student must successfully complete the formal candidacy examination. The examination is conducted according to a procedure established by the department/unit 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 may be held virtually. If it is held in-person, it must be held at either the University of Manitoba Fort Garry or Bannatyne campus, or at a UM affiliated space approved by FGPS, e.g., the St. Boniface Hospital Albrechtsen Research Centre. The candidacy exam is usually held during regular business hours. No recordings or transcriptions will be permitted. 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 participate in-person or virtually. 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.	**Goal:** The goal of the Candidacy Examination is to determine the student's competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analyzing, synthesizing, and communicating ideas about that material in depth. The areas to be examined should not focus exclusively on the student's thesis-related research activities as these are handled during the Thesis Proposal approval process. **Scheduling:** The Candidacy Examination will occur at a time specified by the Advisory Committee, usually 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. **Examining Committee:** The Candidacy Examining Committee will include the advisor and the Advisory Committee. Responsibility of the Chair: The Candidacy Examination will be chaired by the Chair or designated other member of the PGSC, thereby ensuring fairness and consistency across the Ph.D. program. The non-voting Chair will supervise all aspects of the Candidacy Examination. It is the responsibility of the Chair to ensure the integrity of the process, including intervening on behalf of the student if the questions are not consistent with the goals of the Candidacy Examination (stated above), ensuring that questions are asked fairly (with cognizance of the nature of the student's research project), and

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The Dean of the Faculty of Graduate and Postdoctoral Studies must be informed of the results of the examination via the "Report on Ph.D. Candidacy Examination" form. If a student fails the first attempt, a remediation plan is required to be provided in writing to the student that outlines the deficiencies observed and timeline moving forward. The student should be informed of the supports available at the UM through Student Affairs. Additionally, according to the UM Accessibility Procedure, it is the student's responsibility to register with Student Accessibility Services (SAS) if they require accommodations for a documented disability prior to a subsequent attempt at the exam.Any student who fails the candidacy examination twice will be Required to Withdraw from the Faculty of Graduate and Postdoctoral 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.	monitoring the time allowed for the Candidacy Examination. **Format of the examination:** The Candidacy Examination will consist of written and oral components and shall be open to all faculty-level members of Pharmacy, and the University of Manitoba. Both the written overview and the oral presentation visual aids will be submitted to the members of the Examining Committee at least one week prior to the date of the oral examination. **Written Component***:* The written component of the examination will comprise an overview (written in technical/scientific language) of each of the two themes (see below) selected as they relate to the student's field of study (1500 words each). **Oral Component:** The Chair will begin the examination by outlining the procedure. The student will make a 20 minute oral presentation, in plain language, i.e.: at a level understandable by a non-expert audience member, on the general field of study. It should be noted that the ability of the candidate to communicate their field of study clearly and within the time required is considered part of the examination process and will be considered when deciding the result of the examination. The examiners will be invited to pose questions; each examiner will be initially allowed approximately 20 minutes to pose their questions. If time permits, examiners may raise additional matters after hearing the initial round of questions. The questions, which will be developed by individual examiners, are intended to evaluate: i. the depth of background knowledge in the research area (i.e. knowledge of the pertinent literature); ii. the breadth of overall knowledge as pertains to the field of study in two of the following themes: • medicinal chemistry • pharmaceutical sciences

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	• basic medical science • pharmacoeconomics • pharmacoepidemology • pharmaceutical policy • pharmacy practice • patient/medication safety • clinical pharmacy The advisor, in consultation with the student and the Advisory Committee, will determine the themes to be examined and send the list by email to the PGSC chair. Students have 2-6 months to prepare for the Candidacy Examination once the topics are selected and the PGSC chair has been notified. Only in exceptional circumstances, and subject to an acceptable rationale and approval by the Grad Chair, can students request a duration of 7-12 months for preparation once the topics are selected and the PGSC chair has been notified. Students are encouraged to further consult with Advisory Committee members in preparation for this exam. Alternate themes not listed above may be proposed by the advisor, in consultation with the student and the Advisory Committee, at least 3 months prior to the Candidacy Examination. These will be considered by the PGSC within 2 weeks of submission and may, or may not, be accepted; students in the pharmacoepidemiology concentration may have two themes on distinct pharmacoepidemiology topics. iii. critical thinking skills. The time allocated to each examiner will be at the discretion of the Chair but the total length of the examination, including presentation and questions, will not exceed two hours. At the end of the examination, the student, along with the audience, will be asked to leave so that a confidential meeting of the Examining Committee may be held. Each examiner will be asked, in sequence, to comment on the student's performance and on whether the candidate should Pass or Fail the Candidacy

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	Examination. Performance during all aspects of the examination (written overview, oral presentation, and response to questions) will be considered; unsatisfactory performance in any one or combination of these aspects is sufficient to warrant a Fail decision. The decision to award a Pass must be unanimous; a split decision is considered a Fail. The result of the examination will be reported, in writing, to the student, the Chair of the PGSC, the Pharmacy Associate Dean (Research), the Dean of the College of Pharmacy, and on the "Report on the Ph.D. Candidacy Examination" form submitted to the Faculty of Graduate & Postdoctoral Studies. A student who fails the Candidacy Examination is allowed one additional attempt, no later than 6 months after the first attempt.
7.9 Thesis Proposal Some departments/units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific department/unit supplementary regulations. The thesis proposal must be independent from the candidacy examination. No recordings or transcriptions will be permitted. 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.	**Goals:** The goals of the Thesis Proposal are to examine the student's understanding in their area of specialization, and to provide the student and advisor with a critical appraisal of the research proposed for the thesis. **Scheduling:** The Thesis Proposal and presentation will occur at a time specified by the Advisory Committee, as soon as possible after preliminary studies are performed, but prior to any substantial portion of the research toward the Ph.D. thesis. For most students, the Thesis Proposal will be completed during the first year of their Ph.D. program. If it is more than 18 months after the start of the program, there should be a committee meeting to draft a letter to explain the reasons for delay to the PGSC and whether these delays make timely program completion viable. **Format:** The Thesis Proposal will consist of a written proposal and an oral presentation. **Written Proposal:** The written proposal is intended to allow the Advisory Committee to

	understand the rationale, hypothesis, and approach to the study. There should be enough detail to evaluate the research methods, feasibility, and timeline. The written proposal should be developed between the student and advisor, and in consultation with the Advisory Committee if required, and submitted to the Advisory Committee at least one week prior to the date of the presentation. As a general guideline, the written proposal should be 1250-5000 words in length, double-spaced, excluding reference list, figures, tables, and appendices. **Oral Presentation***:* At least two weeks prior to the date of the presentation, the student must provide both notice of the presentation, and the written proposal, to the Pharmacy Graduate Program Administrator. It is the student's responsibility to confirm the date and availability of the advisor, the Advisory Committee, and a non-voting Chair, usually a member of the PGSC. The student will present the proposal publicly and defend it before both faculty and students. 30 minutes will be allowed for the presentation, and one hour for questioning by members of the Advisory Committee. **Evaluation:** Immediately following the Oral Presentation deliberations, the Advisory Committee shall advise the student with constructive comments and suggestions for improving the thesis proposal. The Advisory Committee will then meet in camera. Each member will be asked to vote on whether the proposal is satisfactory. If the proposal is satisfactory, a copy of the final proposal (with minor revisions as appropriate) will be placed on file with the student's records in the Dean's office. If the proposal is not satisfactory, revisions will be made by the student in conjunction with the advisor, and the revised proposal will be re-submitted to the Advisory Committee within 2 weeks. A copy of the final proposal will be filed with the student's records in the Dean's office. Once the proposal is approved, the "Ph.D. Thesis Proposal" form will be completed and returned

