

Faculty of Graduate Studies

Name of Unit: Occupational Therapy (Master's)

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>The Faculty of Graduate Studies academic guide contains all the rules and policies pertaining to the Faculty of Graduate Studies. Adherence to these rules is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. The integrity of the process is at stake. The major goal of this guide is to prevent potential problems that may affect the completion of a student's program. It is the responsibility of students and the unit offering a graduate program to read and follow the policies contained herein.</p> <p>All regulations as laid out in the Faculty of Graduate Studies Academic Guide are subject to revision by the appropriate bodies of the Faculty of Graduate Studies. This compendium is presented as the most recent set of regulations as a guideline for students and staff. Regulations may vary from one department or program to another. Individual departments may have additional regulations that supplement these general regulations. All such supplementary procedures and regulations must be approved as specified by the By-Laws of the Faculty of Graduate Studies, be published and available to students, and kept on file in the Faculty of Graduate Studies Office.</p> <p>For those programs that are administered through a Faculty (as opposed to a Department) the term "Department" should be substituted by "Unit" within this document (i.e. Department Head becomes Unit Head.)</p>	<p>0.</p>
<p>Section 1: <i>Application, Admission, and Registration Policies</i></p> <p>1.1 Application and Admission Procedures</p> <p>The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies. Applicants should contact the department to which they are applying for the procedures, requirements and departmental application deadlines in effect.</p> <p>Steps:</p> <p>1. A completed official application for admission form must be submitted, together with the application fee and supporting documentation, to the Faculty of Graduate Studies. Until such time as an application is complete is will not be considered.</p> <p>NOTE: International students need to pay special attention to the appropriate requirements with respect to transcripts (see application form for details).</p> <p>2. Applications are subsequently reviewed by the unit offering the program who will decide whether the applicant meets the unit's criteria which include but are not limited to space, facilities, and advisors.</p> <p>3. Notification of recommended/rejected applications are sent to the Faculty of Graduate Studies who check that the applicant meets the eligibility requirements of the Faculty of Graduate Studies. The Faculty of Graduate Studies notifies applicants of their acceptance or rejection</p>	<p>1.</p> <p>The Master of Occupational Therapy (MOT) degree is a professional practice degree that can be obtained through participation in either a <u>Regular</u> program or an <u>Accelerated</u> program option. The Regular program option is for individuals who do not have a previous degree in occupational therapy. The Accelerated option is for occupational therapists who have a Bachelor of Medical Rehabilitation (Occupational Therapy) degree or equivalent.</p> <p>Completed official Faculty of Graduate Studies Application for Admission forms and required documentation must be submitted to the Faculty of Graduate Studies, 500 University Centre, Winnipeg, MB R3T 2N2.</p> <p><u>Regular Program</u> Applicants are also <u>required</u> to submit:</p> <ul style="list-style-type: none"> ➤ a one-page letter of introduction; ➤ a resume outlining academic, volunteer and work experience; ➤ a Master of Occupational Therapy <i>Category of Application</i> form; ➤ a Master of Occupational Therapy <i>Prerequisite Check List</i>. <p>Applicants are <u>not required</u>:</p> <ul style="list-style-type: none"> ➤ to fill in section "Field of Special Interest"; ➤ to fill in "Name of Preferred Supervisor"; ➤ to have "Letters of Recommendation" or list referees on the application form; ➤ to attach a list of academic awards, publications and/or any research or other relevant experience.

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

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		<p><u>Accelerated Program</u> Applicants are also required to submit:</p> <ul style="list-style-type: none"> ➤ a one-page letter of introduction; ➤ a resume outlining academic, volunteer and work experience; ➤ proof of having passed the CAOT Certification Exam or of eligibility for registration, in Manitoba, by the College of Occupational Therapists of Manitoba; ➤ a Master of Occupational Therapy <i>Category of Application</i> form; ➤ two letters of reference. <p>Applicants are not required:</p> <ul style="list-style-type: none"> ➤ to fill in section "Field of Special Interest" ➤ to fill in "Name of Preferred Supervisor" 																				
<p>Deadlines for Recommended Applications (from Departments to the Faculty of Graduate Studies) The following are the deadlines for receipt by the Faculty of Graduate Studies Office for recommendations from graduate departments.</p> <table border="1" data-bbox="61 772 779 909"> <thead> <tr> <th>Session</th> <th>Start Date</th> <th>Canadian/US</th> <th>International</th> </tr> </thead> <tbody> <tr> <td>FALL</td> <td>September</td> <td>July 1</td> <td>April 1</td> </tr> <tr> <td>WINTER</td> <td>January</td> <td>Nov. 1</td> <td>August 1</td> </tr> <tr> <td>SUMMER (May Start)</td> <td>May</td> <td>March 1</td> <td>December 1</td> </tr> <tr> <td>SUMMER (July start)</td> <td>July</td> <td>May 1</td> <td>February 1</td> </tr> </tbody> </table> <p>IMPORTANT: Applicants are required to submit the application and documentation to the Faculty of Graduate Studies for an earlier date than is listed above. Applicants are advised to confirm the deadline of the department to which the application is being made. Contact information for each department can be found at http://umanitoba.ca/faculties/graduate_studies/admissions/index.html</p> <p>The deadlines are meant to accommodate the needs of students in securing appropriate documentation. Late applications will be considered for the next available start date.</p>	Session	Start Date	Canadian/US	International	FALL	September	July 1	April 1	WINTER	January	Nov. 1	August 1	SUMMER (May Start)	May	March 1	December 1	SUMMER (July start)	July	May 1	February 1	<p>2.</p>	<p><u>Regular Program Application Deadline</u> International applicants January 15th Canadian applicants March 1st If space in the program permits, late applications may be considered.</p> <p><u>Accelerated Program Application Deadline</u> International applicants January 15th Canadian applicants Fall Term March 1st Winter Term October 1st If space in the program permits, late applications may be considered.</p>
Session	Start Date	Canadian/US	International																			
FALL	September	July 1	April 1																			
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<p>Application Fee: This fee must accompany all admission applications: Canadian/Permanent Residents - \$90.00 (CDN) International Applicants - \$100.00 (CDN)</p>	<p>3.</p>																					
<p>Transcripts: Applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the University of Manitoba. Applicants must ensure that the original transcripts bearing the university seal or attested copies are sent directly from their issuing university to the department to which they are applying. In cases where the transcript does/will not clearly state that a degree has been conferred, an official degree certificate is required to accompany the transcript. It is important that the transcript(s) be sent so as to arrive as soon as possible to coincide with the arrival of the application.</p>	<p>4.</p>	<p>Deadline for submission of complete and official transcripts to the Department is no later than June 10th (deadline may be extended to acquire a larger applicant pool).</p>																				
<p>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 translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution.</p>	<p>5.</p>																					
<p>Transcripts: University of Manitoba: University of Manitoba students may request student histories (unofficial academic records) to be mailed directly to the department or Graduate Studies free of charge. Some departments require</p>	<p>6.</p>	<p>University of Manitoba applicants do not need to forward official transcripts or student histories as they are accessed directly by the Department via</p>																				

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official transcripts which may be obtained from the student records office, 400 University Centre (Please allow at least two weeks for delivery).		a confidential reporting mechanism through the Registrar's Office.																		
<p>Proficiency in English: A successfully completed English Language Proficiency Test is required of all applicants unless they have received a high school diploma or university degree from Canada or one of the countries listed on the <u>English Language Proficiency Test Exemption List</u> (below). If applicable, this score is required as a basis for admission and applicants will NOT be accepted subject to receipt of an acceptable score. Documented proof of either the above must be submitted with the application for admission. Please note: scores more than two years old are not acceptable. Thresholds required for successful completion are indicated in parentheses.*</p> <p>University of Michigan English Language Examination Assessment Battery MELAB (80%);</p> <p>Test of English as a Foreign Language TOEFL– Paper-based test (550); Computer-based test (213) ; Internet Based iBT (80);</p> <p>Canadian Test of English for Scholars and Teachers CanTEST (band 4.5 in listening and reading and band 4.0 in writing and oral interview);</p> <p>International English Language Testing System IELTS (6.5);</p> <p>Academic English Program for University and College Entrance AEPUCE (65%);</p> <p>Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset)</p> <p><i>Note:</i> 1. In addition, Foreign language students may be asked by the Department to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the Department may recommend remedial measures in language skills based on the results of the CanTEST.</p> <p>*2. Some departments may require a specific test or test scores greater than those indicated above.</p>	7.																			
<p>English Language Proficiency Test Exemption List:* Applicants holding secondary school diplomas and/or university degrees from the following countries are exempt from the English Language Proficiency Test requirement:</p> <table border="1" data-bbox="61 1213 743 1451"> <tr><td>Australia</td><td>Nigeria</td></tr> <tr><td>Belize</td><td>Puerto Rico</td></tr> <tr><td>English Speaking West Indies</td><td>Singapore</td></tr> <tr><td>Canada</td><td>South Africa</td></tr> <tr><td>Guyana</td><td>United Kingdom</td></tr> <tr><td>Ireland</td><td>U.S.A.</td></tr> <tr><td>Kenya</td><td>Zambia</td></tr> <tr><td>Lesotho</td><td>Zimbabwe</td></tr> <tr><td>New Zealand</td><td></td></tr> </table> <p>* An updated list of additional countries exempt from the English Language Proficiency Test can be found at www.umanitoba.ca/graduate_studies/prospective/admissions/english.html</p>	Australia	Nigeria	Belize	Puerto Rico	English Speaking West Indies	Singapore	Canada	South Africa	Guyana	United Kingdom	Ireland	U.S.A.	Kenya	Zambia	Lesotho	Zimbabwe	New Zealand		8.	
Australia	Nigeria																			
Belize	Puerto Rico																			
English Speaking West Indies	Singapore																			
Canada	South Africa																			
Guyana	United Kingdom																			
Ireland	U.S.A.																			
Kenya	Zambia																			
Lesotho	Zimbabwe																			
New Zealand																				
<p>Letters Of Recommendation: Letters of Recommendation forms are available in the Faculty of Graduate Studies Office, 500 University Centre or on the Faculty of Graduate Studies website: www.umanitoba.ca/faculties/graduate_studies/formlist/referee.pdf. Two letters of recommendation must be sent to the department to which the student is applying in individual sealed envelopes with the referee's signature across the closing flap of the envelope. Applicants should check with the department to which they are applying as some departments require more than two Letters of Recommendation on a departmentally approved form.</p>	9.	Not required for MOT Regular program.																		

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<p>Admission Tests: Some departments require admissions tests, such as the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT). These requirements are listed in the Supplementary Regulations of the particular department, and if required, the scores must be submitted at the time of application.</p>	10.	Not required for MOT program.
<p>Entrance Requirements: The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a 3.0 Grade Point Average (GPA) or equivalent in the last two previous years of full time university study (60 credit hours).</p> <p><i>Note:</i> This is the minimum requirement of the Faculty of Graduate Studies and departments may have higher standards and additional criteria.</p>	11.	
<p>Eligibility of University of Manitoba Staff Members: A staff member at the University above the rank of Lecturer or Instructor II is not eligible to register for a higher degree in the department in which the appointment is held.</p>	12.	
<p>1.2 Registration Procedures</p> <p>Undergraduate students are not allowed to register in graduate courses; that is, admission to the Faculty of Graduate Studies is a condition for registration in courses at the 600/6000 level and above.</p> <p>All graduate students must initially register in the term specified in their letter of acceptance as specified in the Academic Schedule of the Graduate Calendar. Any student not registering within one term of acceptance will be required to re-apply for admission. In exceptional circumstances and with prior approval from the Department, a student may defer registration for up to one term following acceptance into the Faculty of Graduate Studies. In the case of International students, admission may be deferred, with prior approval from the Department, for up to one year following acceptance.</p> <p>All programs must be approved by the head of the major department or designate. Approval to take courses from departments outside the major department must be obtained from the outside department.</p> <p>The approval or denial of admission and registration to two programs rests solely with the faculties/units concerned. The approval/denial must be submitted to the Faculty of Graduate Studies prior to the student's admission/ registration.</p> <p>Where a student does register in two programs the student must declare themselves as part-time in at least one of the programs. Students should note that completing a graduate program as a part-time student will affect their eligibility for the University of Manitoba Graduate Fellowship and may limit other funding possibilities.</p>	13.	Students admitted to the MOT program who are granted a deferral of registration must defer for a period of 1 year. No term deferrals are permitted.
<p>Re-Registration: Any student whose program of study extends over more than one year must re-register for September of each succeeding year of his/her program until a degree is obtained (or in the case of Pre-Master's students their program is completed). Failure to re-register will result in the termination of the student's graduate status. A student who has been discontinued and would like to be considered for continuation in a program must re-apply for admission. The re-registration requirement does not apply to, Occasional students, or students on an Exceptional or Parental Leave of Absence, (please refer to the "Leave of Absence" section of this Guide).</p> <p><i>Note:</i> Registration is not complete until fee payment or fee payment arrangements have been made with the Comptroller in writing prior to the fee payment deadline dates. The notation 'student discontinued program' will be placed on the academic record of any graduate student who has failed to maintain continuous registration.</p>	14.	

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<p>Registration Revisions: For designated periods subsequent to registration, approved revisions and transfers may be made. It is required that students adhere to dates and deadlines as published in the Academic Schedule of the Graduate Academic Calendar.</p> <p><i>Note:</i> Graduate students are not allowed to withdraw from courses without written permission from their Department head on recommendation from their advisor/advisory committee approving the program change. The notation "student discontinued program" will be placed on the academic record of any graduate student who has withdrawn from courses without such approval.</p>	15.
<p>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.</p> <ol style="list-style-type: none"> 1. The Western Deans' Agreement 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. 2. 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. 3. Students will qualify for the fee waiver if they: present the "Authorization Form: Western Deans' Agreement" signed by the Dean or designate and the Department Head or Graduate Advisor of a participating Western institution specifying the courses to be taken for credit toward a graduate degree program at their home institution; are in good standing in a graduate program at the home institution; have paid all current and back fees at the home institution. 4. Students must meet all requirements as prescribed by the host university's regulations, deadlines, class capacities, and course prerequisites. 5. 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 applicants' graduate degree program. Fee waiver is not permitted for audit or non-credit courses. 6. Students must have the Authorization Form approved by the relevant Department Head and the Faculty of Graduate Studies at the host institution at least two weeks prior to the commencement of the course(s) requested. The fee waiver is not available retroactively. 7. Students are subject to regulations of the home institution governing credit for the courses to be undertaken. As a condition of registration at the host institution, students will arrange for official transcripts from the host institution to be sent to the home institution confirming successful completion of courses selected. 8. Students must send confirmation of registration and notice of any change to the graduate Records Office of the home institution at the time of registration or course change is completed. 9. Students may not claim fee waivers under the terms of this Agreement for a period of more than 12 months total. 10. Each institution has its own regulations regarding the maximum number of transfer credits permitted in a given degree program. <p><i>Participating Universities:</i> Athabasca University University of Alberta University of Brandon University of British Columbia</p>	16.