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	to the Faculty of Graduate & Postdoctoral Studies.
7.10 Thesis An essential feature of Ph.D. study is the candidate's demonstration of competence to complete a research project and present the findings. The thesis must constitute a distinct contribution to knowledge in the major field of study, and the research must be of sufficient merit to be, in the judgement of the examiners, acceptable for publication. The thesis will usually be written in English but may be written in French. Department/Unit supplementary regulations may allow the thesis to be written in a language other than English or French. Committee members must be able to evaluate the thesis in the chosen language. 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). Please refer to the Thesis Guidelines on the FGPS website. Additional recommendations for a thesis are outlined in Appendix 1: Thesis/Practicum Types.	
7.11 Thesis Examination Procedures The final examination for the Ph.D. degree proceeds in two (2) distinct stages: 1. The Written Examination a) Submission of the thesis and related information (i.e., student, thesis, and internal examining committee details) and materials (i.e., "Approval to Proceed to Ph.D. Thesis Examination" form, supplementary files (if applicable)) by the student to the Faculty of Graduate and Postdoctoral Studies (FGPS Hub); b) External examiner selection: i. Submission of external examiner nominations by the advisor/co-advisor or department/unit to the Faculty of Graduate and Postdoctoral Studies; ii. Selection of the external examiner by the Faculty of Graduate and Postdoctoral Studies; c) Written examination of the thesis by the examining committee (i.e., individual reviews of the thesis and submissions of written reports and assessments by examiners to the Faculty of Graduate and Postdoctoral Studies); d) Communication of the results of the written examination: i. From the Faculty of Graduate and Postdoctoral Studies to the department/unit and internal examining committee; ii. From the advisor/co-advisor to the candidate. 2. The Oral Examination	

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a) Scheduling of the oral examination by the department/unit and/or advisor/co-advisor (via the "Ph.D. Oral Examination Scheduling Request" form); b) Oral examination of the candidate on the subject of the thesis and any matters relating thereto by the examining committee: i. Assessment of the oral examination by voting members of the examining committee via *in-camera* deliberations with the chair of the oral examination; ii. Communication of the results of the oral examination by the chair to the candidate; Communication of the results of the oral examination by the chair to the Faculty of Graduate and Postdoctoral Studies.	
7.11.1 Formation of the Examining Committee - University of Manitoba (Internal) Examiners 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 and Postdoctoral Studies. The examining committee must consist of a minimum of three (3) voting members (including the advisor/co-advisor as a single member sharing a single vote), all of whom must be members of the Faculty of Graduate and Postdoctoral 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 and Postdoctoral Studies or designate. Department/units must submit a CV and justification for FGPS to consider equivalency.	
7.11.2 Formation of the Examining Committee - External Examiner The candidate's advisor/co-advisor, in consultation with the advisory committee, will nominate at least 3 distinguished scholars from outside the University of Manitoba with experience in the field of the thesis research and significant Ph.D. student supervisory/examination experience to serve as the external examiner. The external examiner provides an impartial arm's-length assessment of whether the thesis meets the standard of a PhD. Nominations to the Faculty of Graduate and Postdoctoral Studies via the External Examiner Nomination form for approval by the Dean of the Faculty of Graduate and Postdoctoral Studies. For each nominee, the advisor/co-advisor must provide: • A CV of each of the prospective external examiners • A short justification for the nomination that addresses how the nominee meets the eligibility criteria • 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 prior to submitting the recommendations to the Faculty of Graduate and Postdoctoral Studies.

If any of the recommended examiners do not meet the eligibility criteria specified below, a detailed explanation must be included with the rationale for the recommendation.

The external examiner must:

- hold a Ph.D. (or equivalent) (Note that M.D., D.M.D., Pharm.D., and J.D. are undergraduate degrees and are not equivalent to a Ph.D.);
- hold the rank of Associate Professor, Full Professor, Senior Scholar or Emeritus Professor (or the equivalent if outside North America) at a university/institution, or have comparable expertise and standing if not a current 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 a university/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 ten (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;
- be a Postdoctoral Fellow;
- 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;

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• co-author of published material within the last five (5) years. The Dean of the Faculty of Graduate and Postdoctoral Studies or designate will choose the external examiner from the list provided by the candidate's advisor/co-advisor or department/unit and will extend a formal invitation to the selected examiner. If an eligible examiner cannot be secured from the nomination, the advisor/co-advisor or department/unit will be required to repeat the nomination process until a suitable examiner is secured. The identity of the selected examiner shall remain confidential until all reports on the thesis have been received.	
7.11.3 Changes in the Examining Committee The Dean of the Faculty of Graduate and Postdoctoral 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 and Postdoctoral Studies unless under exceptional circumstances and approved by the Dean of the Faculty of Graduate and Postdoctoral Studies.	
7.11.4 Submission of the Thesis for Examination Ph.D. candidates must submit their thesis to the Faculty of Graduate and Postdoctoral Studies for written examination via the "Ph.D. Thesis Submission" form. Please refer to the website and Graduate Studies Hub for pertinent instructions. It is the responsibility of the Faculty of Graduate and Postdoctoral Studies to distribute the electronic version of the thesis to all examiners once an external examiner has been secured. The Faculty of Graduate and Postdoctoral Studies shall ensure that the thesis is distributed to examiners as soon as possible after the submission of all required documentation. The Faculty of Graduate and Postdoctoral 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 and Postdoctoral 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 and Postdoctoral Studies to discuss any issues related to the thesis.	
7.11.5 Responsibilities of the Examiners 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 and Postdoctoral 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 oral examination. Members of the examining committee are not permitted to upload a student's thesis (in whole or in part) to any Generative Artificial Intelligence application to aid in the evaluation process of the thesis. This ensures the student's intellectual property and copyright are protected.	
7.11.6 Written Examination Support of the candidate's advisor/co-advisor, advisory committee, and department/unit is required before the thesis is eligible for examination. Such support must be provided to the Faculty of Graduate and Postdoctoral Studies via the completed "Approval to Proceed to Examination" form. In 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 in content and formatting (see Appendix 1); • 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. Note: Examining committee signatures on the Approval to Proceed form do not indicate that the thesis has undergone formal assessment by the examiners. The thesis will be eligible for examination if support for proceeding to the written examination is provided by the department/unit and advisory committee, with	

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no more than one (1) member not in support. The examination will not commence until an external examiner has been secured by the Faculty of Graduate and Postdoctoral Studies.

The Dean of the Faculty of Graduate and Postdoctoral Studies will request the examiners to give, within four (4) weeks of the distribution of the thesis to the examining committee, a detailed report on the quality of the thesis. This is referred to as the "written examination" stage of the thesis examination process.

Each voting member of the examining committee, including the Knowledge Expert, if applicable, and with the exception of the advisor and co-advisor (if applicable) must submit a written report to the Faculty of Graduate and Postdoctoral Studies. Each report must:

- Provide a detailed critique of the rationale, methods used, important results, and implications of the research;
- Address the strengths and weaknesses of the thesis;
- Describe any required corrections; and
- Place the thesis into one (1) of the following categories:

    - **1 (Pass)**: 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 (Pass)**: 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 examination. The structure and writing style are acceptable or require only minor revisions. The thesis may proceed to oral examination.
    - **3 (Fail)**: The thesis has some merit but is not acceptable in its current state and requires major revisions to one (1) or more of its core components, such as research content, structure or writing style. The thesis should not proceed to oral examination.
    - **4 (Fail)**: The thesis is unacceptable with respect to its core components, such as research content, structure, and writing style. The thesis should not proceed to oral examination.

The candidate's advisor and co-advisor (if applicable) may also choose to submit a report; however, this is not required. Invited members may submit a report; however, as they serve in a non-voting capacity, their evaluation of the thesis will not have bearing on the results of the written examination.

Results

The Dean of the Faculty of Graduate and Postdoctoral Studies shall provide electronic copies of all reports to each of the advisor/co-advisor, internal examiners, Knowledge Expert and/or invited member, Department/Unit Head

and/or Graduate Chair and Department/Unit support staff. The advisor/co-advisor and/or department/unit will then communicate the results of the examination to the student. If either the external examiner or two (2) or more internal examiners indicate a failure (i.e., places the thesis in category 3 or 4), then the candidate fails the written examination and cannot proceed to the oral examination. Otherwise, the written examination is deemed a "Pass" and the candidate may proceed to the oral examination. The awarding of a passing grade by an internal or external examiner does not preclude them from assigning a failing grade at a subsequent stage in the examination process. In the event of a first failure at the written examination stage, the candidate will be permitted a second attempt at the written examination, consisting of the evaluation of the thesis by the same examining committee. In exceptional circumstances, a new external examiner may need to be secured before an additional attempt may proceed. When notice of a failed examination is received, the Department/Unit Head shall convene a meeting of the internal examiners of the examining committee and the candidate's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard. Usually, this will involve additional scholarly work and revisions to the written thesis that the Department/Unit Head will describe in writing to the advisor/co-advisor, the candidate, and the Dean of the Faculty of Graduate and Postdoctoral Studies. Without this written description, the thesis will not be eligible for re-examination. Support of the candidate's advisor/co-advisor, 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 and Postdoctoral Studies via a newly completed and signed "Approval to Proceed to Examination" form, accompanied by a detailed summary of the changes made to improve the thesis. These documents, along with the revised thesis and other required information, will be submitted by the student to the Faculty of Graduate and Postdoctoral Studies via the "Ph.D. Thesis Submission" form. The thesis will be eligible for re-examination once all required documents and information are received by Faculty of Graduate and Postdoctoral Studies. Two (2) failures at any combination of written and/or oral examination stages will result in the candidate being withdrawn from the Faculty of Graduate and Postdoctoral Studies and the notation on the student record will be Required to Withdraw.	
7.12 Oral Examination Please consult the Faculty of Graduate and Postdoctoral Studies website for up-to-date and detailed guidelines for the conduct of Ph.D. Oral Examinations. **7.12.1 Scheduling**	

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Departments/Units cannot proceed with scheduling the oral examination prior to receiving the approved internal and external examiners' reports from the Faculty of Graduate and Postdoctoral Studies. The oral examination may be held in-person, remotely, or using a hybrid model. Any in-person participants must be hosted at either the University of Manitoba Fort Garry or Bannatyne campus, or at a UM affiliated space approved by FGPS, e.g., the St. Boniface Hospital Albrechtsen Research Centre, usually during regular business hours unless prior permission is granted by the Dean of the Faculty of Graduate and Postdoctoral Studies. It is the responsibility of the advisor and/or department/unit to:

- Contact the candidate, internal and external committee members to determine their availability and arrange a date for the examination;
- Provide the appropriate space and technology for their chosen delivery method(s) (i.e., room booking, ensuring that the chosen facilities meet minimum standards expected for a Ph.D. oral examination, determining the meeting platform to be used); and
- Secure a chair to direct the proceedings of the oral examination.

The advisor or department/unit must inform the Faculty of Graduate and Postdoctoral Studies of the following information no later than two (2) weeks (10 working days) prior to the date of the examination via the "Ph.D. Oral Examination Scheduling Request" form:

- Examination details:
  - The date and time of the examination (Central time);
  - The method of delivery (i.e., in-person, remote, or hybrid);
  - The location and/or virtual meeting platform to be used; and
  - Whether the external examiner and invited member (if applicable) will attend.
- Chair details:
  - Full name;
  - Email address;
  - Department/Unit; and
  - Method of attendance.

In addition, the candidate must submit biographical information/CV and an abstract, not to exceed 350 words, of the thesis to the Faculty of Graduate and Postdoctoral Studies at least two (2) weeks (10 working days) in advance of the date of the oral examination via the "Candidate CV/Biographical Information and Thesis Abstract" form.

An eligible chair must be secured before the examination details listed above may be submitted to the Faculty of Graduate and Postdoctoral Studies. If the department/unit and/or advisor/co-advisor encounter difficulties in securing a chair, they should contact the Faculty of Graduate and Postdoctoral Studies for