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University of Calgary University of Lethbridge University of Manitoba University of Northern British Columbia University of Regina University of Saskatchewan Simon Fraser University University of Victoria <i>Revised January 30, 1999</i>		
1.3 Course Classifications General Classifications: Students who register through the Aurora Student Information System (SIS) must also have prior approval of the Department Head or designate. Students registering through the Aurora SIS should add only those courses that are a Major course in their program. Courses with Auxiliary "AX", Audit "AU", or Occasional "OS" status (see below) must be added by the department. AX Auxiliary course: Course is not a major requirement of the program but is required by the student's advisor.** AU Audit course: Course is not taken for credit. No grade is recorded. OS Occasional course: Course is not a requirement of the program. ** Extra courses which are not actually part of the Master's or Ph.D. program but which are specified and required by the student's advisor, may be classified as AX (Auxiliary) and the grade will not be included in the degree GPA which appears on the transcript. However, AX 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 AX coursework by the Department. (Please consult the Departmental supplemental regulations.) Additionally, AX courses are used in the calculation of the GPA for the purposes of Admission and Awards. (NOTE: The University of Manitoba Graduate Fellowship (UMGF) and International Graduate Student Scholarship (IGSS) use AX courses in the calculation of the GPA.) The student's advisor and head of the unit must determine if there is a valid need for the registration in courses under the AX classification. A maximum of 12 credit hours under the AX course classification is permitted while registered in a given program. <i>Note:</i> Changes in course classifications are regarded as course/program changes and may not be made without approval (refer to the "Registration Revision" section of this Guide.) or after the deadline dates for course changes as indicated in the Academic Schedule of the Calendar.	17.	
Continuing Courses (CO) For those graduate level courses (600/6000, 700/7000, 800/8000) which are being taken by students enrolled in the Faculty of Graduate Studies and which continue beyond the normal academic term, the instructor shall recommend that a mark classification of "CO" be used until such time as a final grade can be established. If the course is not completed by August 31, the student must re-register for the course(s). Graduate Level Courses (600/6000,700/7000,800/8000) which extend beyond normal academic term must be denoted as such in this <i>Calendar</i> . In the absence of an assigned mark of "CO", the student may receive mark of "F" in that term. <i>Note:</i> 1. A CO will normally not be permitted longer than twelve months. 2. In exceptional circumstances, where a CO grade is requested for a second twelve months, at the time the CO grade is submitted on the examination register the instructor and Department	18.	

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<p>head must also submit the "Recommendation for Continuing Status of a Course" form stating the reason for the CO and the deadline by which the course must be completed.</p>		
<p>Incomplete Courses: The student who is unable to complete the term work prescribed in a course may apply to the instructor prior to the end of lectures for consideration of a grade classification of "Incomplete". It is understood that the student is to write the final examination if one is scheduled for the course.</p> <p>Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade using a zero value for incomplete work.</p> <p>Normally, the following maximum extensions are allowed:</p> <p>For courses terminated in April, August 1st For courses terminated in August, December 1st For courses terminated in December, April 1st</p> <p>If a final grade is not reported within one month of the extension deadline, the letter "I" will be dropped and the grade will remain as awarded. The student will no longer have an opportunity to improve the grade. In no case will the satisfaction of the incomplete requirements result in a lower grade being awarded.</p>	19.	
<p>1.4 Student Status/Categories of Students</p> <p>Full-Time And Part-Time Students:</p> <p>A student is considered to be full-time if: The student is planning to carry the normal academic load of the department during the registration period and;</p> <p>The student status is approved by the department head prior to the student declaring him/herself as a full-time student on the registration form or on the Registration System.</p> <p>Graduate students who do not meet the criteria specified for full-time students are designated as part-time students.</p>	20.	
<p>Pre-Master's Or Qualifying Students: In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the department may recommend that the student be admitted to a pre-Master's program of study. The pre-Master's program is designed to bring the student's standing to approximately the level of an Honours graduate in the major department, and to provide any necessary prerequisites for courses.</p>	21.	
<p>Occasional Students: A student wishing to take graduate courses with no intention of applying those toward an advanced degree at the University of Manitoba is classed as an occasional student. Occasional students must meet the same degree and grade point average entrance requirements as regular graduate students and must write final examinations in the courses taken (unless audited), but will not receive credit toward a degree. In special circumstances, an occasional student may apply for permission to proceed to a degree program and also apply for transfer, for credit, of courses taken in the occasional category.</p> <p><i>Note:</i></p> <ol style="list-style-type: none"> 1. Transfer of courses from the "occasional category" to a degree program is not automatic: request for advance credit may be made within the first year of a degree program. 2. Fees paid by a student while registered as an occasional student are not transferable, at a later date, to a degree program. 3. Registration in the occasional student category can be for no more than one academic year 	22.	

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<p>without reapplication.</p> <p>4. Graduate level course work must be taken while registered as an occasional student.</p>		
<p>Joint Masters (With The University Of Winnipeg): The University of Manitoba and the University of Winnipeg offer three joint Master's programs in History, Religion, and Public Administration. The University of Manitoba Faculty of Graduate Studies is responsible for the administration of the joint programs and students complete the regular University of Manitoba application and registration forms. Students taking Pre-Master's qualifying work for these programs register at the University where the courses are being taken.</p>	23.	
<p>Visiting Students: Visiting students are students who are registered at another institution who are taking one or more courses at the University of Manitoba on a Letter of Permission from their home university.</p>	24.	
<p>Provisional (Admission): A new student is allowed provisional status in a program for up to one term from the time of registration. Registration for additional terms in that program will not be permitted until the provision is cleared. Provisional registration may be for such reasons as missing or incomplete documentation, lack of complete or appropriate academic background, etc.</p>	25.	
<p>SECTION 2: Academic Performance - General</p> <p>Students are ultimately responsible for ensuring that they meet degree and program requirements. The advisor (co-advisor), advisory committee and the department must ensure that each student follows the guidelines and meets the program requirements. The Faculty of Graduate Studies performs a final check of program requirements for each student just prior to graduation. Students are cautioned, therefore, to check all regulations with respect to the degree requirements. Failure to meet all the requirements will result in failure to graduate.</p> <p>Any student re-registering in the period between receiving unsatisfactory grades and a decision by the Faculty of Graduate Studies on a deficiency does so at his/her own risk.</p> <p>Departments may make recommendations with regard to the regulations concerning minimum academic performance; however, enforcement of academic regulations rests with the Faculty of Graduate Studies. The following procedures apply to recommendations made by departments:</p> <p>The department is responsible for informing the Faculty of Graduate Studies when a student's performance is unsatisfactory in research or course work and the department must describe any recommended remedial action(s).</p> <p>The department must notify the student of the deficiency and of their recommendation.</p> <p>If the student fails to satisfy any remedial action recommended, the student will be required to withdraw from the program.</p> <p><i>Note:</i> When a graduate student is required to withdraw from a program of study, the notation on the academic record will be: "Required to withdraw."</p> <p>Voluntary withdrawal from a program is not permitted once the grades have been declared and indicate that the student has failed to achieve the required minimum.</p> <p>Departmental recommendations will supersede student requests for voluntary withdrawal.</p> <p>A student who has been required to withdraw from a graduate program at The University of Manitoba may be permitted to enroll in another graduate program only if the application for admission is approved by the Dean of Graduate Studies or designate.</p> <p>Academic Performance: Student progress shall be reported annually to the Faculty of Graduate Studies on the "Annual Progress Report Form". Students who fail to maintain satisfactory performance may be required</p>	26.	

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to withdraw on the recommendation by the Department head to the Dean of Graduate Studies.		
<p>Performance in Course Work: A minimum degree grade point average (degree GPA) of 3.0 with no grade below C+ must be maintained for continuance in the Faculty of Graduate Studies. Departments may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a departmental remedial recommendation (as outlined below) is approved by the Dean of Graduate Studies.</p> <p>A student may be permitted to remove deficiencies in grades by repeating the course or taking an equivalent substitute course only once for each course to a maximum of 6 credit hours of course-work. If a course is repeated or replaced, the highest grade obtained will be used in the determination of the degree grade point average.</p> <p><i>Note:</i> In exceptional circumstances, the major department may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.</p> <p>Students receiving a grade of C or less in more than 6 credit hours of coursework are required to withdraw.</p> <p>In general, supplemental exams are not permitted to students in the Master's or Ph.D. program.</p> <p>All actions taken administratively are to be reported, in summary form to the Faculty of Graduate Studies Executive Committee.</p>	27.	
<p>SECTION 3: General Regulations: Pre-Master's</p> <p>Admission and Requirements Graduates of bachelor degree programs with a minimum grade point average (GPA) of 3.0 in the last two full years of university study will be considered for admission to a pre-Master's program. These are the minimum requirements of the Faculty of Graduate Studies. Departments may specify higher or additional criteria. Admission to a pre-Master's program does not guarantee future admission to a Master's program. As the Pre-Master's program of study is intended to bring a student's background up to the equivalent of the required 4-year degree, departments should assign to students, as part of their Pre-Master's program of study, an appropriate number of applicable upper level (300/3000 or 400/4000) undergraduate courses. In exceptional circumstances and upon prior approval by the Graduate Dean, 700/7000 level courses may be considered for inclusion in the Pre-Master's program of study for those students who hold a 4 year degree. Courses taken as part of the pre-Master's program may not be transferred to a Master's program at a later date.</p>	28.	
<p>Academic Performance:</p> <ol style="list-style-type: none"> 1. The department head or designate is responsible for assigning the courses and monitoring the progress of each student. 2. A minimum degree grade point average of 3.0 with no grade below C+ must be maintained for continuance in pre-Master's study. Students who fail to maintain this standing will be required to withdraw unless a departmental remedial recommendation (as below) is approved by the Dean of Graduate Studies. 3. Students deficient in 6 hours of credit or less may be permitted to write a supplemental examination (when offered) in courses in which a grade of C or less was obtained. 4. Students deficient in 6 hours of credit or less with a grade of C, D, or F in a course or courses may be permitted, if the overall average is C or better, to write one supplemental examination in each course (when offered), to repeat the courses, or to take equivalent substitute courses. <p><i>Note:</i> In exceptional circumstances, when a student is deficient in more than 6 credit hours, the student</p>	29.	

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<p>may be permitted to repeat the pre-Master's year or to write supplemental examinations (when offered) or to substitute equivalent course work in order to make up the deficiencies.</p> <p>A student may be permitted to repeat the pre-Master's year only once, and to remove deficiencies in grades by writing supplemental examination or repeating courses only once for each course to a maximum of 9 credit hours of course work.</p> <p>If a course is repeated or a supplemental examination is written, the highest grade obtained in that course will be used in the determination of the degree GPA.</p> <p>The degree GPA is cumulative in a pre-Master's program if more than one year is required to complete the course requirements.</p> <p>All action taken administratively is to be reported in summary form to the Faculty of Graduate Studies Executive Committee.</p>		
<p>SECTION 4: General Regulations: Master's</p> <p>Diploma Programs: The regulations for the Master's program shall also prevail for diploma programs. Students should also consult the department supplemental regulations regarding diploma programs.</p> <p>Individual departments may have additional regulations that supplement these general regulations. All such supplementary procedures and regulations must be approved as specified by the By-Laws of the Faculty of Graduate Studies, be published and available to students, and kept on file in the Faculty of Graduate Studies Office.</p>	30.	
<p>Admission: Applicants must hold the following minimum requirements for consideration of direct admission to a program of study leading to the Master's degree:</p> <p>-A four year bachelor's degree (or academically equivalent program) from an academic institution recognized by the Faculty of Graduate Studies. (Students who have completed the pre-Master's program or equivalent from the University of Manitoba or another recognized university are also eligible for admission.)</p> <p>-Minimum GPA of 3.0 (or the equivalent) based on the last 60 credit hours (or two full years or equivalent) of university study.</p> <p>-Successful completion of appropriate course content for the graduate program to which application is being made, and adequate senior level courses to ensure preparation for graduate work in the chosen field.</p>	31.	<p>The Admissions and Selection Committee will review all applicants and select an annual quota of up to 50 students. Students are selected on a competitive basis using the entry requirements and ranking criteria indicated below. In addition, Canadian Aboriginal people who meet all entry requirements will be given priority for up to 15% of the enrolment quota. Eligible applicants will be considered in the following order of priority:</p> <ol style="list-style-type: none"> 1) Manitoba applicants 2) Canadians who reside in other provinces or territories 3) others <p><u>Regular Program Entry Requirements</u></p> <ul style="list-style-type: none"> ➤ completion of a 3 or 4 year undergraduate degree; ➤ minimum B (3.0) average in last 60 credit hours of study; ➤ completion of the following pre-requisite courses or equivalents*, with no grade below a C (2.0): <ul style="list-style-type: none"> • Introduction to Psychology • Introduction to Sociology • Basic Statistical Analysis • Anatomy of the Human Body with a Lab • Physiology of the Human Body • Child Development • Developmental Psychology Adolescence to Old Age <p><small>*A list of pre-requisite courses and equivalents is available from the MOT Program Admissions and Selection Committee Chair.</small></p> <p>Selected eligible applicants are interviewed and</p>

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
	<p>are ranked within their priority group as listed above, using an equal weighting of:</p> <ol style="list-style-type: none"> 1) AGPA of pre-requisite course grades 2) interview score <p>Successful applicants who accept an offer of admission to the Master of Occupational Therapy program must submit the following documentation within the first 2 weeks of classes of the year in which they are admitted. No student will be allowed to participate in fieldwork placements without this documentation.</p> <ul style="list-style-type: none"> ➤ completed Health Examination Form and Immunization Record Form; ➤ current Level C certification in Basic Rescuer Cardio Pulmonary Resuscitation (CPR); ➤ recent Criminal Record Check; ➤ recent Child Abuse Registry Check. ➤ A Certificate in Emergency First Aid is strongly recommended but not required. <p><u>Accelerated Program Entry Requirements</u></p> <ul style="list-style-type: none"> ➤ completion of a BMR (OT) degree or equivalent; ➤ minimum B (3.0) average in last 60 credit hours of study; ➤ successful completion of 42 non-BMR(OT) degree credit hours; ➤ evidence of having passed the Canadian Association of Occupational Therapists certification examination and/or eligibility for registration in Manitoba by the College of Occupational Therapists of Manitoba
<p>Student's Advisor/Co-Advisor: Each Master's student should have an advisor upon entry into the program, and must have one assigned no later than one term following registration. The advisor is approved by the Department head, must be a member of the Faculty of Graduate Studies, be active in research, have expertise in a discipline related to the student's program, and hold at least a Master's degree or equivalent. Any exceptions or special circumstances must be recommended by the Head of the major department and approved by the Dean of the Faculty of Graduate Studies. It is the responsibility of the Department head to determine whether faculty members meet these criteria, and also to report on equivalency as necessary. In special circumstances, an advisor and co-advisor upon approval of the department head may advise a student. The advisor and co-advisor must be members of the Faculty of Graduate Studies. (Refer to 2.2.2.1 Membership in the document Governance of the Faculty of Graduate Studies.)</p> <p>The advisor will advise the student on a program of study, direct research, and supervise the thesis or practicum work. In departments where the choice of thesis/practicum topic and thesis/practicum advisor are postponed for some time after a student's entry into the program, the Department head shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.</p> <p>*Note: 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). The co-advisors will usually be identified together at the beginning of a student's program. However, in some circumstances the need for a co-advisor may arise mid-way through a student's program. In all instances the Faculty of Graduate Studies must be informed of the co-assignment. Both co-advisors' signatures are required on all documents where the advisor's signature is required.</p>	<p>32. In the MOT course-based entry-level professional program, the Program Advisor's role is to advise students on how best to achieve their academic goals. The Advisor is responsible for monitoring the student's academic and fieldwork progress including monitoring the development of the student's professional portfolio.</p> <p>Program Advisors must have a Master's degree or equivalent (e.g., relevant and sufficient clinical/teaching experience).</p>