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assistance. The method of delivery (i.e., in-person, virtual, or hybrid) must be disclosed to prospective chairs. Prospective chairs must: • Hold a Ph.D. or equivalent; • Be members of the Faculty of Graduate and Postdoctoral Studies (excluding nil-salaried adjunct appointments); • Hold a rank of Assistant Professor or above; and • Not hold an appointment, including nil-salaried appointments (e.g., Adjunct) in any unit represented by the advisor and co-advisor. The Dean of the Faculty of Graduate and Postdoctoral Studies or designate shall approve the Chair of the oral examination proceedings. The Faculty of Graduate and Postdoctoral Studies will provide the Chair with an electronic package of documents and forms one (1) week before the examination is scheduled to take place.	
7.12.2 Attendance The attendance of the external examiner at the candidate's oral examination is strongly encouraged. If the external examiner cannot participate, they will be asked to provide questions in advance. These questions will be read to the candidate at the oral examination by the Chair. It is expected that all internal members of the examining committee, including the Knowledge Expert (if applicable), be present in real time for the entirety of the oral examination. Under exceptional circumstances, and with the prior approval of the Dean of the Faculty of Graduate and Postdoctoral Studies, one (1) member may be absent from the proceedings. The candidate and advisor/co-advisor must be present in real time for the examination. Usually, 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. In such cases, the examination committee and Department/Unit Head shall request prior approval in writing from the Dean of the Faculty of Graduate and Postdoctoral Studies. If approved, the final oral examination shall be closed to all but the examining committee and the Dean of the Faculty of Graduate and Postdoctoral Studies or designate. Regardless of open or closed status and method of delivery, no recordings or transcriptions of oral examinations are permitted under any circumstances.	
7.12.3 Format of the Examination The first part of the oral examination shall consist of an oral presentation by the candidate. This is followed by examination of the candidate by the examination committee (i.e., a question-and-answer period). If time permits, the Chair, at	

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their discretion, may allow questions from the invited member (if applicable) of the examining committee and then members of the audience.	
7.12.4 Procedures for the Conduct of the Examination The Chair should discuss the examination procedures with the examiners prior to the beginning of the formal examination. The Chair will introduce the candidate and request them to give a concise (20 to 25 minute) oral presentation of the thesis to include a summary of the problem addressed, the results obtained, and the conclusions drawn from the study. Following the presentation, the Chair will invite questions from each member of the examining committee, taking care to ensure that each examiner has approximately equal time for questions. The total time for questions by the examining committee must not exceed two (2) hours. The Chair may exercise 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 their familiarity with or expertise in the field.	
7.12.5 Decision of the Committee Following completion of the formal examination, the candidate, Knowledge Expert, invited member (if applicable) of the examining committee, and audience must leave the examination room or virtual meeting for the committee's *in camera* discussion and final evaluation. The decision of the examining committee will be based on the content of the thesis, the candidate's ability to describe and present their work, and the candidate's ability to accurately respond to questions posed by the examining committee. 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. Each examiner is expected to comment on the candidate's performance and vote in favour of assigning either a pass or fail grade for the examination. Co-advisors share a single vote. The judgement of each examiner, as well as the final outcome of the examination, shall be reported by the Chair to the Faculty of Graduate and Postdoctoral Studies in the qualitative terms "pass" or "fail" on the "Chair Report" form. • **Pass**: the candidate has satisfactorily presented the thesis rationale, methodology, findings, and conclusions to the general satisfaction of the examining committee. Notwithstanding this, stylistic, grammatical, and content revisions to the thesis may be required. Usually, 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. • **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. If either the external examiner or two (2) or more internal examiners indicate a failure, then the candidate fails the examination. In the case of a first failure of the oral examination, the candidate will be allowed to undergo a second examination attempt, provided the thesis has not already received a failure at the written examination stage. In this case, the Department/Unit Head shall convene a meeting of the internal members of the examining committee and the candidate's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard and/or prepare for the second oral examination. Usually, this will involve additional scholarly work which the Department/Unit Head will describe, in writing, to the advisor/co-advisor, the candidate, and the Dean of the Faculty of Graduate and Postdoctoral Studies. Eligibility for re-examination must be communicated to the Faculty of Graduate and Postdoctoral Studies via the 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. Once all required materials are received, the summary of revisions and a copy of the revised thesis (if applicable) will be provided to the entire examining committee for review in anticipation of a second oral examination attempt. 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 examination. The revised written thesis shall not be re-examined (i.e., examiners are not to assign a category or provide a report on the revised thesis); however, further revisions can be recommended at the oral examination. Two (2) failures at any combination of written and/or oral examination stages will result in the candidate being withdrawn from the Faculty of Graduate and Postdoctoral Studies and the notation on the student record will be Required to Withdraw.	
7.13 Failure A student will be Required to Withdraw when the Ph.D. thesis has been failed twice at: • The written examination stage; • The oral examination stage; or	

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• A combination of any of these stages.	
7.14 Graduation The candidate will be recommended for the Ph.D. degree providing that all degree requirements have been satisfied, and upon receipt by the Faculty of Graduate and Postdoctoral Studies: • Passing reports by the thesis examining committee; • The completed "Chair Report" form; and • The final (corrected) version of the thesis uploaded digitally through MSpace, the university's institutional repository. The final requirements of the degree must be submitted to the Faculty of Graduate and Postdoctoral Studies by the appropriate deadline. The deadline for each graduation period is published on the Faculty of Graduate and Postdoctoral Studies website. Students are expected to graduate for the next subsequent graduation period upon meeting/fulfilling requirements. Notes: • 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 via the "Embargo Request" form that the Dean of the Faculty of Graduate and Postdoctoral Studies restrict access for a period up to two (2) years 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 based on the request. One (1) additional year of restriction can be requested if needed. • A thesis cannot be permanently restricted on the university's MSpace repository. It can only be restricted under the above embargo periods of two (2) years plus one (1) additional year. Library and Archives Canada – Library and Archives Canada obtains a copy of the thesis via the university's MSpace repository.	
SECTION 8: Policy of Withholding Thesis Pending Patent Applications Content or Manuscript Submission In 1970, the University of Manitoba Board of Governors and Senate approved a policy on accepting research grants from outside agencies. This policy defined the right of agencies to defer release of information and thus ensure freedom of publications for research findings of university personnel. Occasionally, the	

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university may also wish to restrict the release of a thesis pending patent application. For additional details, see the University of Manitoba Governing website.

This situation may arise in the two (2) circumstances defined below, both of which are governed by the same set of regulations:

1. Where a research project is known to contain patentable items as defined in the research contract, then it is the responsibility of the advisor/co-advisor to give information of the restrictions on publication to the student prior to the start of the thesis research. If the student agrees to carry out the research, then the regulation given below will apply.
2. Where a patentable item is found during the course of research, then the advisor/co-advisor and the student may make application for patent rights through the University Patent Committee, and the following regulation will apply concerning the release of the thesis.

Regulations Concerning Release of a Thesis during Application and Negotiation for Patents

The Dean of the Faculty of Graduate and Postdoctoral Studies will receive the approved thesis. On joint request of the advisor/co-advisor and the student (via the "Embargo Request" form), the Dean will retain the thesis for a period up to two (2) years. One (1) additional year may be requested. Requests beyond one (1) additional year may be made to the Dean in exceptional cases.

Regulations Concerning Release of Thesis Pending Manuscript Submission

The Dean of the Faculty of Graduate and Postdoctoral Studies will receive the approved thesis. On joint request of the advisor and the student (via the "Embargo Request" form), the Dean will retain the thesis for a period up to two (2) years.

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 that the Dean of the Faculty of Graduate and Postdoctoral Studies restrict access for a period up to two (2) years 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 based on the request. One (1) additional year of restriction can be requested if needed. Requests beyond one (1) additional year may be made to the Dean in exceptional cases.