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation	
<p>Advisory Committee (Master's)</p> <p>In those Departments that specify that a Master's advisory committee is required, the committee must consist of at least one person whom holds a primary appointment from within the major department. Additional specifications regarding the advisory committee are found in the departmental supplemental regulations.</p>	33.	
<p>Program Requirements:</p> <p>All students must complete one of the following programs of study for the Master's degree (unless otherwise specified in the approved departmental supplemental regulations):</p>	34.	<p><u>Regular Program</u></p> <ul style="list-style-type: none"> ➤ minimum of two calendar years of course work and fieldwork experience (107 credit hours)** ➤ preparation of a professional portfolio <p>**Required courses:</p> <p><u>Year 1</u></p> <p>OT 6100 Human Determinants of Occupational Performance - 6 cr OT 6110 Theoretical and Philosophical Foundations of Occupational Therapy - 3 cr OT 6120 Health and Disability - 3 cr OT 6130 Occupational Therapy Practice Skills 1 - 3 cr OT 6140 Enabling and Professional Development Skills - 7 cr OT 6190 Fieldwork Preparation – 1 cr OT 6200 Basic Fieldwork - 4 cr OT 6300 Occupational Analysis and Adaptation - 4 cr OT 6310 The Environment and Occupational Performance - 4 cr OT 6320 Health Conditions and Occupational Performance - 4 cr OT 6330 Occupational Therapy Practice Skills 2 - 4 cr OT 6350 Research Methods for Evidence Based Practice - 4 cr OT 6400 Intermediate Fieldwork 1 - 8 cr</p> <p><u>Year 2</u></p> <p>OT 7540 Advanced Enabling and Professional Development Skills 1 - 4 cr OT 7560 Occupational Therapy Process Across the Lifespan 1 - 6 cr OT 7570 Advanced Practice in OT 1 - 6 cr OT 7600 Intermediate Fieldwork 2 - 8 cr OT 7740 Advanced Enabling and Professional Development Skills 2 - 4 cr OT 7750 Independent Study - 6 cr OT 7760 Occupational Therapy Process Across the Lifespan 2 - 6 cr OT 7770 Advanced Practice in OT 2 - 6 cr OT 7800 Advanced Fieldwork - 6 cr</p> <p><u>Accelerated Program</u></p> <ul style="list-style-type: none"> ➤ 12 credit hours of academic course work from the MOT program or equivalent. Six of these credit hours are to be Independent Study course OT 7750 or equivalent. ➤ preparation of a professional portfolio
<p>Thesis/Practicum Route:</p> <p>A minimum of 12 credit hours of course work plus a thesis or practicum. The minimum must include at least 6 credit hours at the 700/7000 level with the balance of the coursework at the</p>	35.	Not applicable for MOT program.

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>300/3000 level or above. A maximum of 24 credit hours of coursework is allowed toward the thesis/ practicum based Master's program.*</p> <p>Comprehensive Examination Route: A minimum of 24 credit hours of course work and comprehensive examination(s). The minimum must include at least 12 credit hours at the 700/7000 level or above with the balance of the coursework at the 300/3000 level or above, or, in exceptional circumstances and upon approval of the Dean of Graduate Studies, the 200/2000 level. A maximum of 48 credit hours of coursework is allowed toward the comprehensive examination based Master's program.*</p> <p>*Unless professional accreditation requirements or existing supplemental regulations indicate otherwise.</p> <p><i>Notes:</i> The program of study is determined by the major department and may include requirements in addition to those specified above. All departmental supplemental regulations require prior approval of the Faculty of Graduate Studies.</p> <p>For historical reasons, the following thesis/practicum based programs are subject to the same min/max credit hour restrictions as for the comprehensive-based Master's: Master of Nursing, Master of Architecture, Master of City Planning, Master of Landscape Architecture, Master of Natural Resource Management.</p>	
<p>Language Reading Requirements: Some departments specify a language requirement for the Master's degree. Students are advised to check departmental supplemental regulations regarding this requirement.</p>	36.
<p>Advance Credit: Advance credit for courses completed prior to admission to a Master's program will be considered on an individual basis. The student's major department makes the request to the Faculty of Graduate Studies by completion of the "Recommendation for Advance Credit (Transfer of Courses)" form.</p> <p><i>Note:</i> Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section).</p> <p>No more than half of the required course work for the program can be given advance credit.</p> <p>A course may not be used for credit toward more than one degree, diploma or certificate.</p> <p>For thesis/practicum-oriented programs the student must complete the thesis/practicum at The University of Manitoba.</p> <p>For the comprehensive examination route, the student must complete the comprehensive examination(s) at the University of Manitoba.</p> <p>Regardless of the extent of advance credit received, all students are required to pay the program fee.</p>	37.
<p>Transfer Credit: Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. Courses must be approved for transfer to the program of study by the major department and the Faculty of Graduate Studies before the student may register for them. This permission is granted in the form of a Letter of Permission, which may be obtained by making application to the Student Records Office.</p> <p>Transfer credit (courses taken at other universities while registered in a program at the University of Manitoba) is granted as follows: For Master's students, transfer credit must not exceed 50% of the minimum credit hours of coursework required for the program.</p> <p><i>Note:</i></p>	38.

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation	
Students seeking a Master's degree from The University of Manitoba must complete at least 50% of their required program coursework at The University of Manitoba.		
Minimum Time Requirement: The minimum time for students engaged in full-time study in the Master's program is equivalent to two terms. Most departments require more than this.	39.	The MOT <u>Regular program</u> is 22 months in duration. Students normally complete the MOT <u>Accelerated program</u> in 1 year.
Maximum Time Limits: The maximum time allowed for the completion of the Master's degree except where indicated in specific units is as follows: <i>Note:</i> Each department may have supplementary regulations for maximum time limits. 2 years: Master of Laws 3 years: Master of Occupational Therapy (accelerated program). 6 years: Master of Business Administration, Master of Public Administration, Master of Education, Master of Nursing, Master of Social Work and Master of Engineering. 5 years: All other Master's degree and diplomas Recommendations for extensions of time to complete the degree will be considered on an individual basis and must be approved by the Dean of Graduate Studies <u>at least four months</u> prior to expiration of the respective maximum time limit. <i>Note:</i> A student who has not completed the degree requirements within the time limit or within the time limit of the extension (see also sections: "Extension of Time to Complete Program of Study" and "Leave of Absence") will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw: time to complete program expired".	40.	Exceptions to these time limits may be permitted, due to mitigating circumstances, at the discretion of the Occupational Therapy Department Head, in consultation with the Program Advisor and where appropriate, the MOT Student Progress Committee, and must be approved by the Dean of Graduate Studies.
Lapse of Credit of Courses: Courses completed more than eight years prior to the date of awarding of a degree may not normally be used for credit toward that degree.	41.	
Academic Performance: Student progress shall be reported annually to the Faculty of Graduate Studies on the "Annual Progress Report Form". Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation by the Department head, to the Dean of Graduate Studies.	42.	
Performance in course-work: A minimum degree grade point average of 3.0 with no grade below C+ must be maintained for continuance in the Master's program. Students who fail to maintain this standing will be required to withdraw unless the Dean of Graduate Studies approves a departmental remedial recommendation (refer to the section: Academic Performance – General).	43.	<u>Regular Program</u> The MOT program is a 107 credit hour program of required courses. The curriculum plan includes an integrated lock-step schedule of 4 academic and 4 fieldwork experience components. The mix of academic and fieldwork experiences reflects the development of a student as a professional and is intended to incrementally advance the knowledge, skills and attitudes of the learner. Progression through each component from first to last is the normal progression through the program. Students must successfully complete all courses in the program in order to graduate. <u>Academic Integrity</u> Students will be required to attest, cite and credit sources for all work done in connection with assignments or independent study projects. Any items not produced by the student must be

Note:

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credited to the source by name, and if from a published source, this source must be cited by author, title, publisher, date and page. Students are also referred to the Academic Dishonesty clause of the Faculty of Graduate Studies Regulations and to the Plagiarism and Cheating clause in the General Academic Regulations and Policy section of the Graduate Calendar.

Deficient Grades

Fieldwork Courses:

Students may be permitted to repeat one failed fieldwork course over the duration of the program. Students who fail more than one fieldwork course will be required to withdraw from the program.

Academic Courses:

Normally, students who obtain a grade of C (2.0) or less in an academic course(s) may be provided the opportunity to address the deficiency, through either a supplemental exam or a repeat of the course. Both opportunities may be used for one course if a student is unsuccessful in a supplemental exam, however, students are permitted only one repeat and only one supplemental exam throughout the duration of the program. The passing grade of a supplemental exam is C+ (2.5). Students who fail more than two academic courses in the program will be required to withdraw from the program.

Progress While Dealing With Deficiencies***

1. **Progression Following a Deficiency in a Fieldwork Course:**

A student receiving a fail in a fieldwork course must successfully complete a repeat of that fieldwork course prior to progressing to the next level of fieldwork. Similarly, a student who defers a fieldwork course or who voluntarily withdraws from a fieldwork course must successfully complete that fieldwork course prior to progressing to the next fieldwork course.

Normally, a student receiving a fail in a fieldwork course, or who voluntarily withdraws from or defers a fieldwork course is permitted to progress into the next academic portion of the curriculum prior to repeating or completing the deficient fieldwork course.

2. **Progression Following a Fail in an Academic Course(s):**

a) **Progression Into Subsequent Academic Course(s):**

In general, students will not be permitted to progress from one academic component of the program to the next academic component without successfully completing preceding academic course work.

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	<p>b) <u>Progression into Subsequent Fieldwork Course(s)</u>: Because fieldwork components of the program are closely juxtaposed to academic components, students <u>are permitted</u> to proceed into fieldwork courses without having received official grades in preceding academic course work. If it is determined, once official academic grades are available, that a student received a fail in preceding academic course work and subsequently was granted supplemental or repeat privileges, then that student <u>may be permitted</u> to continue in the fieldwork course.</p> <p>When it is known prior to the start of a fieldwork course that a student has received a fail and been granted a supplemental examination or repeat in preceding academic course work, that student <u>may be permitted</u> to progress into the fieldwork course prior to writing the supplemental examination or repeating the course.</p> <p>3. <u>Progression Following a Fail in a Supplemental Evaluation</u>: A student who fails a supplemental evaluation <u>may be permitted</u> to repeat the failed course when it is next offered in the program.</p> <p>A student who fails a supplemental evaluation and/or is offered a repeat of a failed course <u>may be permitted</u> to proceed into selected courses in the next academic component prior to successful completion of the repeated course, at the discretion of the Student Progress Committee on recommendation of the Occupational Therapy Department Head. The Department Head will consult with the student's Program Advisor and course coordinators prior to recommending selected courses.</p> <p>***See Appendix A for additional information contained in the Student Progress Committee Guidelines.</p> <p><u>Progression into Advanced Fieldwork Course</u> Progression into the Advanced Fieldwork course is permitted <u>only</u> once a student has a) successfully completed all previous fieldwork courses, and b) successfully completed or is nearing completion of all academic coursework. Progression into Advanced Fieldwork will be determined by the Academic Fieldwork Coordinator, or designate, in consultation with the Occupational Therapy Department Head, relevant course coordinator(s), and the student's Program Advisor. This ensures that a student completes the final fieldwork experience just prior to graduation and entry into occupational therapy practice.</p>
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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>Performance not related to Course Work: Students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is outlined in the departmental Supplementary Regulations and must be reported to the Faculty of Graduate Studies on the "Annual Progress Report Form". Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the department head to the Dean of Graduate Studies.</p>	<p>44. <u>Professional Behaviour</u> As an entry to practice professional degree program, there are program expectations designed to ensure that students in the program are developing the competencies and accountability standards that reflect the public expectation of practicing professionals in the field. As such, students are expected to take responsibility for their learning and to document their progress in a portfolio, and to adhere to policies of attendance and participation related to classes and fieldwork placements.</p> <p><u>Personal Integrity</u> Each student must provide results of a Child Abuse Registry Check and a Criminal Record Check.</p> <p>Any student who demonstrates behaviour with respect to other students, colleagues, faculty, clients or the general public that is exploitative, irresponsible, or destructive or unsafe in connection with any work engaged in while enrolled in the program will be subject to discipline as described in the University of Manitoba Student Discipline By-Law: http://umanitoba.ca/admin/governance/governing_documents/students/discipline/index.html</p> <p>In addition, the Department of Occupational Therapy has developed Procedures for Safe and Ethical Professional Practice to ensure appropriate participation in fieldwork environments. See Appendix B.</p>
<p>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 and/or advisory committee and Department head. Withdrawal from courses or changes of course category without such approval will result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	<p>45. <u>Voluntary Withdrawals</u> At the discretion of the Occupational Therapy Department Head, in consultation with relevant course coordinator(s) and the student's Program Advisor, a student may be permitted <u>up to</u> a maximum of 2 VW's from academic courses and 1 VW from a fieldwork course across the duration of the program.</p> <p>A student who voluntarily withdraws from a course (academic or fieldwork) <u>may be permitted</u> to proceed into selected courses in the next academic/fieldwork component prior to successful completion of the VW course, at the discretion of the Student Progress Committee and on recommendation of the Occupational Therapy Department Head. The Department Head will consult with the student's Program Advisor and relevant course coordinator(s) prior to recommending selected courses.</p> <p>Voluntary Withdrawal dates for academic and fieldwork courses will be established in conjunction with the Registrar's Office and published in the Department of Occupational Therapy Student Handbook on an annual basis.</p>

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Faculty of Graduate Studies Regulation	Supplemental Regulation	
		Students will not normally receive a monetary refund for VW courses as payment to the University for the MOT Program is determined on a "program fee" basis rather than on a "course fee" basis.
<p>Deadlines For Graduation: The final requirements of the degree, in the form of the final report on the thesis/practicum (and the corrected copies of the thesis/practicum); comprehensive examination; or M. Eng. Project, must be submitted to the Faculty of Graduate Studies Office by the appropriate deadline. For those programs that do not have a culminating exercise (thesis/practicum/comprehensive examination/M.Eng. project) the unit must forward potential graduate names to the FGS by the deadline. The deadline for each of the graduation dates is published in the Academic Schedule of the Graduate Calendar. Extensions to these deadlines will be considered in exceptional circumstances only.</p>	46.	
<p>Academic Requirement for Graduation: A cumulative degree grade point average of 3.0 or greater is required in those courses that constitute the program of study for graduation in the Faculty of Graduate Studies.</p>	47.	
<p>Comprehensive Examination: The regulations governing comprehensive examinations, where required, are specified in the supplementary regulations of the major department. No student may sit for those examinations more than twice. The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the appropriate form in the terms 'approved' or 'not approved'.</p> <p><i>Note:</i> Any student who receives "not approved" on the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.</p>	48.	Not applicable for MOT program.
<p>Thesis Proposal/Practicum Plan Each student is required to develop a thesis proposal/practicum plan in his or her chosen field of study. Normally, the thesis is developed under the mentorship of the advisor/co-advisor. The advisor/advisory committee/department head/grad chair must formally approve the thesis proposal. (Each department may have specific guidelines regarding the theses proposal). Research involving human or animal subjects requires ethical approval prior to initiation of research. Please refer to the appropriate ethics review committee.</p>	49.	Not applicable for MOT program.
<p>4.1 Thesis and Practicum Regulations</p> <p>General: Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis.</p> <p>Practicum versus thesis: While the practicum differs from the thesis in its emphasis on the application of theory, it is similar in scope, span, and rigor. The weight of work required for the practicum is equal to that required for the Master's thesis. In general, 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. The requirements are specified by the departments concerned.</p> <p>Style and format: The thesis/practicum must be written according to a standard style acknowledged by a particular field of study and recommended by the major department, be lucid and well-written, and be reasonably free from typographical and other errors.</p> <p>Copies of the thesis/practicum must be submitted in good, clear type. As long as all copies are clearly legible, the thesis/practicum may be reproduced by a method that is presented in the "Thesis Guidelines Booklet" which is available in the Faculty of Graduate Studies and also</p>	50.	

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available on the web: www.umanitoba.ca/graduate_studies. Minimum paper weight is 16 lb. Bond or equivalent; minimum left margin is 3.8 cm (1.5 inches), other margins are 2.5 cm (1 inch). Wherever possible, these margins should be adhered to for illustrative materials. A thesis guideline booklet is available from the Faculty of Graduate Studies Office for additional information.

Deadlines and Details for submissions of final copies:

The Academic Schedule in the Graduate Calendar should be consulted regarding dates by which theses/practica must be submitted. Following the approval of the thesis/practicum by the examining committee and the completion of any revisions required by that committee, the thesis must be submitted to the Faculty of Graduate Studies in one of the following ways:

a) two paper copies to the Faculty of Graduate Studies Office in unbound form, enclosed in an envelope or folder. Note: Only one copy need be single-sided.

b) one paper copy (that is single sided) to the Faculty of Graduate Studies Office in unbound form, enclosed in an envelope or folder, and one electronic copy of the paper version submitted as an electronic thesis/dissertation (ETD) at the MSpace website:
<https://mspace.lib.umanitoba.ca/index.jsp>

Note: In those cases where one copy of the thesis is submitted electronically and following approval of the Dean of Graduate Studies, part of that thesis/practicum (paper copy) may be submitted in electronic format, including CD-ROM. Further details with regard to the format may be provided in the Supplementary Regulations of the department. Complete information regarding the software used to produce the electronic portion of the thesis/practicum must be included. (Details are provided in the Thesis Guideline booklet)

The thesis/practicum copies are required for the University Library and remain the property of The University of Manitoba.

4.2 Thesis/Practicum Examination Procedures

Examining Committee:

The student's advisor will recommend a suggested thesis/practicum examining committee to the Department head for approval, which shall then be reported to the Faculty of Graduate Studies Office on the "Master's Thesis/ practicum Title and Appointment of Examiners" form. The committee must consist of a minimum of three examiners. At least two examiners must be members of the Faculty of Graduate Studies. One examiner must hold a primary appointment from within the major department and one examiner must be external to the department. All examiners must be deemed qualified by the Department Head and willing to serve .

Note:

The external member should be considered arm's length to the department. While the definition of "arm's length" is left to the discretion of the department, be advised that justification may be required by the Faculty of Graduate Studies for this selection.

Distribution and Examination:

The head of the major department will arrange for the distribution of the thesis/practicum to the examiners and will notify the Faculty of Graduate Studies Office at the time that the thesis/practicum has been distributed for examination. 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);
Acceptable subject to modification and/or revision(s);
Not acceptable

Note:

1. The examining process should be completed within one month of distribution of the thesis/practicum.

2. A student has the right to an examination of the thesis/practicum if he/she believes it is ready

51.

52.

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation	
for examination.		
<p>Oral Examination: Normally, students must pass an oral examination on the subject of the thesis/practicum and matters relating thereto. The form of the oral examination will be as prescribed by the Supplementary Regulations of the major department. 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 head shall recommend such action to the Dean of Graduate Studies who shall then approve that the final examination be closed to all but the examining committee and the Dean of Graduate Studies (or designate).</p>	53.	
<p>Final Approval/Rejection: Following completion of the examination of the thesis/practicum, examiners will consider the oral examination and the written thesis/practicum to determine the nature of and procedures for approval of any revisions that will be required prior to submission to the Faculty of Graduate Studies. The advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee. The Faculty of Graduate Studies will accept the thesis/practicum only when it is submitted with a signed statement from the advisor that the required revision has been completed.</p> <p><i>Note:</i> A student whose Master's thesis or practicum has been rejected twice will be required to withdraw.</p>	54.	
<p>Final Report: The judgment of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms "approved" or "not approved". Such verdicts must be unanimous, and each examiner must indicate, by his/her signature, concurrence with the verdict. Anything less than unanimity shall be considered a failure. In the case of a failure for the thesis/practicum at the Master's level a detailed written report will be prepared by the Chair and made available to the candidate and also submitted to the Faculty of Graduate Studies.</p> <p>The candidate will be recommended for the Master's degree upon the receipt by the Faculty of Graduate Studies of favorable results of the thesis or practicum committee and when the corrected copies of the thesis or practicum are submitted to the Faculty of Graduate Studies, assuming all other program requirements have been met.</p>	55.	
<p>4.3 Publication and Circulation of Thesis/Practicum: Every graduate student registering in a thesis/practicum Master's program at The University of Manitoba shall be advised that, as a condition of being awarded the degree, he/she will be required to grant a license of partial copyright to the University and to the Library and Archives Canada for any thesis or practicum submitted as part of their degree program.</p> <p>Notes: This license makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.</p> <p>The forms and conditions pertaining to these license agreements are available at the Faculty of Graduate Studies Office. Note that this and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully comprehended.</p> <p>Publication in the above manner does not preclude further publication of the thesis or practicum report or any part of it in a journal or in a book. In such cases, an acknowledgement that the work was originally part of a thesis or practicum at The University of Manitoba should be included.</p> <p>Notes:</p>	56.	

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

<p>Copyright – Copyright in theses and practica is protected in international copyright law. A copyright symbol © or (c) is incorporated on a page containing statements of permission to microfilm and to lend copies of the thesis or practicum. After completion, this page should be inserted in the thesis/practicum immediately following the title page. Blank copies of this page are available from the Faculty of Graduate Studies Office.</p> <p>Patents –Refer to the section “Policy of Withholding Theses Pending Patent Applications” in this Guide.</p> <p>Restriction of theses or practica for publication – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student may request the Dean of Graduate Studies to restrict access, for a period up to one year after submission, to any copies of a thesis or practicum submitted to The University of Manitoba. The Dean, in consultation with the student’s advisor, shall determine for what period, if any, access will be so restricted.</p> <p>Restriction of the e-thesis/practica (ETD) copy - Students may also choose to restrict access to the electronic copy of their thesis/practica for a specific period of time so that it will not interfere with traditional publication of part or all of the work. For the purposes of the ETD collection in MSpace, the restriction period is one year, two years or three years. This category of restriction is for the e-thesis/practica (ETD) copy only and may be enacted at the time the e-copy is submitted through the MSpace.</p> <p>Library and Archives Canada – A microfiche of the thesis is forwarded to the Library and Archives Canada and is listed in a monthly and annual national bibliography, ‘Canadiana’, which is published by the National Library.</p>		
<p>SECTION 5: General Regulations: Ph.D.</p> <p>FOR FACULTY-BASED PH.D PROGRAMS, THE DEAN OR DESIGNATE IS THE DE FACTO DEPARTMENT HEAD.</p> <p>The degree of Doctor of Philosophy is granted only upon evidence of general proficiency and of distinctive attainment in a special field. In particular, a recognized ability for independent investigation must be demonstrated by the candidate in a thesis which embodies original research or creative scholarship and is presented with a high degree of literary skill. It is a research degree and is never conferred solely as a result of coursework study.</p> <p>These general regulations apply to all students in all departments. Individual departments may have procedures and regulations that supplement these general regulations. All such procedures and regulations must be consistent with these general regulations, approved as specified by the By-Laws of the Faculty of Graduate Studies, published and available to students, and kept on file in the Faculty of Graduate Studies Office.</p> <p>Admission: Normally, a Master’s degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program. With special recommendation of the department concerned (please see below), applicants with an honours Bachelor’s degree may be considered for entry to Ph.D. study.</p>	57.	
<p>Direct Admission from the Bachelor’s Honours or equivalent: Students to be considered for admission to a Ph.D. program directly from the honours Bachelor’s degree or equivalent must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study). Once admitted, these students must complete at least 24 credit hours of course work and will be assessed Ph.D. fees for 3 years.</p>	58.	
<p>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 upon recommendation to the Faculty of Graduate Studies by the student’s major department. The recommendation must be made within 24 months of the student’s commencement of the Master’s program. The coursework completed in the Master’s program would normally become a part of the Ph.D. program, and the number of years spent in the</p>	59.	

Note:

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<p>Master's program would be counted as years in the Ph.D. program. Students must complete at least 24 credit hours of coursework. If the transfer occurs within 12 months of the initial registration in the Master's program, the student will be assessed Ph.D. fees for 3 years. If the transfer occurs after 12 months, the student will be assessed Ph.D. program fees for 2 years (as they will have already paid fees for the Master's program). Students are cautioned that such transfers may impact on the University of Manitoba Graduate Fellowship duration. The request to transfer from the Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one month prior to the term for which the student intends to commence the Ph.D. program. The following are required when making the request: The "Application for Admission" form (and application fee); "Ph.D. Selection Committee Report" form, and; in the case where the student does not hold a Master's degree, a memo from the Department Head.</p> <p><i>Note:</i> Where a student with a Master's degree or equivalent is initially admitted and registered in a Master's program; that student may be transferred to the Ph.D. program within the same department on recommendation from the student's advisor and Department head, provided the recommendation is made at the time of admission to the Master's Program (i.e. "Possible transfer to Ph.D. Program within 12 months") and the follow up transfer recommendation occurs within 12 months of the initial registration in the Master's program. In such a case, the application fee is waived and fees assessed towards the Master's program will be deducted from the full 2 years of Ph.D. program fees.</p>		
<p>Provisional Admission to the Ph.D.: Students nearing completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months.</p> <p><i>Note:</i> Students must maintain continuous registration in their Master's program until completion. Students will require assistance from the Department or the Faculty of Graduate Studies to complete dual registration in the Master's and Ph.D. program simultaneously.</p>	60.	
<p>Selection Committee: Upon receipt of an application, the head of the major department will appoint a selection committee of at least three persons to evaluate the student's qualifications and report on his/her suitability for Ph.D. study. In making admission decisions, departments may also consider such things as the availability of facilities and financial assistance. If acceptance is recommended by the selection committee and approved by the head of the department and the Dean of Graduate Studies, the Faculty of Graduate Studies sends a letter of acceptance to the applicant.</p>	61.	
<p>Student's Advisor/Co-Advisor: Every Ph.D. student must have an advisor, appointed by the Department head, whose duties will be to advise the student on a program and courses, direct research, and supervise thesis work. The advisor must be a member of the Faculty of Graduate Studies, be active in research, have expertise in a discipline related to the student's program and hold a Ph.D. or equivalent. In special circumstances, an advisor and co-advisor, upon approval of the department head may advise a student. The co-advisor must be a member of the Faculty of Graduate Studies. It is the responsibility of the Department head to determine whether faculty members meet these criteria, and to report on equivalency as necessary.</p> <p>The student's advisor also acts as a channel of communication to the student's advisory committee, the major department, and the Faculty of Graduate Studies. Usually the student and the advisor choose to work together by mutual agreement. In departments where the choice of thesis topic advisor are postponed for some time after entry into the program, the Department head or the selection committee shall appoint a faculty member to advise the student as to the rules and regulations and on a program and course requirements in the interim period not to exceed eighteen months before a permanent advisor is chosen.</p> <p><i>*Note:</i> 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). The co-advisors will usually be identified together at the beginning of a student's</p>	62.	

Note:

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<p>program. However, in some circumstances the need for a co-advisor may arise mid-way through a student's program. In all instances the Faculty of Graduate Studies must be informed of the co-assignment. Both co-advisors' signatures are required on all documents where the advisor's signature is required.</p>		
<p>Program Of Study: As soon as possible but no later than 24 months after a student has commenced the program, the student's program of study, which includes information about the minimum time for completion of the degree, course work to be taken, foreign language requirement, and the research area in which the thesis will be done, should be forwarded to the Faculty of Graduate Studies. The program of study and any changes thereto must be approved by the student's advisor, and the advisory committee and the head of the major department. The approval of the student's advisor and the head of the major department are sufficient for registration.</p>	63.	
<p>Advisory Committee: The Head of the major department is responsible for the establishment of an advisory committee for each Ph.D. student. The advisory committee must consist of a minimum of three members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the major department and one of whom must hold a primary appointment outside the major department. Committees may include one guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. The membership of the committee, including the advisor, as well as any changes to it, must be approved by the Dean of Graduate Studies. The advisor is the Chair of the advisory committee.</p> <p>Responsibilities of the committee are to approve the program of study and thesis proposal and to exercise general supervision over the student's work throughout the Ph.D. program. The committee should meet with the student periodically (and must meet with the student at least once a year) to review the student's progress and to report this progress to the Faculty of Graduate Studies (through the Head of the major department). (In the situation where a Ph.D. Advisory Committee or responsible individual(s) would not normally be established until the candidacy exam is completed then at least one responsible individual will meet with the student.) If there is evidence of unsatisfactory performance, the student may be required to withdraw.</p>	64.	
<p>Program Requirements: All students must complete one of the following programs of study for the Ph.D. degree (unless otherwise specified in the approved departmental supplemental regulations):</p> <p>Where admission to the Ph.D. is directly from a Master's Degree, a minimum of 12 credit hours at the 700/7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 700/7000 level must be at the 300/3000 level or above. For those students who hold a Master's degree, a maximum of 24 credit hours of course work is allowed toward the Ph.D. program.*</p> <p>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 700/7000 level or higher with the balance of the coursework at the 300/3000 level or above. For those students who do not hold a Masters degree, a maximum of 48 credit hours of course work is allowed toward the Ph.D. program.*</p> <p>*Unless professional accreditation requirements and supplemental regulations indicate otherwise.</p> <p><i>Note:</i> The program of study is determined by the major department and may include requirements in addition to those specified above. All departmental supplemental regulations require prior approval of the Faculty of Graduate Studies.</p>	65.	
<p>Language Reading Requirements: Some departments specify a language requirement for the Ph.D. degree. Students are advised to check departmental supplemental regulations regarding this requirement.</p>	66.	
<p>Advance Credit:</p>	67.	