A thesis or practicum cannot be permanently restricted on the university's MSpace repository. It can only be restricted under the above embargo periods of two (2) years plus one (1) additional year.

SECTION 9: Extension of Time to Complete Program of Study The student must complete the "Time Extension Request" form and submit it to their department/unit for recommendation to the Faculty of Graduate and Postdoctoral Studies at the beginning of the student's last term in program, prior to expiration of the respective maximum time limit. Requests for an extension are reviewed by the Faculty of Graduate and Postdoctoral Studies on a case-by-case basis. Requests for extension must be accompanied by a realistic detailed timeline that has been agreed to by the student and advisor/co-advisor and endorsed by the Department/Unit Head. The extension time requested must closely reflect the time required to complete the program. The usual time granted for extensions is one (1) to two (2) terms on initial request. More than one (1) extension period may be granted, however. If progress was not made on the outlined goals, the request must describe the circumstances that prevented the identified goals from being met. Requests for extensions must recognize the respective deadlines for the graduation period.	
Section 10: Leaves of Absence A leave of absence request is a tool that can support students to seek a regular, exceptional or a parental leave. Leave requests are to be made prior to the start of an academic term or, in exceptional circumstances, during the term for which the leave is being requested. It is exceptionally rare that a leave for an already completed term (i.e., a leave that is retroactively dated) will be approved. The time extension policy is an alternate tool that supports students who have unexpected circumstances that have negatively impacted their progress to an extent that the student needs additional time to complete their academic program. Leaves do not extend course currency or expiration timelines. Students who have declared part-time status and take a leave of absence are cautioned about course currency implications. Students may refer to the UM Self-Declaration for Brief and Temporary Absences Policy and Procedure documents for occasional, short-term circumstances. **For International Graduate Students:** To determine how applying for a Leave of Absence may affect your immigration status with Immigration, Refugees and Citizenship Canada, please consult with an International Student Advisor at the International Centre prior to completing your "Leave of Absence" application with your department/unit. **10.1 Regular Leave** A regular leave is intended to allow students to meet responsibilities/plans related to family, travel or employment and circumstances not covered by the	

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parental or exceptional leaves. At the student's request, the Department/Unit Head may recommend to the Dean of the Faculty of Graduate and Postdoctoral 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. 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 and Postdoctoral Studies regulations. Note: At the time of approval of an application for leave, the procedures for the return of the student to the department/unit at the completion of the leave must be stipulated. Program Fees: Students on a regular leave of absence will be assessed the continuing fee for the term(s) the leave is applied. Upon return from leave, the student will resume the fee schedule for their program, based on the current tuition and fee rates. Any questions about fees must be directed to the Registrar's Office. All applications for Leaves of Absence must be submitted on the "Leave of Absence" form.	
10.2 Exceptional Leave In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), at the request of the student, the Head of the department/unit may recommend to the Dean of the Faculty of Graduate and Postdoctoral Studies that a student be granted an exceptional leave of absence for an initial period of time not to exceed one (1) year. Supplemental documentation must support the requested dates of the leave. Exceptional leave dates must correspond with the start and end of (an) academic term(s). Students whose leave does not align with the academic term should consult with the Faculty of Graduate and Postdoctoral Studies for additional support. It is exceptionally rare that a leave for an already completed term (i.e., a leave that is retroactively dated) will be approved. While on an exceptional leave of absence, a student is not permitted to be engaged in their program of study or thesis/practicum research work, and is not 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.	

Note: At the time of approval of an application for leave, the procedures for the return of the student to the department/unit at the completion of the leave must be stipulated. Program Fees: Students on an exceptional leave of absence will not be expected to pay fees for the term(s) the leave is applied. Upon return from leave, the student will resume the fee schedule for their program, based on the current tuition and fee rates. Any questions about fees must be directed to the Registrar's Office. All applications for Leaves of Absence must be submitted on the "Leave of Absence" form.	
10.3 Parental Leave A graduate student who is expecting a child or who has primary responsibility for the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request for a parental leave should be made through the department/unit, to the Faculty of Graduate and Postdoctoral Studies for a period of time usually not to exceed one (1) year. Supplemental documentation must be submitted to support the requested dates of the leave. Parental leave dates must correspond with the start and end of (an) academic term(s). Students whose leave does not align with the academic term should consult with the Faculty of Graduate and Postdoctoral Studies for additional support. While on leave of absence for parental reasons, a student must not be actively engaged in their program of study or thesis/practicum research work. The leave period is not included in the time period allowed for completion of the degree. Note: At the time of approval of an application for leave, the procedures for the return of the student to the department/unit at the completion of the leave must be stipulated. Program Fees: Students on a parental leave of absence will not be expected to pay fees for the term(s) the leave is applied. Upon return from leave, the student will resume the fee schedule for their program, based on the current tuition and fee rates. Any questions about fees must be directed to the Registrar's Office. All applications for Leaves of Absence must be submitted on the "Leave of Absence" form.	
10.4 Awards and Leave of Absence Students granted an exceptional 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 and Postdoctoral 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. Students granted an approved parental leave will have their UMGF extended for the time of the parental leave, usually	

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not to exceed one (1) year. The UMGF Award Holder's Guide is available on the Faculty of Graduate and Postdoctoral Studies website. Note: Other awards will be paid according to the conditions established by the donor or granting agency.	
10.5 Graduate Student Vacation Entitlement Students are entitled to 21 calendar days of vacation over a12 month period. For the purposes of calculating vacation entitlement, the academic year means the period from September 1 to August 31. Vacation entitlement will be prorated for the portion of the year in which a student is registered. Any vacation time taken during an official closure of the university is not included as part of the 21 calendar day vacation entitlement. In addition, attendance at academic conferences shall not be considered vacation time. Student vacation requests should have minimal impact on the student's research, coursework, and other obligations to the university. Any requests provided ahead of time and within these guidelines will not be unreasonably denied. Should a conflict arise between a student's vacation request and a supervisor's expectations, the Department/Unit Head (or designate) shall make a final determination.	
SECTION 11: Appeals **11.1 General** Students who disagree with a decision have access to appeal routes as laid out by various Faculty of Graduate and Postdoctoral 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. In all cases, students are encouraged to work with a Student Advocate and make use of other available supports as needed when considering and/or pursuing the appeals process. A further limitation is that the Faculty of Graduate and Postdoctoral 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 formal appeal route is available, a student may make a request to the Dean of the Faculty of Graduate and Postdoctoral Studies.	