Note:

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<p>Advance credit for courses completed prior to admission to a Ph.D. program will be considered on an individual basis. The student's major department makes the request to the Faculty of Graduate Studies by completion of the "Recommendation for Advance Credit (Transfer of Courses)" form.</p> <p><i>Note:</i></p> <ol style="list-style-type: none"> 1. Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section). 2. No more than half of the required course work for the program can be given advance credit from exterior institutions. 3. A course may not be used for credit toward more than one degree, diploma or certificate. 4. The student must register at the University of Manitoba for one academic year as a full-time student and must also complete the thesis at The University of Manitoba. 5. Regardless of the extent of advanced credit received, all students are required to pay the program fee. 		
<p>Transfer Credit: Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba, but all such courses must be approved for transfer to the program of study by the major department and the Faculty of Graduate Studies before the student may register for them. This permission is granted in the form of a Letter of Permission which may be obtained by making application to the Student Records Office.</p> <p>Transfer credit (courses taken at other universities while registered in a program at the University of Manitoba) is to be granted as follows: For Ph.D. students transfer credit must not exceed 50% of the minimum credit hours of coursework required.</p> <p><i>Note:</i> Students seeking a Ph.D. degree from The University of Manitoba must complete at least 50% of their required program coursework at The University of Manitoba.</p>	68.	
<p>Minimum Time Limit: The minimum time requirement for the program of study for the degree will normally be two years of study beyond the level of the Master's degree, or three years beyond the level of a Bachelor's degree. The student may be permitted to spend one of these years in an approved program of research or study elsewhere. Such permission must be approved by the Dean of Graduate Studies on the recommendation of the student's advisory committee.</p>	69.	
<p>Maximum Time Limit: A student's candidature shall lapse if he/she fails to complete the degree within seven 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. Recommendations for extensions of time to complete the degree will be considered on an individual basis and must be approved by the Dean of Graduate Studies.</p> <p><i>Note:</i> A student who has not completed the degree requirements within the time limit or within the time limit of the extension (see also sections "Extension of Time to Complete Program of Study" and "Leave of Absence") will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw: Time to complete program expired".</p>	70.	
<p>Residence Requirement: Two residence periods at the University of Manitoba devoted to full-time postgraduate study, subsequent to admission into the Ph.D. Program, are required of all students. (For the purposes of the Residence Requirement one residence period is Fall Term, Winter Term or Summer 1 and Summer 2 Terms combined.) The student shall be geographically available to visit the campus regularly during these residence periods.</p> <p><i>Note:</i> The purpose of the residency is to ensure that Ph.D. students have an opportunity to work</p>	71.	

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<p>within the stimulating environment provided by contact with a cohort of dedicated peers and professors in a chosen field of study, and also to enhance the breadth and depth of their graduate experience by being part of a broader university culture.</p> <p><i>Note:</i> Students may not retain the status of full-time while employed full-time without prior permission of the Dean of the Faculty of Graduate Studies and recommendation from the major department.</p>		
<p>Lapse Of Credit Of Courses: Courses completed more than eight years prior to the date of awarding of a degree may not normally be used for credit toward that degree.</p>	72.	
<p>Academic Performance: Student progress shall be reported annually to the Faculty of Graduate Studies on the "Annual Progress Report Form". Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation by the Department head, upon receiving input from the advisory committee, to the Dean of Graduate Studies.</p>	73.	
<p>Performance in course-work: A minimum degree grade point average of 3.0 with no grade below C+ must be maintained for continuance in the Ph.D. program. Students who fail to maintain this standing will be required to withdraw unless the Dean of Graduate Studies approves a departmental remedial recommendation (refer to the section: Academic Performance – General).</p>	74.	
<p>Performance not related to course work: Students may also be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, such things as unsatisfactory attendance and lack of progress in research and/or thesis. The student's advisory committee will make a recommendation for required withdrawal to the Department head. The Department head will then recommend to the Dean of the Faculty of Graduate Studies that the student be required to withdraw for reasons of unsatisfactory academic performance.</p>	75.	
<p>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 and/or advisory committee and Department head. Withdrawal from courses or changes of course category without such approval will result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	76.	
<p>Deadlines For Graduation: The final requirements of the degree, in the form of the final report on the thesis (and the corrected copies of the thesis must be submitted to the Faculty of Graduate Studies Office by the appropriate deadline. The deadline for each of the graduation dates is published in the Academic Schedule of the Graduate Calendar. Extensions to these deadlines will be considered in exceptional circumstances only.</p>	77.	
<p>Academic Requirement For Graduation: A cumulative degree grade point average of 3.0 or greater is required in those courses that constitute the program of study for graduation in the Faculty of Graduate Studies.</p>	78.	
<p>Candidacy Examination: While the format and content of the Candidacy Exam will vary from unit to unit, the purposes of the Candidacy Exam in doctoral programs is to determine the student's competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analysing, synthesizing, and communicating ideas about that material in depth.</p> <p>At the time specified by the advisory committee, normally within the first two years after the Master's degree but in no case later than one year prior to expected graduation, the student must take the formal candidacy examination. The format of the candidacy examination may vary with the department.</p> <p>1. The examination is conducted according to a procedure established by the major department</p>	79.	

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<p>and approved by the Guidelines and Policy Committee of the Faculty of Graduate Studies.</p> <p>2. The examination procedure must be made known to the students.</p> <p>3. The Dean of Graduate Studies must be informed whether the candidate has passed or failed the candidacy examination (on the "Report on Ph.D. Candidacy Examination" form).</p> <p>4. Students must be provided with feedback on their performance and access to the reasons for the pass/fail.</p> <p>5. A pass decision of the examiners must be unanimous.</p> <p>6. A department may choose to include a comprehensive examination as a component of the candidacy examination requirement, and if so, the nature of this component would be set and the examination administered according to the supplementary regulations of the unit concerned: The results of this examination would form part of the final grade (pass/fail) accorded the candidacy examination.</p> <p>7. Any student who fails the candidacy examination twice will be required to withdraw from the Faculty of Graduate Studies.</p> <p>8. On successful completion of this examination, the student will be considered a candidate for the Ph.D. degree.</p>		
<p>Thesis Proposal</p> <p>The proposed thesis research must be approved by the advisory committee and, if appropriate, by the Research Ethics Review Committee before the work has begun on the thesis research or project. The recommendation for the thesis research to proceed shall be reported to the Faculty of Graduate Studies on the "Master's/Ph.D. Annual Progress Report" form.</p> <p>A thesis proposal must contain the research planned for the program and must be approved by the advisory committee. In order to approve the proposal the whole committee must meet as a committee. Approval must be documented and forwarded to the Faculty of Graduate Studies on the Annual Progress Report Form within 24 months of the student's initial registration in the program. Some departments may have specific procedures in place for approval of thesis proposals and students are advised to consult their departmental office.</p>	80.	
<p>5.1 Thesis Regulations: Ph.D.</p> <p>General:</p> <p>An essential feature of Ph.D. study is the candidate's demonstration of competence to complete a research project and present the findings. The thesis must constitute a distinct contribution to knowledge in the major field of study and the material must be of sufficient merit to be, in the judgment of the examiners, acceptable for publication.</p>	81.	
<p>Style and format:</p> <p>The Thesis must be written according to a standard style acknowledged by the particular field of study and recommended by the major department, be lucid and well-written, and be reasonably free from typographical and other errors.</p> <p>Copies of the thesis must be submitted in good, clear type. As long as all copies are clearly legible, the thesis may be reproduced by any method acceptable to the Faculty of Graduate Studies. Minimum paper weight is 16 lb. Bond or equivalent; minimum left margin is 3.8 cm (1.5 inches), other margins are 2.5 cm (one inch). Wherever possible, these margins should be adhered to for illustrative materials. A thesis guideline booklet is available from the Graduate Studies for additional information.</p> <p>Policies and procedures for the inclusion of published papers within the doctoral theses are governed by the supplementary regulations of individual departments. The following are the</p>	82.	

Note:

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<p>general policies and procedures of the Faculty of Graduate Studies:</p> <ul style="list-style-type: none"> -The candidate's specific contribution to each paper (in case of multiple-authored papers) must be clearly indicated. -An abstract, full introduction, and conclusions must be included; -Where more than one manuscript is included, connecting text and common abstracts, introduction, and conclusions must be included. -There must be adherence to all other requirements as outlined in Thesis Guidelines. 		
<p>Deadlines and Details for submission of final copies:</p> <p>The Academic Schedule in the Graduate Calendar should be consulted regarding dates by which theses must be submitted to the Faculty of Graduate Studies to be eligible to graduate for a specific session.</p> <p>Following the approval of the thesis by the examining committee and the completion of any revisions required by that committee, the thesis must be submitted to the Faculty of Graduate Studies in one of the following ways:.</p> <ol style="list-style-type: none"> a) two paper copies to the Faculty of Graduate Studies Office in unbound form, enclosed in an envelope or folder. Note: Only one copy need be single-sided. b) one paper copy (that is single sided) to the Faculty of Graduate Studies Office in unbound form, enclosed in an envelope or folder, and one electronic copy of the paper version submitted as an electronic thesis/dissertation (ETD) at the MSpace website: https://mspace.lib.umanitoba.ca/index.jsp <p>Note: In those cases where one copy of the thesis is submitted electronically and following approval of the Dean of Graduate Studies, part of that thesis/practicum (paper copy) may be submitted in electronic format, including CD-ROM. Further details with regard to the format may be provided in the Supplementary Regulations of the department. Complete information regarding the software used to produce the electronic portion of the thesis/practicum must be included. (Details are provided in the thesis guideline booklet)</p> <p>The thesis copies are required for the University Library and remain the property of The University of Manitoba.</p>	83.	
<p>5.2 Thesis Examination Procedures</p> <p>Final Examination For The Ph.D. Degree:</p> <p>Once the thesis along with the "Ph.D. Thesis Title and Appointment of Examiners" form is submitted to the Faculty of Graduate Studies, the final examination for the Ph.D. degree proceeds in two stages:</p> <ol style="list-style-type: none"> 1. Examination of the candidate's thesis. Prior to the examination of the thesis, the advisor shall furnish a written statement that, in his/her opinion, the thesis is (or is not) ready to be examined by completing the "Ph.D. Thesis Title and Appointment of Examiners" form. 2. Oral examination of the candidate on the subject of the thesis and any matters relating thereto. <p><i>Note:</i> A candidate has the right to an examination of the thesis if he/she believes it is ready for examination. A thesis may not be formally submitted for examination more than twice.</p>	84.	
<p>Formation of the Examining Committee</p> <p>University of Manitoba (Internal) Examiners:</p>	85.	

Note:

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<p>The advisory committee chair, in consultation with committee members, will recommend to the head of the major department the names of at least three internal thesis examiners, to be forwarded to the Dean of Graduate Studies for approval. These names shall include the student's advisor and two other persons, one of whom must hold a primary appointment within the major department and one of whom must hold a primary appointment outside the major department.. All internal examiners must be members of the Faculty of Graduate Studies. In normal circumstances these internal examiners will be members of the student's advisory committee.</p>		
<p>External examiner: A distinguished scholar with particular experience in the field of the thesis research shall be chosen as the external examiner. The student's advisory committee shall make the selection, and the advisor should then make an informal inquiry as to the prospective external examiner's willingness to serve. If so, a nomination is then made by the head of the major department to the Dean of Graduate Studies. The external examiner must be from outside The University of Manitoba and the Dean of Graduate Studies makes the formal invitation to the external examiner.</p> <p><i>Note:</i> The external examiner should: hold a Ph.D.; hold an appointment with a recognized university or be a recognized scholar in their field; have no affiliation with the student or the advisor. The external must be considered at arm's length to the department and the University of Manitoba. While the definition of "arm's length" is left to the discretion of the department, be advised that justification may be required by the Faculty of Graduate Studies for this selection.</p>	86.	
<p>Changes in the examining committee: The Dean of Graduate Studies must also approve changes in the membership of the examining committee. No changes shall be made in the examining committee after the thesis is distributed by the Faculty of Graduate Studies to the committee for examination.</p> <p><i>Note:</i> Should the thesis not be submitted for examination within 12 months after the appointment of the examining committee, the committee appointment will lapse and a new appointment shall be necessary.</p>	87.	
<p>Distribution of the Thesis For Examination: Sufficient copies for distribution to each member of the examining committee must be submitted to the Faculty of Graduate Studies Office in un-bound form, with each set enclosed in a separate envelope or folder. Each copy must be prefaced by an abstract of the thesis which includes the title, the author's name, and a brief summary of the results. It must be in a form acceptable to the student's advisor.</p> <p><i>Note:</i> It is the responsibility of the Faculty of Graduate Studies to distribute the thesis to all of the examiners.</p>	88.	
<p>Responsibilities of the Examiners</p> <p>Internal Examiners: Each internal examiner (except the candidate's advisor), within one month of the receipt of the thesis, shall submit to the Dean of Graduate Studies a written report (with a copy to the head of the major department) giving an evaluation of the thesis, noting its merits, deficiencies (if any) and, if appropriate, revisions. The report shall contain a statement as to whether or not the student may now proceed to the oral examination. The thesis shall be placed into one of the following categories:</p> <ol style="list-style-type: none"> 1. The thesis, as a written document, is basically acceptable as it stands, or with minor revisions. (The student may proceed to the oral defense). 2. The thesis, though basically meeting the requirements for a Ph.D. thesis, may require revisions that are more than minor, but the candidate may proceed to the oral examination. (This category should be used in those unusual circumstances where the examiner has reservations 	89.	

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<p>that can be dispelled in an oral examination).</p> <p>3. The thesis needs major revisions before it could be considered acceptable and/or proceeds to an oral examination.</p> <p>4. The thesis is unacceptable.</p> <p><i>Note:</i></p> <p>1. The placing of the thesis into category (1) or (2) above does not mean that the thesis has received final approval.</p> <p>2. The placing of the thesis into either category (3) or (4) constitutes a failure.</p>		
<p>External Examiners:</p> <p>The Dean of the Faculty of Graduate Studies will request the external examiner to give a detailed report on the merits and deficiencies of the thesis as well as an overall evaluation. The external examiner shall be asked to report on his/her findings in the same categories as those used by the internal examiners. The advisor and the student must submit a declaration to the Faculty of Graduate Studies that neither party has performed collaborative research work with the external examiner within the last five years.</p> <p>The external examiner is requested to present the report to the Dean of Graduate Studies within one month of the receipt of the thesis. Adequate time must be allowed for the transmission of the thesis and the receipt of the report.</p> <p>The attendance of the external examiner at the candidate's oral examination is encouraged, but is not required. A request for financial assistance (up to a max of \$250) may be submitted to the Dean of Graduate Studies prior to the arrangement of the oral defense date.</p> <p><i>Note:</i></p> <p>If the external examiner is not going to be present at the examination, the Dean of the Faculty of Graduate Studies will request him/her to submit questions and the expected answers to the questions to be posed to the candidate at the time of the examination. Normally, the Chair of the Examining Committee will pose the questions to the candidate and the candidate will not receive the questions prior to the examination.</p> <p>An honorarium is paid to the external examiner for his/her services.</p>	90.	
<p>Approval For Advancement to the Oral Examination:</p> <p>The Faculty of Graduate Studies must receive all examiners' reports (internal and external) at least two weeks prior to the intended date of the oral examination.</p> <p>Guidelines For Advancement to the Oral Examination</p> <p>When considering the candidate's advancement to the final oral examination, the committee of internal examiners shall use the following guidelines:</p> <p>1. If all the reports place the thesis in category (1) or (2), advancement to the oral examination shall be automatic. The Dean of Graduate Studies shall send copies of all category (1) or (2) reports to each of the internal thesis examiners and also to the student.</p> <p>2. If one or more of the reports place the thesis in category (3), the Dean of Graduate Studies shall send copies of all the reports to each of the internal thesis examiners and the Department Head. Two copies of all the reports are sent to the Advisor who shall provide one copy to the student. The(3), the committee of internal examiners should strive to provide the advisor and the candidate with specific advice about the nature and scope of the revisions required and any other pertinent matters (such as the time that should elapse before the thesis will be accepted for reconsideration).</p> <p>3. In the unlikely event that the internal examiners judge an unfavorable report by an external examiner to be unwarranted, they may recommend, through the head of the major department, that the Dean of Graduate Studies submit the thesis to a second external examiner.</p>	91.	

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>Requirements Prior to Oral Examination</p> <p>Scheduling: The examination will normally be held at either the University of Manitoba Fort Garry or Bannatyne Campus. Exceptions must have the unanimous agreement of all committee members. Normally, the oral examination shall be open to all members of The University of Manitoba community and shall be held at The University of Manitoba. In exceptional cases the final oral examination may be closed, for example when the results of the thesis research must be kept confidential for a period of time. In such cases, the advisory committee and Department head shall recommend such action to the Dean of Graduate Studies who may then approve that the final oral examination be closed to all but the examining committee and the Dean of Graduate Studies (or designate).</p>	92.
<p>Student Information: At least two weeks prior to the oral examination, the student must submit to the Faculty of Graduate Studies the following information:</p> <p>Biographical Data – where and when born, outstanding points in career, awards, etc.</p> <p>List of degrees obtained – where and when</p> <p>The exact title of the thesis</p> <p>An abstract of the thesis (not more than 350 words)</p> <p>List of the student's publications</p> <p><i>Note:</i> The above documentation should be submitted in electronic form.</p>	93.
<p>Notice of Examination: Except in the case of a closed examination and provided the information is received in sufficient time to meet publication deadlines, a notice of the student's oral examination will be published in The University of Manitoba Bulletin. In addition, memoranda will be distributed by the Faculty of Graduate Studies Office to all members of the department concerned. Note that students and faculty members who are not members of the examining committee are invited and encouraged to attend oral examinations but are not permitted to participate in the formal questioning.</p>	94.
<p>Oral Examination: A student must pass an oral examination on the subject of the thesis and matters relating thereto before he/she may obtain the Ph.D. degree. An oral examination committee consisting of not fewer than four persons shall conduct the examination. One of these shall be the Dean of Graduate Studies or his/her representative (chosen from among senior scholars at this University) who shall be Chair. The other members shall normally be the thesis examiners.</p>	95.
<p>Format of the Examination: The first part of the oral examination shall consist of an oral presentation by the candidate to include a summary of the salient points of the research within a time span of 25 to 30 minutes. This is followed by the questioning and examination of the candidate by the examination committee, that is normally about one and one-half hours but in no case longer than two hours.</p> <p>The Chair may exercise discretion in inviting questions from guests.</p>	96.
<p>Procedures For The Conduct Of The Examination: Before the candidate and guests are admitted to the examination room, the Chair should discuss the examination procedures with the examiners.</p> <p>The Chair will introduce the candidate and request him/her to give a concise (25 to 30 minutes) oral presentation of the thesis to include a summary of the problems studied, the results and the conclusions.</p> <p>Following the presentation, the Chair will invite questions from each member of the examining</p>	97.

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Faculty of Graduate Studies Regulation	Supplemental Regulation	
<p>committee, taking care to ensure that each examiner has approximately equal time for questions. Normally, the question period should not exceed one and one-half hours.</p> <p>It is the responsibility of the Chair to pose questions raised by the external examiner (if not in attendance).</p> <p>The Chair may exercise his/her discretion in allowing questions from guests following completion of the formal examination.</p> <p>Note: Once assuming the role of Chair, s/he foregoes the right to comment on the merits of the thesis whether or not s/he is an expert in the field.</p>		
<p>Decision of the committee: Following completion of the formal examination, the candidate and spectators are required to withdraw from the examination room. The examiners will consider their report and will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the thesis. The committee may exercise its discretion on such matters as who must approve the required revisions, time limits for completion, the necessity for a second oral examination, and any other such matters. It shall be the responsibility of a designated member of the oral examination committee (normally the advisor) to ensure that all such revisions are completed before the copies of the unbound thesis are submitted to the Faculty of Graduate Studies Office for binding. The candidate will be recommended for the Ph.D. degree when the thesis, accompanied by a signed statement from the advisor that the required revisions are completed, is submitted to the Faculty of Graduate Studies, providing all other degree requirements have been satisfied.</p>	98.	
<p>Report of the committee: The final judgment of the examiners on the thesis and the oral examination shall be reported to the Dean of Graduate Studies in the terms 'approved' or 'not approved'. An approved verdict must be unanimous, and each examiner must indicate, by his/her signature, concurrence with the verdict. In the case of a failure for the thesis at the Ph.D. level a detailed written report will be prepared by the Chair and made available to the candidate and also submitted to the Faculty of Graduate Studies.</p> <p><i>Note:</i> A student who receives a failure on either the thesis or the oral examination twice shall be required to withdraw from the Faculty of Graduate Studies.</p>	99.	

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<p>5.3 Publication and Circulation of Theses:</p> <p>Every graduate student registering in a Ph.D. program at the University of Manitoba shall be advised that as a condition of being awarded the degree, he/she will be required:</p> <p>1. To grant a license of partial copyright to the University and to the National Library of Canada for any thesis submitted as part of the degree pro-gram.</p> <p><i>Note:</i> This license makes the thesis available for further research only. Publication for commercial purposes remains the sole right of the author.</p> <p>2. To provide a copy of the abstract for Dissertation Abstracts International and to authorize publication of the abstract in that publication. The forms and conditions pertaining to these license agreements are available at the Faculty of Graduate Studies Office. 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 agreement. Signing the license agreements is normally done after the contents of the thesis have been delineated and the importance of copyright and/or patents fully comprehended. Publication in the above manner does not preclude further publication of the thesis or any part of it in a journal or in a book. In this case, acknowledgement should be made that the work was originally part of a thesis at The University of Manitoba.</p> <p>Notes: Copyright - Copyright in theses and practica is protected in international copyright law. A copyright symbol © or (c) is incorporated on a page containing statements of permission to microfilm and to lend copies of the thesis or practicum. After completion, this page should be inserted in the thesis/practicum immediately following the title page. Blank copies of this page are available from the Faculty of Graduate Studies Office.</p> <p>Patents – Refer to the section “Policy of Withholding Theses Pending Patent Applications” in this Guide.</p> <p>Restriction of theses or practica for publication - In exceptional cases not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student may request the Dean of Graduate Studies to restrict access, for a period up to one year after submission, to any copies of a thesis or practicum submitted to The University of Manitoba. The Dean, in consultation with the student’s advisor, shall determine for what period, if any, access will be so restricted.</p> <p>Restriction of the e-thesis/practica (ETD) copy - Students may also choose to restrict access to the electronic copy of their thesis/practica for a specific period of time so that it will not interfere with traditional publication of part or all of the work. For the purposes of the ETD collection in MSpace, the restriction period is one year, two years or three years. This category of restriction is for the e-thesis/practica (ETD) copy only and may be enacted at the time the e-copy is submitted through the MSpace.</p> <p>Library and Archives Canada – A microfiche of the thesis is forwarded to Library and Archives Canada and is listed in a monthly and annual national bibliography, ‘Canadiana’, which is published by the National Library.</p>	100	
<p>SECTION 6: Policy Of Withholding Theses Pending Patent Applications</p> <p>In 1970 the Board of Governors and Senate approved a policy on accepting research grants from outside agencies. This policy defined the right of agencies to defer release of information and thus ensure freedom of publications for research findings of University personnel. Occasionally, the University may also wish to restrict the release of a thesis pending patent application. This policy statement parallels the previous one in that it de-fines the right of the University to defer the release of a thesis and thus ensures freedom of publication for the research findings of a graduate student.</p>	101	

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<p>This situation may arise in two circumstances which are defined below and both of which are governed by the same set of regulations.</p> <p>When a research project is known to contain patentable items as defined in the research contract, then it is the responsibility of the advisor to give written information of the restrictions on publication to the student prior to the start of the thesis research. If the student agrees to carry out the re-search, then the regulations given below will apply.</p> <p>Where a patentable item is found during the course of research, then the advisor and the student may make application for patent rights through the University Patent Committee, and the following regulations will apply concerning the release of the thesis.</p> <p>Regulations Concerning Release Of A Thesis During Application And Negotiation For Patents: The Dean of Graduate Studies will receive the approved thesis and copies of it as required by the Faculty regulations. On written joint request of the advisor and the student, the Dean will keep the thesis and copies of it in his/her office for a period up to one year.</p> <p>For further information, reference should be made to the thesis copyright license.</p>		
<p>SECTION 7: Extension Of Time To Complete Program Of Study</p> <p>All requests for extensions will normally be dealt with administratively and reported, in summary form, to the Executive Committee of Graduate Studies for information. Requests for an extension are reviewed by the Faculty of Graduate Studies on a case by case basis. The extension time requested must closely reflect the time required to complete the program. More than one extension period may be considered, but the total time for all extensions will not normally exceed two years. Requests for extension must be accompanied by a realistic timeline that has been agreed upon by the student and supervisor and endorsed by the Dept. Head. Students granted extensions may be asked to enroll full-time during the period of the extension and may also be required to meet contingencies or carry out remedial work to be associated with the extension. The student must complete the 'request for extension form' and submit it to his/her major department for recommendation to the Faculty of Graduate Studies at least four months prior to the deadline date for completion of program requirements.</p>	102	
<p>SECTION 8: Leave Of Absence</p> <p>Regular Leave: A Regular Leave is intended to allow students to meet family, travel or employment responsibilities or plans and circumstances not covered by the Parental or Medical/Compassionate leaves. At the request of a graduate student, the Head of the student's department may recommend to the Dean of Graduate Studies that a student be granted a leave of absence for a period of time not to exceed one year. While on leave of absence, a student would not be expected to maintain study and/or thesis research work. Students on Regular Leave of Absences will be required to maintain continuous registration and pay the appropriate - Continuing fee. If a student has Tuition Fees (as opposed to Continuing fees) owing at the time of the granting of the Leave, the Tuition Fees will be deferred until the student returns from leave, however, the Continuing fee will be levied.* A Regular Leave of Absence status does not extend the time limits as outlined in the Faculty regulations.</p> <p>*Program Fees: The Continuing fee in effect at the time of the granting of the leave will be levied. However, if the student returns from leave in January, the normal Tuition Fee will be levied less the Continuing fee already paid.</p>	103	
<p>Exceptional Leave: In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing relative), at the request of the graduate student, the Head of the student's department may recommend to the Dean of Graduate Studies that a student be granted an exceptional leave of absence for a period of time not to exceed one year. While on leave of absence for exceptional</p>	104	

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<p>reasons, a student would not be expected to maintain study and/or thesis research work, would not be required to maintain continuous registration, nor pay the Continuing fee. In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave is not intended to cover circumstances related to travel, employment or other financial concerns.</p> <p>Fees: Any unpaid Tuition Fees will be deferred for a year for an exceptional leave of 8-12 months which begins in September. Half Tuition Fees will be charged for all other exceptional leaves (i.e., 8-12 month leaves beginning in January or shorter leaves beginning in either September or January). No Continuing fees will be assessed if the leave period is for the duration of the Fall and Winter terms, but will be payable in full if the student attends the Fall or Winter term of that academic year.</p>		
<p>Parental Leave: A graduate student who is bearing a child or who has primary responsibility of the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request should be made through the student's department, normally for a leave of four to twelve months. Leaves of other duration will be considered on an individual basis. Where possible, students doing course work should coordinate their requests with the beginning of an academic term. While on leave of absence for parental reasons, a student would not be expected to maintain study and/or thesis research work. The leave period is not included in the time period allowed for completion of the degree.</p> <p>Fees: Tuition Fees will be deferred for a year for a parental leave of 8-12 months which begins in September. Half Tuition Fees will be charged for all other Parental leaves (i.e., 8-12 months leaves beginning in January or shorter leaves beginning in either September or January). No Continuing fees will be assessed during the leave period, but will be payable in full if the student returns from leave before the end of the term.</p> <p><i>Note:</i> At the time of approval of an application for leave, the procedures for the return of the student to the department at the completion of the leave must be stipulated.</p>	105	
<p>Awards And Leave Of Absence: Students granted exceptional or parental leave would retain the full value of a University of Manitoba Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such an award will be suspended at the onset of the leave and reinstated at the termination of the leave period (4 to 12 months) provided that the student returns to full time study at that time.</p> <p><i>Note:</i> Other awards will be paid according to the conditions established by the donor or granting agency.</p> <p>Graduate Student Vacation Entitlement: Students are entitled to three weeks vacation throughout a 12-month period.</p>	106	
<p>SECTION 9: Appeals – Procedures And Guidelines</p> <p>General: Students who disagree with a decision have access to the appeal routes as laid out by the various Faculty of Graduate Studies and University of Manitoba appeal processes.</p> <p>There are several avenues of appeal which are open to graduate students: academic; discipline; admission and administration, (e.g. Fee appeals). Please refer to the "Student Appeals" section of the Faculty of Graduate Studies Academic Guide, the University of Manitoba Policy and Procedure Manual, policy 1202 "Student Discipline By-Law", policy 1301 "Academic Appeals Procedures and Guidelines" and policy 1302 "Admission Appeals Procedures and Guidelines".</p> <p>The Executive Committee of the Faculty of Graduate Studies, through its Appeal Panel, by</p>	107	

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<p>delegation from the Faculty Council, is empowered to deal with student appeals from departmental recommendations or Faculty of Graduate Studies actions, provided the departmental appeal process has dealt with the matter. These student appeals should be directed to the Dean of Graduate Studies. A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals.</p> <p>It should be noted that under section 1.1.1.1. of the “<u>Student Discipline By-Law</u>” found in the University of Manitoba Policy and Procedure Manual) it states that “Matters involving academic dishonesty of a graduate student shall be referred directly to the Dean of the Faculty of Graduate Studies who shall, in turn, inform the budget dean/director prior to any disciplinary action.”</p>		
<p>Academic Appeals: In terms of qualifying examinations, candidacy examinations, thesis examinations, and any other academic matters, departments make recommendations for action to the Faculty of Graduate Studies. In the first instance, any appeal of a department’s recommended action should be handled through the departmental appeal process, which is outlined in the department’s Supplementary Regulations. Appeals stemming from departmental actions on academic matters (e.g., failure in a course) will be heard by the Faculty of Graduate Studies Appeal Panel only after they have been dealt with by the appropriate departmental-level appeal process. The Appeal Panel will handle an appeal of Faculty of Graduate Studies actions.</p> <p>These student appeals should be directed to the Dean of the Faculty of Graduate Studies within the appropriate timelines. A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals (“Academic Appeals Procedures and Guidelines” of the U. of M. Policy and Procedure Manual).</p>	108	
<p>Consideration of an Academic Appeal</p> <p>The hearing panel shall consider an appeal: Only if grounds for the appeal stem from an examining committee or departmental action and only after an appeal has been heard by the body responsible for appeals in the department concerned (unless the action being appealed is one taken by the Faculty of Graduate Studies). This is understood to include decisions taken by individuals or committees acting in the name of a department of the Faculty of Graduate Studies and also to the supplementary regulations pertinent to a department’s operation which have been approved by the Faculty of Graduate Studies;</p> <p>If there is some evidence that a department or faculty regulation has been unfairly or improperly applied;</p> <p>There is apparent conflict between Faculty of Graduate Studies’ policy and a department regulation; and/or Other circumstances that warrant special consideration.</p> <p><i>Note:</i> It shall be the responsibility of the appellant to indicate clearly and specifically the grounds warranting consideration of the appeal. When a hearing panel determines that there are insufficient grounds to proceed with an appeal hearing it shall report its reasons to the Dean of Graduate Studies.</p>	109	
<p>Academic Appeal Deadlines:</p> <p><i>General:</i> An appeal of action taken by any department or administrative unit, committee, administrator or faculty member within the Faculty of Graduate Studies must be sent by the student to the Dean of Graduate Studies within 21 days of the date when the student was informed in writing of the action to be appealed. Appeal Of Term Work: Students are encouraged to discuss matters relating to grading of term work with their instructor in the first instance. Further appeals of grades on academic term work shall be directed, by the appellant, to the department responsible for the course within 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</p>	110	Deadlines for ‘consideration of appeals’ may be extended at the discretion of the Occupational Therapy Department Head only for exceptional circumstances, e.g., for fieldwork courses involving external personnel where timelines may be difficult to meet.