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Requests falling outside the scope of an appeal process are not appealable to a subsequent higher authority. 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 is used for University of Manitoba students in regular programs (not Joint Programs). This process is outlined in the Joint Master's Program Governing Regulations.	
11.2 Definitions • "Academic Decisions" – decisions pertaining to student academic performance and/or progress in a program of study that are not disciplinary in nature; • "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 and Postdoctoral Studies; • "Appeal Hearing" (or "Hearing") – a meeting of the Appeal Panel, Appellant, and Respondent(s) that involves oral and/or written testimony and results in a decision on the outcome of the appeal; • "Appeal Panel" – a group convened from the members of the Faculty of Graduate and Postdoctoral Studies Appeals Committee empowered to assess and issue decisions on appeals stemming from decisions of departments/units or the Faculty of Graduate and Postdoctoral Studies, or individuals designated to make such decisions; • "Respondent" – a representative of the Faculty of Graduate and Postdoctoral Studies designated by the Dean of the Faculty of Graduate and Postdoctoral Studies to represent the Faculty of Graduate and Postdoctoral Studies in an appeal response or hearing. In this document, "Respondent" may also refer to a "Co-respondent" invited by the Respondent to represent the department/unit unless otherwise noted; "Unit" – the department/unit, office, or administrative body (excluding the Faculty of Graduate and Postdoctoral Studies) 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 and Postdoctoral Studies.	
11.3 Types of Appeal Several areas of appeal are available to appellants: • admission; • academic;	

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• discipline; • other (e.g., fee, term work and final grade appeals). Appeals should be addressed to the Dean of the Faculty of Graduate and Postdoctoral Studies, except for appeals that are administered by the Registrar's Office (e.g., "other" appeals as noted above). Appeals of decisions made by the Dean will be referred to an Appeal Panel of the FGPS Appeals Committee. A decision of the Faculty of Graduate and Postdoctoral Studies Appeal Panel is appealable only to the Senate Committee on Appeals or the University Discipline Committee, as appropriate. In most 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 on the Student Advocacy website.	
11.4 Admission Appeals Please refer to the University of Manitoba Governing Documents: Students: Policy: Senate Committee on Appeals Procedure.	
11.5 Academic Appeals Academic Appeals are appeals concerning academic decisions made by the department/unit and/or the Faculty of Graduate and Postdoctoral Studies. **11.5.1 Appeal Considerations** The Faculty of Graduate and Postdoctoral 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 addressed via the appropriate department/unit-level appeal process (if any), as is outlined in the department/unit supplementary regulations; • stemming from a decision of the Faculty of Graduate and Postdoctoral Studies (e.g., Required to Withdraw) which may follow the recommendation of a department/unit. • stemming from a negative decision from the Registrar's Office on a final grade or term work grade appeal. In all cases, appeals should be addressed to the Dean of the Faculty of Graduate and Postdoctoral Studies. A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals.	
11.5.2 Composition of an Appeal Panel	

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Faculty members or students are disqualified from participating on an Appeal Panel if they: • 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. 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.	
11.5.3 Grounds for an Academic Appeal It shall be the responsibility of the appellant to indicate clearly and specifically the grounds warranting consideration of the appeal and to provide all relevant information and documented evidence that should be considered in the adjudication of the appeal. The Appeal Panel shall only consider an appeal if there is evidence that: • the department/unit or the Faculty of Graduate and Postdoctoral Studies failed to follow the rules of natural justice*; • the department/unit or the Faculty of Graduate and Postdoctoral Studies failed to follow procedures; • a department/unit or Faculty of Graduate and Postdoctoral 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 and Postdoctoral Studies policy and/or a department/unit regulation. *The Supreme Court of Canada defines “natural justice” in its simplest form as “fair play in action”; in other words, “natural justice” describes the fairness of procedures and how they are executed (as opposed to whether procedures were followed). In the context of academic decisions and appeals, this includes but is not limited to:	

• the right of the appellant to know that a matter is under consideration and the nature of the matter being considered (e.g., academic performance, appeal); • the right of the appellant to know what evidence has been given and what statements have been made affecting them; • the right of the appellant to be heard (i.e., to be able to respond to any statements and decisions that may affect them); the decision must be based on evidence and communicated clearly; and the decision maker must be free of bias and there must be no perception of bias.	
11.5.4 Appeal of a Faculty of Graduate and Postdoctoral Studies Decision A complete appeal of decisions made by any department/unit, committee, administrator (e.g., Associate Dean), or faculty member within the Faculty of Graduate and Postdoctoral Studies must be submitted in writing by the appellant to the Dean of the Faculty of Graduate and Postdoctoral Studies within fifteen (15) working days of the date that the appellant was informed in writing of the action to be appealed. This is considered a first-level appeal. The appellant will be informed of the outcome in writing.	
11.5.5 Faculty of Graduate and Postdoctoral Studies Academic Appeals Process **11.5.5.1 Submission of Appeal Package** The Appellant must submit a complete appeal package consisting of an appeal form, a letter clearly explaining their grounds for appeal, a copy of the letter of decision from the previous appeal level, a copy of all the documentation submitted to the previous appeal level, if not a first-level appeal, and any relevant supporting documentation to the Faculty of Graduate and Postdoctoral Studies within fifteen (15) working days. Incomplete appeals may not be considered. Upon receipt of a formal appeal, the Dean of the Faculty of Graduate and Postdoctoral 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. Otherwise, the appeal will be adjudicated by an Appeal Panel.	
11.5.5.2 Faculty of Graduate and Postdoctoral Studies Appeals Committee The appellant may appeal the Dean's decision to the Faculty of Graduate and Postdoctoral Studies Appeals Committee within fifteen (15) working days of the date of the letter of decision. This is considered a second-level appeal. An Appeal Panel will be composed of members of the Appeals Committee. The Appeal Panel will determine whether the appeal falls within their jurisdiction and, if so, whether the appellant has sufficiently substantiated their identified grounds for appeal to warrant proceeding 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 and the appellant and Dean of Graduate and Postdoctoral Studies will be notified in writing. If the Appeal Panel determines that the appellant has substantiated their grounds for appeal, the appellant and Dean of Graduate and Postdoctoral Studies will be notified and a Hearing scheduled. If it is determined that the appeal will proceed to a hearing, the Appeal Panel may request additional information or request oral and/or written testimony from identified witnesses.	
11.5.5.3 Hearing Procedures The Faculty of Graduate and Postdoctoral 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 and Postdoctoral 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) working 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 and Postdoctoral Studies of the right to appear in person and/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. It is highly encouraged that the student be represented by a student advocate. Students who require specific accommodations to participate in a Hearing should advise the Faculty of Graduate and Postdoctoral Studies when submitting their appeal or as soon as possible thereafter. The appellant may be accompanied by one (1) support person (friend or family) and/or legal counsel, subject to the following: • Accompanying individuals may only attend as silent observers (i.e., they cannot participate in the proceedings); • The Faculty of Graduate and Postdoctoral Studies must be notified of the appellant's intent to bring a support person to the Hearing at least ten (10) working days prior to the date of the Hearing; • The Faculty of Graduate and Postdoctoral Studies must be notified of the appellant's intent to bring legal counsel to the Hearing at least twenty (20) working days prior to the date of the Hearing, and reserves the right to bring a representative from the University of Manitoba's Legal Counsel once this notice is received. Subject to the approval of the Chair, 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. The appellant must indicate their witness request and justification of their witness(es) in their appeal letter.	

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The respondent shall indicate their desire to invite witness(es) no later than five (5) working 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.

The Faculty of Graduate and Postdoctoral Studies will notify the Appeal Panel, appellant, and respondent of the date, time, and location and/or virtual platform of the Hearing, and will provide these parties with a Hearing Package containing all documentation to be considered in the adjudication of the appeal at least one (1) week in advance of the scheduled Hearing date. **No additional materials are to be presented at the time of the hearing.** In the case where a request is made to submit additional materials, the Chair may adjourn or 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, *in camera*, whether to grant this request.

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 deliberations and determinations of disposition shall be held *in camera*. Such deliberations shall consider all documentation provided by the appellant and respondent, as well as all testimonies heard during the hearing.

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FGPS Academic Guide Regulation 2026/27	Supplementary Regulation
To ensure that decisions are made by those within the university who have the academic or professional expertise in the discipline concerned, the Appeal Panel should be careful not to substitute its own academic judgment or standards for those in the discipline concerned.	
11.5.5.4 Disposition The Chair of the Appeal Panel shall inform the Dean of the Faculty of Graduate and Postdoctoral Studies in writing of the disposition of the appeal, the reasons for the decision, and any actions or recommendations resulting from the Panel's deliberations. The Dean of the Faculty of Graduate and Postdoctoral 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 or recommendations related thereto. 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 and Postdoctoral Studies may inform the department/unit of any recommendations brought forward by the Appeal Panel.	
11.5.6 Appeals to Senate 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 ten (10) working days after the mailing of the notice of decision from which the appeal is made.	
11.6 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 and Postdoctoral Studies, the appeal must be submitted to the Dean of the Faculty of Graduate and Postdoctoral Studies who will submit it to the Faculty of Graduate and Postdoctoral Studies 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 appeal must be submitted to the Secretary of the University Discipline Committee (U.D.C.) who will provide the Dean of the Faculty of Graduate and Postdoctoral Studies with a copy.	
11.6.1 Discipline Appeal Deadlines If a student wishes to appeal a decision, the notice of appeal must be delivered in writing to the appropriate person(s) within ten (10) working days of the student being notified of the decision the student intends to appeal.	

11.6.2 Appeal of Disciplinary Action When the appeal is against a disciplinary decision made by the Faculty of Graduate and Postdoctoral Studies, the appeal routes and procedures as outlined in the following shall prevail: Student Discipline Appeal Procedure. The student shall clearly indicate in the notice of appeal whether they are appealing the decision on: • the finding of facts; • the disposition determined by the disciplinary authority; or • both (1) and (2).	
11.7 Other Appeals **11.7.1 Fee Appeals** Please refer to the Registrar's Office webpage on fee appeals. To initiate the Fee Appeal process, the student must complete a "Fee Appeal" form, available on the student's Aurora Student. For information about Fee Appeals, please visit the Registrar's Office online or in person at 400 University Centre.	
11.7.2 Term Work Appeals Students are encouraged to discuss matters relating to grading of term work with their instructor in the first instance. Further appeals of grades on academic term work shall be directed, by the appellant, to the department/unit responsible for the course within ten (10) working days after the grades for term work have been communicated to students. Following receipt of the appropriate appeal form and evidence of payment of the refundable appeal fee, the department/unit shall consider the appeal and provide a decision within fifteen (15) working days. Please refer to the Registrar's Office website for additional information. If the student has exhausted the term work appeals process through the Registrar's Office, the student may appeal to the Faculty of Graduate and Postdoctoral Studies via the academic appeals process. The Faculty of Graduate and Postdoctoral Studies will only consider the appeal based on procedural error.	
11.7.3 Final Grade Appeals Please refer to the Registrar's Office webpage on grade appeals. To initiate the Grade Appeal process, the student must complete a "Grade Appeal" form, available at the former link. For information about Grade Appeals, please visit the Registrar's Office online or in person at 400 University Centre. If the student has exhausted the final grade appeals process through the Registrar's Office, the student may appeal to the Faculty of Graduate and Postdoctoral Studies via the academic appeals process. The Faculty of	

Graduate and Postdoctoral Studies will only consider the appeal based on procedural error.	
11.8 Assistance with Appeals The Office of Student Advocacy and 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 and Case Management to assist them with any appeal they are considering.	
APPENDIX: Thesis/Practicum Types All Ph.D. candidates and Master's students in a thesis stream may present a thesis in one (1) of two (2) acceptable formats: • Regular style • Manuscript/grouped manuscript style A Master's student may present a practicum only in regular style format. The type of thesis/practicum must be approved by the advisory committee and comply with all regulations of the Faculty of Graduate and Postdoctoral Studies and any supplementary regulations of the department/unit. Contributions of Authors A thesis is a single-authored work; however, research is often done in collaboration with others. Students must articulate the unique role they have producing the research that is included in their thesis. When that type of collaborative research is published in non-thesis formats, it is expected that non-thesis publications will appropriately identify all authors who contributed to the research. Therefore, a thesis that includes research conducted by multiple people must also acknowledge collaborators who have made research contributions by articulating what role each collaborator had in the research process in relation to the unique work of the student. Authorship for all "manuscript"/"grouped manuscript"/"sandwich" papers must be acknowledged. In the case of multi-authored papers, the nature and extent of the student's contribution, and those of the other authors, must be explicitly specified in a section of the thesis entitled "Contributions of Authors". **A1.0 Regular Style** **A1.1 Prefatory Pages** **A1.1.1 Title Page**	

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FGPS Academic Guide Regulation 2026/27	Supplementary Regulation
The title page must appear first and contain the following information: • 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 © The title must be a meaningful description of the content of the research. The author's name should be in full. A sample title page can be found on the FGPS website regarding formatting the thesis.	
A1.1.2 Abstract The abstract is expected to provide a concise, accurate account of the thesis/practicum. Recommended length is 350 words. An abstract should contain a statement of the problem, methods, results, and conclusions.	
A1.1.3 Acknowledgements The content of this single page is left to the discretion of the author. For example, the page may make reference to the student/candidate's advisor/co-advisor and advisory committee, to other individuals who have provided invaluable assistance to the development of the thesis/practicum, and to sources of financial assistance or other support.	
A1.1.4 Dedication A single page pertaining to a dedication is allowed.	
A1.1.5 Table of Contents This must list and provide page references to all elements of the thesis/practicum. The numbering and formatting must be identical to the way the material appears in the text. Page numbers should be right justified. A sample table of contents can be found on the FGPS website regarding formatting the thesis.	
A1.1.6 List of Tables This should immediately follow the Table of Contents and be of the same format. The list must include the number, name and page number of each table.	
A1.1.7 List of Figures This should immediately follow the List of Tables and be of the same format as the Table of Contents. The list must include the number, name and page number of each figure.	
A1.1.8 List of Copyrighted Material On occasion students/candidates include images, figures, photos and other materials from copyrighted sources. Students must ensure that they have	