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<p>department shall consider the appeal and provide a decision within 15 working days.</p> <p><i>Appeals To Senate:</i> As per the processes outlined under policy 1300 of the U. of M. Policy and Procedure Manual, "Appeals to the Senate Committee on Appeals shall be filed with the Secretary of Senate within twenty (20) working days after the mailing of the notice of decision from which the appeal is made."</p>		
<p>Discipline Appeals: When the appeal is against a disciplinary decision made by the Faculty of Graduate Studies, the appeal routes and procedures as outlined in the Student Discipline by-law (<u>Student Discipline By-law</u> of the U. of M. Policy and Procedure Manual) shall prevail.</p> <p>If the appeal is from a decision of the Dean of the Faculty of Graduate Studies the appeal statement shall be delivered to the Dean of the Faculty of Graduate Studies on behalf of the Local Discipline Committee (L.D.C.)</p> <p>If the appeal is from a decision of the L.D.C., the official statement shall be delivered to the Secretary of the University Discipline Committee (U.D.C.) with a copy to the Dean of the Faculty of Graduate Studies.</p>	111	
<p>Discipline Appeal Deadlines: The timeline for discipline appeals adheres to the procedures outlined in the "<u>Student Discipline By-law</u>", section 2.3.1 of the U. of M. Policy and Procedure Manual. If a student wishes to appeal a decision to any group or body, the notice of appeal must be delivered in writing to the appropriate person(s) <u>within five working days</u> of the student being notified of the decision from which the student intends to appeal.</p>	112	
<p>Appeal Of Violation/Penalty: As per section 2.3.2 of the "Student Discipline by-law" (found in the U. of M. Policy and Procedure Manual), "All notices of appeal shall clearly indicate whether the appeal is from the finding of violation of University regulations on the one hand, or from the penalty on the other, or from both".</p>	113	
<p>Limitations On Appeal Rights: Students who disagree with a decision have access to the appeal routes as laid out by the various Faculty of Graduate Studies and University of Manitoba appeal procedures. Student appeals may be limited by the scope of the inquiry available at each level and category of appeal, as well as the time limitations for submission of appeals.</p> <p>A further limitation is that the Faculty of Graduate Studies rules and regulations, established to uphold the academic rigour of the University of Manitoba, are generally not subject to appeal unless an appeal route is otherwise stipulated. In situations where no appeal route is available, a student may make a written request to the Dean.</p>	114	
<p>Procedures</p> <p>Academic: All appeals shall be submitted in written form to the Dean of Graduate Studies. The Dean may, on consideration, attempt first to reach an informal solution. If that is judged by the Dean to be inappropriate or unfeasible, a hearing panel will be formed. Hearings shall be held in closed session unless at least one party requests an open hearing and all parties to the appeal agree to the request.</p> <p>The Dean shall inform the appropriate Department head of the nature of the appeal, forward a copy of the student's written submission, and request a written response to the appeal within <u>ten working days</u>. A hearing panel will be struck and a meeting set by the Dean of Graduate Studies as soon as possible after receipt of the written response from the department.</p> <p>The appellant shall receive, through the Dean of Graduate Studies, the response of the department at least one week prior to the date set for the hearing of the appeal. Notices of the hearing shall be sent by the Dean of Graduate Studies to the individuals affected, giving the</p>	115	<p>Department of Occupational Therapy Procedures Appeal of Term Work: Students may appeal any academic grade or fieldwork evaluation of term work that is returned or made available to them before the last day of classes and/or fieldwork placement. Prior to striking a formal appeal, students are strongly encouraged to discuss their concerns with the appropriate course instructor/fieldwork educator and, if necessary, the course coordinator in an attempt to resolve the issue without the need for a formal appeal. It is preferable, in all instances, for a complaint to be resolved at the lowest possible level through the informal process.</p> <p><u>Informal Steps</u> 1. Students are expected to discuss matters</p>

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specific time and place for a hearing.

All documentation that the hearing panel will consider shall be made available through the Dean of Graduate Studies Office to both the student and the Department Head in advance of the meeting. No additional materials may be presented at the time of the hearing. In the case where a request is made to submit additional materials, the Chair shall postpone the hearing and allow no more than ten working days for the other party to respond to the new materials.

Each petitioner and appropriate Department head (or delegate) shall have the right to appear before the hearing panel and to call witnesses that he/ she wishes to appear before the panel. It is the responsibility of the party calling witnesses to ensure that the witnesses are informed of the date and time of the hearing. The Dean of Graduate Studies shall be notified not less than four days prior to the hearing of the names of all witnesses that are to be called.

The student shall be advised by the Dean of Graduate Studies of the right to appear in person or to be represented by the Student Advocate or a fellow student or other full-time member of the University community not receiving payment for appearing, or working for legal aid. In addition, if the student wishes, one member of his/her immediate family, and a lawyer, may be present, but only as observers who do not participate. At least four days prior to the hearing, the Dean of Graduate Studies must be notified of any persons to be accompanying the appellant.

Both appellant (and/or representative) and Department head (and/or representative) are entitled to cross-examination of any and all witnesses.

All members of a hearing 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 member is not present at the commencement or cannot continue, the hearing panel must adjourn.

As a first item of business in dealing with any appeal, the hearing panel shall consider (in closed session):

Whether there are sufficient grounds to proceed with the appeal hearing; and, Any request it has received as to holding an open session and determine what, if any parts of the hearing shall be open.

Normally the appellant and the Department head and/or their representatives will be present during the presentation of the other's case. During the hearing, the appellant or the Department head may request a change in the open or closed nature of the hearing, at which time the hearing panel shall determine its procedures.

The hearing panel may request the appellant or any other parties to appear or provide additional information in a particular case before reaching a decision.

All parts of the meeting required to deliberate or determine resolution of the appeal shall be held in camera.

The Dean of Graduate Studies shall inform, in writing, the appellant and the Department head concerned of the disposition of the appeal, the reasons for the decision, and of whatever action may result. The further right of appeal to the Senate committee on appeals should be indicated, along with any appropriate time limits.

relating to the grading of term work with their course instructor/fieldwork educator in the first instance. If the student is not satisfied with the result of this discussion, or if the instructor/fieldwork educator is not available within a reasonable time, the student may proceed to Step 2.

2. When matters concerning grades of term work have not been resolved at the level of Step 1, students are expected to discuss matters with the appropriate course coordinator/Academic Fieldwork Coordinator (AFC). The course coordinator/AFC may involve the instructor/fieldwork educator if deemed appropriate. If the student is not satisfied with the result of this discussion, or if the course coordinator/Academic Fieldwork Coordinator is not available within a reasonable time, the student may make a formal appeal to the Head of the Department of Occupational Therapy, as a formal term work appeal through the Registrar's Office.

Formal Appeal of Term Work

Students wanting to appeal an academic grade/fieldwork evaluation of term work must apply in writing to the Head of the Department of Occupational Therapy within ten (10) working days of the communication of the grade to the student. Students may obtain the form "Application for Appealing a Grade Given for Term Work" from the SMR General Office at 771 McDermot Ave. The fee charged for each appealed term work grade will be refunded for any grade that is changed as a result of the appeal.

Following receipt of the appropriate appeal form and evidence of payment of the refundable appeal fee, the Department Head shall inform the course coordinator/AFC, in writing, that a formal appeal has been initiated and where possible forward a copy of the completed appeal form to the coordinator. The Department shall consider the appeal and provide a written decision within 15 working days. (This timeframe may be extended only for exceptional circumstances at the discretion of the Occupational Therapy Department Head.)

Appeal of Final Grades:

If a student has good reason to believe a mistake has been made in the assessment of the original grade (academic or fieldwork), an appeal of the assigned grade may be made. Prior to striking a formal appeal, students are strongly encouraged to discuss their concerns with the appropriate course coordinator/Academic Fieldwork Coordinator or with the Head of the Department of Occupational Therapy in an attempt to resolve the issue without the need for a formal appeal. It

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is preferable, in all instances, for a complaint to be resolved at the lowest possible level through the informal process.

Informal Steps

1. Students are expected to discuss matters relating to the assignment of a final grade with their course instructor/coordinator or with the fieldwork educator/Academic Fieldwork Coordinator in the first instance. If the student is not satisfied with the result of this discussion, or if the course instructor/coordinator or fieldwork educator/Academic Fieldwork Coordinator is not available within a reasonable time, the student may proceed to Step 2.
2. When matters concerning assignment of final grades have not been resolved at the level of Step 1, students are expected to discuss matters with the Head of the Department of Occupational Therapy. A brief written summary of the situation should be provided to the Department Head requesting informal discussion of the matter. The Department Head may involve the course instructor/coordinator or fieldwork educator/Academic Fieldwork Coordinator if deemed appropriate. If the student is not satisfied with the result of this discussion, or if the Department Head is not available within a reasonable time, the student may make a formal appeal.

Formal Appeal of a Final Grade

A student wishing to appeal a final grade must do so through the Registrar's Office, University of Manitoba. Information on formal appeals, appeal forms, and deadline dates should be obtained from the Registrar's Office, either in person, via the Graduate Calendar, or via the web at www.umanitoba.ca/student/records/grades/691.htm. Students should note that the deadline for appeal of assigned grades will not be extended for students who are on "hold status" nor will official grades be released by the Registrar's Office until the "hold" has been cleared.

The fee charged for an appealed grade will be refunded for any grade that is changed. It should be noted that an appealed grade may not be lowered.

Other Academic Appeals

At the Department Level

Students wishing to appeal other academic matters or academic decisions or actions of the department are strongly encouraged to discuss their concerns with the appropriate course instructor and/or course coordinator in an attempt to resolve the issue without the need for a formal

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

Faculty of Graduate Studies Regulation	Supplemental Regulation	
		<p>appeal. Informal discussions with the Head of Department are also invited. As with other appeals, it is preferable in all instances for a complaint to be resolved at the lowest possible level through an informal process.</p> <p>In the event that a student proceeds with a formal appeal, the appeal should occur within ten (10) working days of written communication of the departmental decision/action to the student and should be directed, in writing, to the Head of the Department of Occupational Therapy. The Department Head shall notify the course coordinator, in writing, upon receipt of the formal appeal and where possible, forward a copy of the appeal form to the coordinator.</p> <p>A meeting(s) will be held with the Head of the Department and relevant parties as deemed appropriate. Resolution of the appeal at this level is by mutual agreement of all parties. If not resolved the student may proceed to the next level, the Faculty of Graduate Studies Appeal Committee.</p>
<p>Disqualification: Any member of the Appeal Panel shall be disqualified from hearing an appeal who: Is a faculty member or a student in the Department (School or Faculty) in which the appellant is registered; or Was, as an individual, or as a member of a committee or board, responsible for making the decision being appealed.</p>	116	
<p>Other Appeals</p> <p>Discipline: Please refer to the Student Discipline By-law (found in the U. of M. Policy and Procedure Manual).</p> <p>Admission Appeals: Please refer to the "Admission Appeals Procedures and Guidelines" policy found in the U. of M. Policy and Procedure Manual.</p> <p>Fee Appeals: Please refer to the Student Records Protocol on Fee Appeals, September 23, 1999. To initiate the Fee Appeal procedure, the student completes a Fee Appeals form, available in the Student Records Office, 4th Floor of University Centre.</p> <p>Assistance With Appeals: The office of Student Advocacy provides information and assistance to students about all appeal processes.</p>	117	<p>Discipline: In addition, the Department of Occupational Therapy has developed Procedures for Safe and Ethical Professional Practice to ensure appropriate participation in fieldwork environments. See Appendix B.</p>

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

Appendix A

Student Progress Committee Guidelines For Progression of Students Where Deficiencies Exist

Deficiencies in Academic Course Work

“Academic Courses: Normally, students who obtain a grade of C (2.0) or less in an academic course(s) may be provided the opportunity to address the deficiency, through either a supplemental exam or a repeat of the course. Both opportunities may be used for one course if a student is unsuccessful in a supplemental exam, however, students are permitted only one repeat and only one supplemental exam throughout the duration of the program. The passing grade of a supplemental exam is C+ (2.5). Students who fail more than two academic courses in the program will be required to withdraw from the program.”
(Supplemental Regulations, 2007)

Timing of Supplemental Examinations

Supplemental examinations for one academic component of the program, normally, will be written before the start of the next academic component of the curriculum. Students may be permitted to complete supplemental examinations at a later date if deemed appropriate by the Student Progress Committee and the MOT Program Department Head.

“Progression Following a Fail in an Academic Course(s).....

..... Progression Into Subsequent Fieldwork Course(s): Because fieldwork components of the program are closely juxtaposed to academic components, students are permitted to proceed into fieldwork courses without having received official grades in preceding academic course work. If it is determined, once official academic grades are available, that a student received a fail in preceding academic course work and subsequently was granted supplemental or repeat privileges, then that student may be permitted to continue in the fieldwork course.” (Supplemental Regulations, 2007)

Student Progress Committee Actions:

The student is given two options:

- 1) to withdraw from the fieldwork placement without academic penalty for that fieldwork course
or if wishing to continue in the placement,
- 2) to authorize the release of information about the academic failure to the field site. The Fieldwork Educator, Academic Fieldwork Coordinator and the MOT Program Department Head will determine whether the student will be allowed to proceed with the placement.