authorization to use copyright protected materials in their thesis under a *Copyright Act* exemption or with direct permission from the copyright holder. A list of Copyrighted Material should follow the List of Figures and follow the same format as the Table of Contents. For further information on copyright see the UM Copyright website.	
A1.2 Format **A1.2.1 Styles** The thesis/practicum should be written in a standard style manual that has been recommended by the department/unit. Manuals recommended by the Faculty of Graduate and Postdoctoral Studies include but are not limited to: 1 American Psychological Association, Publication Manual of the American Psychological Association 2 Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations 3 The Modern Language Association of America, MLA Handbook for Writers of Research Papers 4 University of Chicago Press, The Chicago Manual of Style Students should always use the latest edition available. If there is a conflict between the instructions in this guide and the style manual chosen, the former should be followed.	
A1.2.2 Spelling Canadian, British or American spelling is acceptable, and one style must be used consistently throughout the document.	
A1.2.3 Format The entire thesis/practicum must be in the same text font, style, and size.	
A1.2.4 Margins The margins must be consistent throughout the thesis/practicum (including appendices, diagrams, maps, photographs, charts, tables, etc.).	
A1.2.5 Page Numbers Each page of the thesis/practicum (including illustrative pages and appendices) must be numbered consecutively.	
A1.3 Footnotes, References and Appendices Instructions in the style manual recommended by the department/unit should be followed. Regardless of which style manual is used, format selected must be consistent throughout the document.	
A1.4 Figures, Illustrations, Photographs and Design Drawings	

A1.4.1 Illustrative Material All illustrative material must be consistent throughout the thesis/practicum. All figures, illustrations, photographs and drawings must be numbered consecutively 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 and copyright secured if from another source. **A1.4.2 Layout of Tables and Figures** Each table and figure must have a number and title. The number and title should appear at the top 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.	
A1.5 Additional Materials **A1.5.1 Consent and Access to Information Forms** Sample copies of consent forms that were used to obtain consent from participants to take part in the information gathering procedures for the thesis/practicum must be included in an Appendix. Any personal information including signatures, personal phone numbers and email addresses 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 upon completion of the thesis/practicum.	
A1.5.2 Use of Copyrighted Material If the thesis/practicum includes copyrighted material (such as images, figures or more than an insubstantial amount of another person's work pursuant to the *Copyright Act*), students must determine whether there is authorization for reuse of material under the *Copyright Act* or if 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. 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 should be included under the image or text. The original form(s) signed by the copyright holders should be retained by the student as they may need to refer to it from time to time in future. These forms do not need to be provided to the University of Manitoba and should not be included within the student's thesis/practicum.	

In some cases where permission is required the copyright holder cannot be located or the cost is prohibitive to use the text or image. In these situations, the text or image may have to be omitted from the thesis/practicum. Subsequently, information on where the reader can locate the image or text should be included, such as the URL, title of book/journal, volume and issue number, page number, publisher, and date of publication. A description of the purpose or significance of the text or image should be provided. For further information on copyright see: http://umanitoba.ca/copyright	
A2.0 Manuscript/Grouped Manuscript/Sandwich Style Thesis In some disciplines, thesis advisory committees recommend that students write a "manuscript"/"grouped manuscript"/"sandwich" style thesis that will include research the student has already completed and is already published or planned to be published in the future. These styles of thesis are allowed; however, there are important copyright and authorship factors that must be considered when developing a "manuscript"/"grouped manuscript"/"sandwich" style thesis. For example, it is likely that the authors of a journal article entered into a contractual agreement to license or assign some or all of their rights to the publisher and, therefore, may have placed restrictions on whether or not the student(s) may include that journal article as part of a thesis that will be openly accessible in a university library database/institutional repository. That aspect of the copyright license with the journal may prevent the published research from being included in a thesis. It is the student's responsibility to ensure that they are aware of and follow copyright restrictions for the research that is included in the thesis. This caution is being articulated so students are aware that it is important to understand what contractual agreements they are entering when they publish their work in any format, and to consider publication options that do not conflict with the requirement to deposit their thesis in MSpace. If a student is not sure whether they hold the copyright to publications that are to be contained in the thesis, they should reach out to the Copyright Strategy Manager or Research Services Librarian for the UM. A thesis may comprise a paper or collection of papers/projects, which are suitable for submission for publication. The number of papers/projects that comprise this style of thesis will be determined between the student and the advisory committee. The formatting of the thesis must be consistent throughout the thesis and the thesis cannot merely consist of several papers or articles contained within the one document. The only exception to the above requirement for the formatting to be consistent throughout the thesis is in the case where the thesis is to include a chapter that describes research that has already been published and the authors of that published research have assigned some or all of their rights to the publisher of the journal (i.e.; the publisher holds exclusive rights to that research article). In this case, the student will write unique text to describe the chapter content and	

include a link to the Digital Object Identifier (DOI) for the published research. This approach will enable the student to reference the published work so the research article can be read.

Publication, or acceptance for publication, of research results prior to the presentation of the thesis does not supersede the evaluation of the work by the examination committee (i.e., does not guarantee that the thesis will be found acceptable). Advisors and examiners may specify revisions regardless of the publication status.

A "manuscript"/"grouped manuscript"/"sandwich" style thesis must follow the same prefatory information; spelling, formatting, margin requirements, page numbering; footnotes and appendices; figures, illustrations photographs and drawings; copyright and any additional material described as thesis requirements above. The title page must appear first.

All "manuscript"/"grouped manuscript"/"sandwich" style papers included in the thesis must contribute toward the overall theme that represents the thesis work and must be smoothly integrated into the flow of the thesis to produce a unified document. This may require changes or additions to, and (when copyright permits) re-writing of, any work that has been previously published.

There must be an introductory chapter to the entire thesis that precedes any of the "manuscript"/"grouped manuscript"/"sandwich" papers. The introductory chapter must explain the connection between the different chapters. This provides a logical link of the integration of the information between the "manuscript"/"grouped manuscript"/"sandwich" papers (chapters). This approach is required to facilitate the ability of the thesis examiners to evaluate the thesis.

The thesis must contain a concluding chapter that includes a discussion on how the entirety of the thesis, with its findings, provides a distinct contribution to knowledge in the research area. Again, this approach is required to facilitate the ability of the thesis examiners to evaluate the thesis. It is also intended to be a demonstration of the student's ability to synthesize and articulate information about how the research has contributed/supported/added to knowledge in the field. The thesis is a single-authored work, which is why such an approach is necessary to enable the thesis examiners to assess the student's independent work.

See also "Contributions of Authors" section above.

All of these "manuscript"/"grouped manuscript"/"sandwich" requirements will be evaluated by the thesis examiners and will be used to inform their assessment of the thesis. Failure to include this information may delay graduation.