.....“When it is known prior to the start of a fieldwork course that a student has received a fail and been granted a supplemental examination or repeat in preceding academic course work, that student may be permitted to progress into the fieldwork course prior to writing the supplemental examination or repeating the course.” (Supplemental Regulations, 2007)

Student Progress Committee Actions:

A student who is unable to complete a supplemental examination for failed academic course work prior to the subsequent fieldwork course will be given two options:

- 1) to defer the fieldwork placement to the next fieldwork period in the program
or if wishing to progress into the placement,
- 2) to authorize the release of information about the academic failure to the field site. The Fieldwork Educator, Academic Fieldwork Coordinator and the MOT Program Department Head will determine whether the student will be allowed to proceed with the placement.

Deficiencies in Fieldwork Course(s)

“A student receiving a fail in a fieldwork course must successfully complete a repeat of that fieldwork course prior to progressing to the next level of fieldwork. Similarly, a student who defers a fieldwork course or who voluntarily withdraws from a fieldwork course must successfully complete that fieldwork course prior to progressing to the next fieldwork course.” (Supplemental Regulations, 2007)

Timing of Fieldwork Course Repeat:

Normally, a student will repeat a failed fieldwork course or complete a deferred or voluntarily withdrawn fieldwork course during the next scheduled fieldwork period of the program. Because students must complete each level of fieldwork prior to progressing to the next fieldwork level (i.e., Basic before Intermediate 1 before Intermediate 2, etc.), it is recognized that all subsequent fieldwork courses may be out of sync with the normal lock-step progression of the program. Where time allows **and** where a fieldwork placement is available a student may be permitted to repeat a fieldwork course in a block of time other than the next scheduled fieldwork period.

Appendix B

School of Medical Rehabilitation Department of Occupational Therapy

PROCEDURES FOR SAFE and ETHICAL PROFESSIONAL PRACTICE

Preamble and Definition:

Health care professionals occupy a position of special trust within society, which is not compatible with unskilled, careless or unethical practice. Such practice includes behaviours which have, or might reasonably be seen to have, an adverse effect on health, safety, rights, or property of another¹, as well as behaviours which have the potential to harm, with or without any evidence of harm having actually occurred². For the student, safe and ethical behaviour/practice is expected in both the classroom and fieldwork environments.

Expectations for Safe and Ethical Professional Practice:

The Master of Occupational Therapy program recognizes that student learning occurs within a developmental framework, from exposure to basic professional knowledge and skills, to acquisition of knowledge and skills, and then to integration/application³. It is further recognized that expectations of a student's performance at any point in time should be in line with the developmental level of the student within the program. While functioning within this framework a student is expected to:

1) *adhere to:*

- a) *codes of conduct and standards of practice of the College of Occupational Therapists of Manitoba (COTM) and the Canadian Association of Occupational Therapists (CAOT) namely:*
 - i) *CAOT Code of Ethics⁴*
 - ii) *COTM Bylaw Respecting A Code of Ethics⁵*
 - iii) *Essential Competencies of Practice for Occupational Therapists in Canada (2nd Ed.)⁶,*
- b) *the requirements and regulations as outlined in Section 4, Boxes 42, 43 and 44 of the Faculty of Graduate Studies and Master of Occupational Therapy (MOT) Program Supplemental Regulations⁷.*

¹ The University of Western Ontario Code of Conduct. V. Student Conduct – Rules. Retrieved from <http://www.uwo.ca/univsec/board/newcode.html> on March 24, 2003

² College of Physical Therapists of Alberta, Unskilled practice and Professional Misconduct (Education and Information Bulletin). Retrieved from <http://www.cpta.ab.ca/Member/unskilledpractice.html> on March 24, 2003.

³ Sullivan, T., Tompson, M., Leclair, L., Campbell-Rempel, M. & Etcheverry, E. (2004). *Fieldwork Evaluation Guide* (Rev. ed.). Winnipeg: University of Manitoba, Department of Occupational Therapy.

⁴ CAOT. (1996). CAOT Code of Ethics. Retrieved from <http://www.caot.ca/default.asp?ChangeID=50&pageID=35> December 15, 2005. Ottawa, Ontario. Author.

⁵ COTM. (1995) Bylaws Respecting a Code of Ethics. Winnipeg, Manitoba. Author

⁶ Association of Canadian Occupational Therapy Regulatory Organizations. (2003). *Essential competencies of practice for occupational therapists in Canada, 2nd Ed.* Canada. Author

⁷ Department of Occupational Therapy (2007). *Faculty of Graduate Studies and Master of Occupational Therapy Supplemental Regulations.* University of Manitoba, Winnipeg, Manitoba. Author

c) *University-wide policies governing student conduct: Inappropriate or Disruptive Student Behavior⁸, Violent or Threatening Behavior, Student Discipline Bylaw, and Respectful Work and Learning Environment.*

2) *demonstrate behaviours consistent with:*

a) *selected learning objectives from the Master of Occupational Therapy Student Fieldwork Performance Evaluation Form. These learning objectives are specific to each fieldwork placement and are selected by the fieldwork educator (may be selected in collaboration with the student).*

b) *safe, competent professional practice, as detailed in Occupational Therapy coursework and fieldwork preparation sessions preceding fieldwork experiences, and as outlined by fieldwork site specific policies/procedures.*

Safe and ethical classroom behaviour is monitored by the classroom instructor and is governed and addressed by University Policies on Inappropriate and Disruptive Student Behaviour Policy, Violent or Threatening Behavior, the Student Discipline Bylaw, and the policy on Respectful Work and Learning Environment. For this reason the following procedures will primarily address behaviour in fieldwork situations and other non-classroom activities both on and off campus that pertain to the role of student occupational therapist.

Provision of safe, competent professional behaviour/practice in fieldwork courses is explicitly assessed within Section 1, Part C, items 6, 7, 8, & 9 and Section 2, Part A, items 1 & 2 of the MOT Student Fieldwork Performance Evaluation Form, requiring the fieldwork educator to determine if the student's performance meets expectations in these areas.

PROCEDURES

Generally, minor unsafe practices or unforeseeable, unprecedented unsafe occurrences are dealt with by personnel at the most immediate level and in an expeditious manner. This may include the fieldwork educator, classroom instructor/faculty member, faculty advisor, Academic Fieldwork Coordinator (AFC), course coordinator, or the University of Manitoba Occupational Therapy Department Head (herein referred to as the Department Head) meeting with the student to discuss the issue. If the matter is unresolved at this/these levels or if unsafe practices continue such that there is a pattern of behaviours demonstrating unacceptable risk, or where there is blatant disregard for safety or where the occurrence is deemed high risk, then a formal complaint of unsafe/unethical practice should be made in writing to the Department Head (or designate).

The Department Head, upon receipt of the formal complaint shall determine immediately, in his/her judgment, as to whether;

- attempts will be made to resolve the situation at the Departmental level **or**

⁸ University of Manitoba (2006). Inappropriate or Disruptive Student Behavior Policy, Governing Documents, University of Manitoba. Winnipeg
Pending Senate Approval
Approved: SMR Council Executive – March 30, 2006
Approved: MOT Program Committee – January 9, 2006; April 2, 2007

- the situation is of sufficient gravity to put forward to the Safe and Ethical Professional Practice Review Committee, herein called the “Review Committee”.

In addition, the Department Head, in conjunction with the AFC and relevant stakeholders (e.g. student, fieldwork educators, site administration) upon receipt of the written complaint shall determine whether the student is to be immediately suspended from the fieldwork placement or be permitted to remain in the placement while the situation is reviewed, either at the Departmental or the Review Committee level. If the decision is made to suspend a student from the fieldwork placement, this decision shall remain until the situation is resolved notwithstanding a student appeal.

Should the Department Head decide to refer the matter to the Review Committee either immediately or because the matter remains unresolved at the Departmental level then he/she shall do so in a written letter forwarded to the Director of the School. The letter shall set out the name of the student involved, the alleged facts and ground(s) allegedly warranting action.

SAFE AND ETHICAL PROFESSIONAL PRACTICE REVIEW COMMITTEE

There shall be established within the Department of Occupational Therapy an ad hoc committee known as the Safe and Ethical Professional Practice Review Committee, whose membership shall be as follows:

- a. the Director of the School of Medical Rehabilitation (or designate) shall act as Chair of the Review Committee;
- b. two members of the Department of Occupational Therapy who have not been directly involved in the issue under review;
- c. a member appointed by the College of Occupational Therapists of Manitoba (COTM);
- d. a practicing occupational therapist who is a member in good standing of the COTM and who shall be chosen by the Department Head;
- e. a MOT student member chosen by the SMR Student Association (SMRSA).

The Chair of the Review Committee shall:

- establish the Committee as quickly as possible
- establish the date, time and place of the hearing
- as soon as possible after receipt of the complaint, provide the student concerned and the Department Head with a **Notice of Hearing**, a copy of the complaint, a copy of the letter from the Department Head outlining the nature of the allegations, a copy of this document, as well as the membership of the Review Committee and the date, time, and place for consideration by the Review Committee of the matters set out in the reference. At least 7 days notice of the Review Committee hearing shall be provided.
- ensure that the **Notice of Hearing** includes a statement indicating that if the allegations contained in the reference are established to the satisfaction of the Review Committee, then the student will be subject to consequential action (refer to section entitled Decision and Disposition of the Matter, page 4).
- communicate the findings and disposition of the Committee to the Department Head, the student, and to other parties determined privy to the information.

The Review Committee shall:

- confirm that a Notice of Hearing and all required documents were sent to the named student and Department Head within the specified time frame;
- determine in a hearing of the matter whether any of the allegations have been substantiated and require action;
- grant a disposition on the matter.

The student and the Department Head shall each:

- determine who will represent them (if someone other than themselves, e.g. legal counsel, Student Advocate, UMSU representative or another individual),
- determine who will appear on their behalf (witnesses),
- provide notification of the date, time and place of the Hearing to their representative and witnesses, and
- provide the Chair of the Review Committee with a list of these people.

Once a reference has been made to the Review Committee, the proceedings shall continue, notwithstanding that the student:

- subsequently voluntarily withdraws from the Occupational Therapy Program, and/or
- refuses or is unable to participate in the proceedings, and/or
- continues in the fieldwork course.

INTERIM STATUS OF THE STUDENT

The student is presumed innocent until the Hearing is concluded. As noted above, where possible, the student will be permitted to continue his/her fieldwork placement.

Should the student continue in the fieldwork placement, his/her performance will not negate the findings and dispositions of the Review Committee and the consequence(s) for the student.

Should the student voluntarily withdraw or be suspended from their fieldwork placement prior to the conclusion of the Hearing, the academic implications of this action (e.g. permission to repeat course, need to repeat course hours, grade) are the responsibility of the University of Manitoba Occupational Therapy Program Student Progress Committee.

If, at the conclusion of the Hearing, the charges are not substantiated to the satisfaction of the Review Committee, and the Review Committee determines that no action shall be taken, then the Department Head in conjunction with the Academic Fieldwork Coordinator and the student, shall determine the best course of action that will allow the student to achieve the educational objectives of the respective fieldwork course. This determination will take into consideration several factors such as: the availability of fieldwork placements, timing of the placement in the program, number of fieldwork hours completed in the respective course, etc.

HEARING PROCEDURES

A quorum for the Review Committee shall be 5 of the 6 members. This must include the Chair or designate, the SMRSA student representative, and the COTM appointed member. The Chair of the Review Committee shall vote only to break a tie. A simple majority of the members hearing the matter is required for any finding and for the determination of the appropriate disposition of the matter.

The student whose case is to be dealt with shall be permitted to challenge and thereby cause to be disqualified not more than two members of the Review Committee. An Occupational Therapy Department faculty member shall not be disqualified from sitting as a member of the Review Committee hearing the matter by reason only that such Department member has had previous contact with the student or has prior personal knowledge of the matter. In the case where a member is caused to be disqualified by the student, the Department Head will recommend a replacement(s) member for the disqualified member(s). Appointment of the replacement member(s) is subject to the approval of the Committee Chair, who has final responsibility to determine the Committee membership.

Members of the Review Committee shall be bound by confidentiality in respect of information received in Committee⁹ and in compliance with FIPPA and PHIA legislation.

Each party, the student and the Department, may represent themselves or may be represented by someone else. The student may appear in person and may choose to be represented by a Student Advocate, UMSU representative or legal or other counsel. Should the student or the Department choose to be represented or accompanied by another individual, written notification must be provided to the Chair no later than five (5) working days prior to the hearing date. In cases where legal counsel is involved (for student or Department), it shall be a non-participating observer and shall act solely in an advisory capacity.

The hearing shall be closed to all persons except the members of the Review Committee, the student, the designated representative of the student, the designated representative of the Department, legal counsel for either party (if any) and the student advocate, if requested.

The representative of each party shall have the right to hear and to cross-examine witnesses, to have access to all documents submitted to the Review Committee for consideration, to call witnesses, and to submit other evidence.

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

The Chair of the Review Committee will provide a formal written report regarding the disposition of the committee to the Director of the School of Medical Rehabilitation, the Department Head, the student, the designated representative of the student and the student advocate (when requested by the student advocate) of the results of the hearing and the grounds thereof, within 4 business days of the conclusion of the Hearing.

DECISION AND DISPOSITION OF THE MATTER

⁹ Confidentiality will be maintained as much as possible however information may be disclosed if required by law.
Pending Senate Approval
Approved: SMR Council Executive – March 30, 2006
Approved: MOT Program Committee – January 9, 2006; April 2, 2007

The Review Committee shall, after hearing all the evidence, meet in closed session with its members only, to consider its findings, make a decision (i.e. are the allegations substantiated?) and if needed, consider the disposition to be made of the matter.

In the disposition of the matter, the Review Committee may make one or more of the following orders:

- a) determine that no action should be taken in respect of the matter;
- b) prescribe remedial action(s) for the student;
- c) provide a letter of reprimand to the student, with a copy to be placed in the student's file;
- d) attach conditions stipulating the limits of future conduct by the student within the context of the program;
- e) debar the student from attendance at (specify) fieldwork placement and recommend no further placement at this site (debarring will result in an 'F CW' in the course);
- f) require the student to provide restitution of an appropriate nature;
- g) require the student to withdraw from the Occupational Therapy Program, with the option of reapplying at a later date;
- h) require the student to withdraw from the Occupational Therapy Program with no right for re-admission to the Occupational Therapy Program;
- i) attach conditions which must be fulfilled before any application for re-admission to the Program can be considered.

APPEALS

The Findings and/or the disposition of the Review Committee may be appealed to the Dean of Graduate Studies, as outlined in the University of Manitoba Graduate Calendar section of General Academic Regulations and Requirements.

In the event of an appeal, the implementation of any decision of the Review Committee shall be suspended, except those already temporarily implemented, until the matter has been disposed of by the body hearing the appeal.

Notwithstanding the above, if the President of the University of Manitoba is satisfied that it is in the best interests of the University, the President may at any time make an order, subject to final disposition of the appropriate review authority, suspending the student from participating in any program of the University.